

portfolio

Understand Your Past

Build Your Future

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BENEFITS OF AN ePORTFOLIO:

ePORTFOLIO PHILOSOPHY

ePortfolio: Understand Your Past, Build Your Future

In fall 2009, Tunxis implemented the use of ePortfolio across the curriculum, building on an already robust foundation of its usage on campus. An ePortfolio is a collection of your work, whether academic or professional, that can help showcase your work. Digication is the platform used on campus. It has two main components: ePortfolio and course management.

Creating an ePortfolio may seem like extra work for students because it is another piece of technology to learn. But, ePortfolio is more than the “e,” more than the technology. It enhances the learning experience at a course and program level.

ePortfolios provide:

- A way to document your progress and take your course work beyond the semester
- A venue to reflect on educational experiences during your everyday efforts to meet course and program goals
- Direction for career planning
- A portable tool to use no matter where you are in the world
- A concrete, readymade showcase for showing strengths to teachers, future employers, or transfer institutions
- A way to personalize and set yourself apart from others

An ePortfolio gives you a space to think about your education past, present, and future. You are able to reflect on the meanings of the work you chose to display: the value it has for you, what you learned from the work you did, and how your previous knowledge or experience affected what you learned or how you learn.

Collecting and selecting your work across many different classes, and then reflecting on what that work means, can add new dimensions to your Tunxis experience--whether your experience is taking a few courses to improve skills or completing a degree program. Think of your experience as a puzzle and that you need to put the puzzle pieces together. ePortfolio is the tool that gives you the opportunity to make connections you may not have considered before.

DIGICATION VS. BLACKBOARD

Tunxis has selected Digication as its ePortfolio platform due to its ease of use and robust privacy features. You're in control of the information and design of every portfolio you make. Many people ask about the difference between Digication and Blackboard since you may be using both in a course. Here are the differences:

Digication	Blackboard
Course enhancement tool that deepens learning experience and will stay with you throughout time at Tunxis and beyond. It can be personalized for you, by you.	Course management system with content dictated by the instructor. Access is limited to the semester you are taking the course.
Student-centered	Instructor/Course-centered
Materials (ePortfolio, coursework) available forever	Materials (assignments uploaded, discussion boards) available only during the semester
<div>You are able to:<ul style="list-style-type: none">• Create one ePortfolio or as many as you want• Submit assignments to a class for assessment that you can access after a class has ended• Share work with peers and instructor for interactive feedback• Use multimedia to represent who you are as a student</div>	<div>You are able to:<ul style="list-style-type: none">• Find specific course materials available in one place• Submit assignments for assessment• Only access work during the semester because access ends when the semester completes</div>

ELECTRONIC FILING CABINET:

Your Learning ePortfolio

Not every instructor will require that you use ePortfolio as part of the class. Remember that flash drives get lost, computers crash, or files mysteriously disappear. Use your ePortfolio as a filing cabinet, a backup of all of your coursework. Even if you don't have a capstone/showcase ePortfolio at Tunxis, there is a good chance you will have one for your four-year degree.

ePortfolio can also give you an advantage in a job search. You have portable evidence of your abilities and skills to share with potential employers.

What do I keep?

- Assignments from classes (drafts and final papers or projects)
- Team projects
- Returned exams
- Copies of online discussion posts
- Feedback or rubrics from instructors or peers on coursework
- Videos from classes, such as Public Speaking
- Extracurricular activities (clubs, honor society, sports, campus events)
- Notes and photos on volunteer, internship, or service learning experiences
- Leadership experiences
- Course syllabi

When you add the above, make a few notes for your records:

- A few sentences describing the assignment/activity.
- Why did I choose this?
- Which general education or program abilities does this fulfill?

DIGATION GLOSSARY

Digation – A piece of software that allows students to create an unlimited number of ePortfolios

Section – The first piece of organizing your portfolio. They appear along the top navigation bar.

Page – The second piece of organizing your portfolio. They appear along the left navigation bar.

Module – The third and final piece of organizing your portfolio. It allows you to add the actual content such as text, images, or media.

Portfolio Settings – Settings are available when you first set your ePortfolio up and from "Portfolio Tools" in the top right.

Permissions – The permissions determine who can view or edit your portfolio.

Save vs. Publish – Save allows one to save work in draft form. Publish makes the work viewable to the public.

Template – A preformatted portfolio containing sections, pages, and/or modules included.

Directory Icon – The small icon next to each portfolio.

Portfolio Banner (Header) – The long image along the top of your portfolio.

Dashboard – Your personal Digation homepage with your enrolled courses and created portfolios.

CSS – Short for Cascading Style Sheets. Used for fine tuning the look of web pages such as your portfolio.

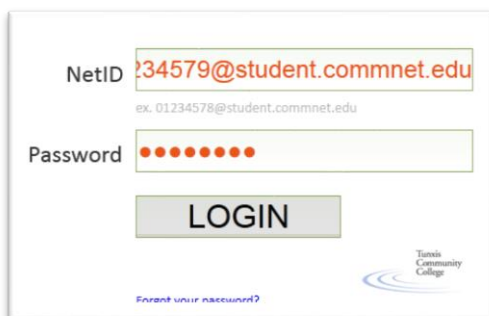
How Do I ... ?

Log in to Digication

- 1.) Open your preferred web browser (Firefox, Safari, Explorer, etc.)
- 2.) You can reach the Digication page in one of two ways:
 - Directly enter www.tunxis.commnet.edu/digi in the address bar
 - Enter www.tunxis.edu in the address bar. Then rollover Campus Resources → Click “Digication”

3.) Use the same 8-digit net ID you use for computers on campus to access your personal Digication account.

