

Overview	1
The ePortfolio	1
“Folio Thinking”	1
Collecting	1
Selecting	2
Reflecting	2
Connecting	2
Audience	2
Purpose	2
Creating Your Weebly Account	2
To Add An Element to Your Portfolio	4

Overview

The ePortfolio

A portfolio is an educational tool that you can use to share and reflect on your work and experiences while at Virginia Tech. An ePortfolio, or electronic portfolio, uses digital technologies to allow for multi-media presentations (including text, graphics, audio, and video) and more efficient data collection.

ePortfolios enable you to:

- Track important aspects of your education
- Demonstrate skills and accomplishments
- Host and share materials using protected software

“Folio Thinking”

“Folio thinking” refers to the process that begins with the creation of work and ends with the creator sharing that work with an audience. This process enhances student learning through:

- Self-assessment
- Continual collection of work
- Recognition of connections between pieces of work
- Organization of learning outcomes and development for reference by departments and programs

Portfolio researchers describe creating a portfolio as a process with distinct “phases,” each requiring a different sort of “folio thinking.” These phases are often labeled as:

Collecting

Collecting is the phase of creating the work and putting it into a system that allows you to find materials that are relevant to an eventual portfolio. Online systems are excellent tools for collecting due to their ease of use and convenience.

Selecting

Selecting is the phase during which you sort through the larger set of available material and select samples of work that highlight your skills and abilities. This process often overlaps, or goes back and forth, between the “reflecting” phase.

Reflecting

Reflecting is the phase when you “think” about a potential portfolio and what it requires to best represent your work, goals, and interests. When reflecting, you should ask yourself some critical questions, such as, “What have I learned in this course?” or “What skills do I want to highlight to this company?” The answers to these questions form the framework, text, and often content choices for the portfolio.

Connecting

Connecting is the final phase during which you collect the portfolio and send it to an audience. This audience can consist of an individual (teacher, relative, or employer), group (department, program, or professional organization), or the World Wide Web (with the portfolio linked to a public URL). There are different needs and considerations for each of these audiences that affect the distribution and content choices of a portfolio.

Audience


When creating each element of your ePortfolio, it is essential to consider how you want to present yourself to your intended audience. Depending on how you use and share your site, your audience may be faculty members (e.g. when seeking a letter of recommendation), potential employers, and/or graduate schools. Think carefully about your rhetorical choices and what content you choose to share, as you will not be evaluated in your ePortfolio the way you might be evaluated on a social networking site. As one student stated, “ePortfolio gets you hired, Facebook gets you fired.”

Purpose

This guide will cover the necessary steps to creating an **IDDL Certificate ePortfolio**. All steps fall under one of the four phases of ePortfolio creation: collecting, selecting, reflecting, and connecting.

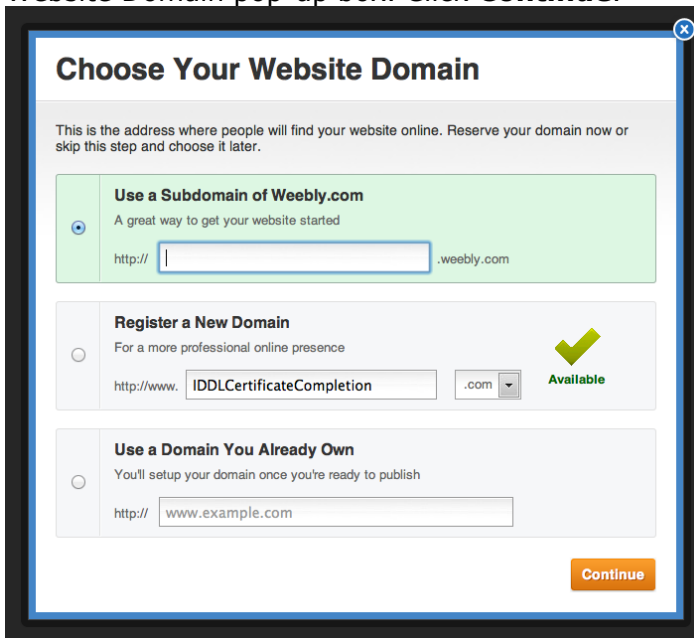
Creating Your Weebly Account

1. Direct your browser to www.weebly.com
-



The Weebly sign-up page features a dark blue header with the Weebly logo and navigation links for 'Other Versions', 'Designer Platform', 'Education', 'English', and 'Log In'. The main content area has a blue background with the text 'The easiest way to create a website' and 'Free. Powerful. Professional.' Below this is a video player and a 'Watch how to create a free website' link. A white sign-up form is overlaid on the right, containing fields for 'Full Name', 'Email', and 'Password', and a 'Sign Up. It's Free!' button. A grey box below the form contains the text: 'Why do over 10 million people & businesses use Weebly? For the easiest, most powerful, and affordable website-building experience'.

2. Fill in the fields for your Full Name, Email, and Password.
3. Click on **Sign up. It's Free!**
4. Enter the verification code that appears on your screen and click **OK. Let's Go!**
5. Enter a title for your website and select an portfolio from the drop down menu. Click **Continue**.
6. Select a name for your website and enter it into the first box in the Choose Your Website Domain pop-up box. Click **Continue**.



The 'Choose Your Website Domain' pop-up box has a blue border and a close button in the top right. It contains the following text: 'This is the address where people will find your website online. Reserve your domain now or skip this step and choose it later.' Below this are three options, each with a radio button and a text input field:

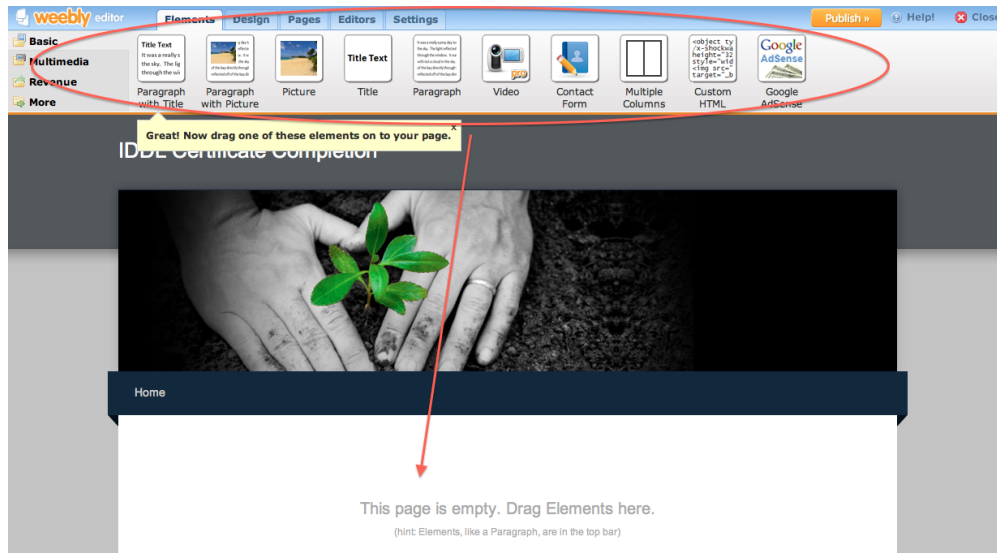
- Use a Subdomain of Weebly.com**: A great way to get your website started. Input field: http:// [] .weebly.com
- Register a New Domain**: For a more professional online presence. Input field: http://www. [IDDLCertificateCompletion] [.com] Available (with a green checkmark icon)
- Use a Domain You Already Own**: You'll setup your domain once you're ready to publish. Input field: http:// [www.example.com]

A 'Continue' button is located at the bottom right of the pop-up box.

Beginning the IDDL Certificate ePortfolio

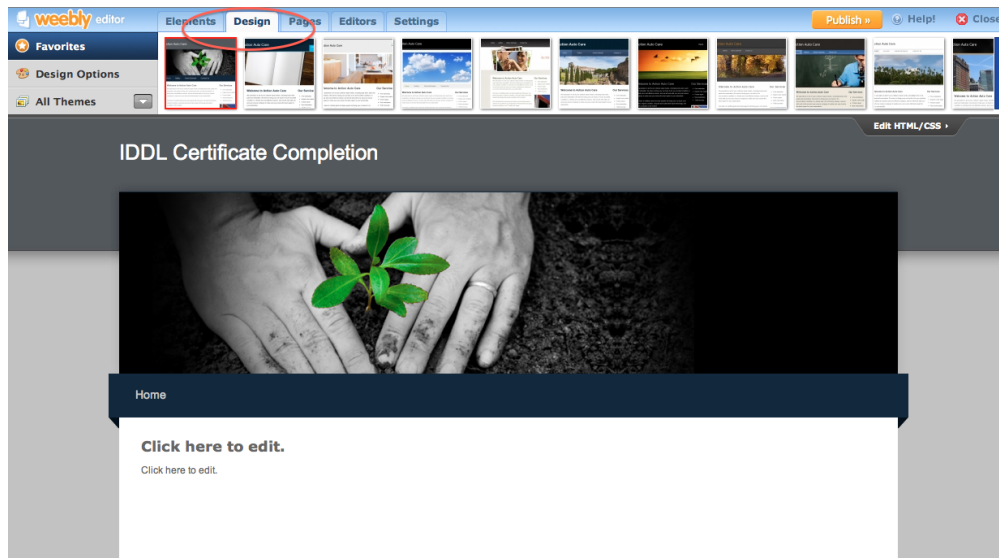
To Add An Element to Your Portfolio

1. **Click and hold** on any of the elements in the bar at the top of the screen.
2. Drag the element to your page below.
3. Begin editing your element.



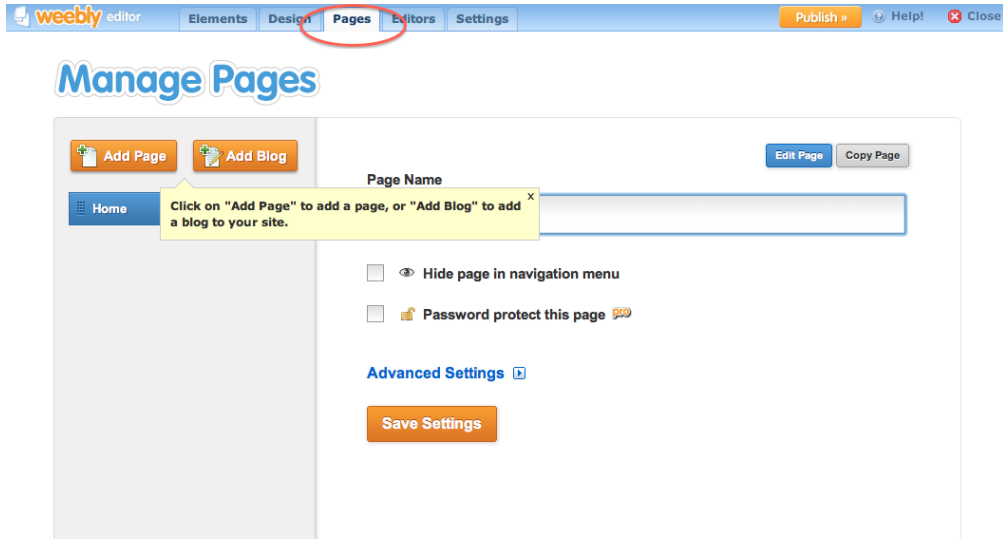
To Change the Theme of Your Portfolio

1. Select **Design** on the bar at the top of the screen.
2. Click on any of the designs to preview how it will appear on your portfolio.



To Add or Edit Your Portfolio Pages

1. Select **Pages** on the bar at the top of the screen.
2. This screen will allow you to begin the process of constructing your portfolio. You will see your portfolio pages listed vertically on the left-hand side of the screen.
3. To add a page to your portfolio, click **Add Page** to add a page to your website. The name you give the page is the name that will appear as your site's navigation
4. To Edit a page, click on the page that you would like to edit, and then click the **Edit Page** button.



The screenshot shows the Weebly editor interface. At the top, the navigation bar includes 'weebly editor', 'Elements', 'Design', 'Pages' (highlighted with a red circle), 'Editors', and 'Settings'. On the right side of the bar are 'Publish', 'Help!', and 'Close' buttons. Below the navigation bar, the 'Manage Pages' section is visible. It features two buttons: 'Add Page' and 'Add Blog'. A 'Page Name' input field is present, with a yellow tooltip pointing to it that reads: 'Click on "Add Page" to add a page, or "Add Blog" to add a blog to your site.' To the right of the input field are 'Edit Page' and 'Copy Page' buttons. Below the input field are two checkboxes: 'Hide page in navigation menu' and 'Password protect this page'. Underneath these is a link for 'Advanced Settings' and a 'Save Settings' button.

Publishing and Sharing Your Portfolio

After entering all page content into the text editor, you need to complete the final details for your portfolio.

1. Within any page of your portfolio, click the **Publish** button.
2. You will then be given the web address of your portfolio.
3. Your Portfolio is now ready to share with others. All you need to do is send them the web address of your portfolio.

weebly editor Elements Design Pages Editors Settings Publish Help! Close

Basic
Multimedia
Revenue
More

Title Text
Paragraph with Title

Paragraph with Picture

Picture

Title Text
Title

Paragraph

Video

Contact Form

Multiple Columns

Custom HTML

Google AdSense

Google AdSense

IDDL Certificate Completion

Home Objectives

Welcome to a synchronous instructional module for Second Life.

In this lesson, we will be introducing you to the most popular of the virtual worlds, Second Life (SL). You will learn how to sign up for a free account, download the Second Life viewer, create an avatar, edit his or her appearance, move around the virtual space, navigate to different islands, search for islands of interest and become familiar with the SL interface. We hope you enjoy your inworld experience!

Getting Help

For any questions or concerns, please email or Samantha Blevins at sjblevin@vt.edu. You should receive a reply within a timely manner during regular business hours. To learn more about ePortfolio tools at Virginia Tech, please visit the ePortfolio Initiatives website: <http://eportfolio.vt.edu>.