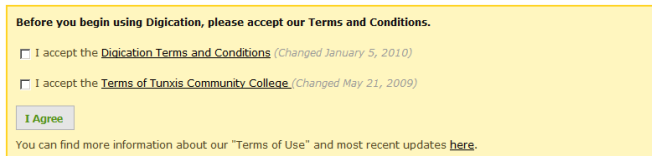
Click the “Login” button or hit the enter key. If you are unable to access Digication please check for errors or extra spaces. If you still can't gain access visit the computer lab.



4) First time users will see a terms of service screen.

Read and accept both the Digication and Tunxis terms and conditions. Once you've selected both check-boxes click “I Agree.”

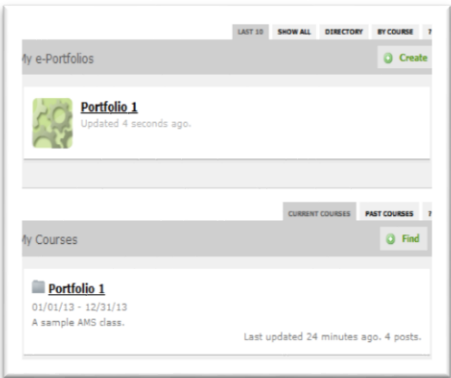
END USER LICENSE AGREEMENT



You'll reach the main screen of your Digication account. There are two main sections:

My ePortfolios: Any portfolios you've created previously will show up as a combination of an icon and the selected title. If this is empty don't panic! First time users need to create a portfolio first.

My Courses: Any courses you've enrolled in will show up here with the name of the course. If your professor uses Digication you may need to submit some assignments through here.



Create an e-Portfolio

Creating a portfolio requires entering some information. Let's get started.

- 1.) Click “Create” next to My e-Portfolios.
Digication will prompt you for some initial settings to help get you started.



- 2.) Title – Tunxis recommends using your full name here. A web address will automatically be generated by the system but may be manually set.

A screenshot of the 'Create An e-Portfolio' form. It has a title field labeled 'Title of your e-Portfolio' with a placeholder text 'This is the title of your new e-Portfolio. Your e-Portfolio title will show up at the top of your e-Portfolio.' Below the title field is the 'e-Portfolio Web Address' field, which shows a URL 'https://tunxis.digication.com/your_portfolio_name' and an 'Edit' link.

Note: If the system refuses the auto-generated web address you may fix this by manually changing the web address (for example by adding a number to the end) until a valid address is formed.

3.) Templates –Many programs have created a template for your program. Using that template will help you collect the materials throughout your program. Otherwise choose the general Tunxis template or create one from scratch.



If the template you need is not there select “More Templates” in the bottom right hand corner.

Note: If you enter any information incorrectly and receive an error message the template selection will reset and must be selected again.

4.) Permissions – The options are:

1. Private to me – Only you may view your portfolio. Best for work-in-progress portfolios.
2. Private within Tunxis Community College – Only viewable by students and faculty with valid Tunxis IDs.
3. Public – Viewable by anyone. Search engines, such as Google, may also index it for availability on the web.

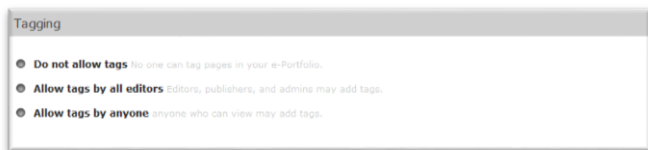


If you would like to keep your portfolio private but still allow your teacher to access, use “Custom Permissions.” It reveals a new drop down section. You will need to use the Additional Permissions box.

Use the search box to type in the name of your professor. Results should show immediately. Click the name of your professor to add him/her as a viewer. Leave all new permissions as “Viewer.” DO NOT remove the admin role from yourself.



5.) Tagging – Tags allow you, or other viewers, to add helpful tags to portfolio pages. These tags act as search terms in the main portfolio directory.



The options are:

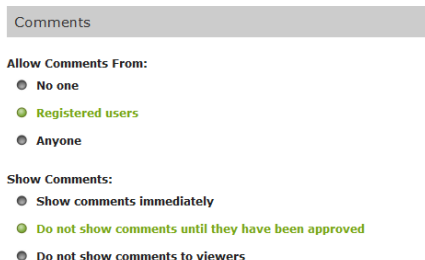
- Do not allow – No tagging
- Allow tags by all editors – You may add tags to your own pages
- Allow tags by anyone – Viewers may add tags to your pages

If your teacher asks you to tag your portfolio select “Allow tags by all editors.”

6.) Comments – Comments appear at the bottom of a portfolio and are left by other users. The default selections here are usually fine.

The options for posting comments:

- No one – Comments are disabled
- Registered users – All valid Tunxis accounts may post comments
- Anyone – Comments may be posted without an account



The options for showing comments:

- Show comments immediately – Any posted comment is immediately available for viewing by everyone
- Wait for approval – Posted comments only available to you until approved.
- Do not show – Nobody except you may see comments

7.) At the very bottom click “Create New e-Portfolio”

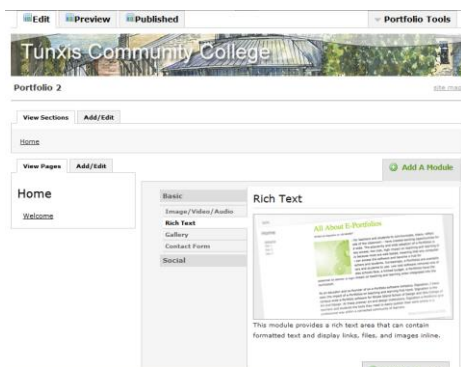


Congratulations, you have a brand new ePortfolio!

Build Content

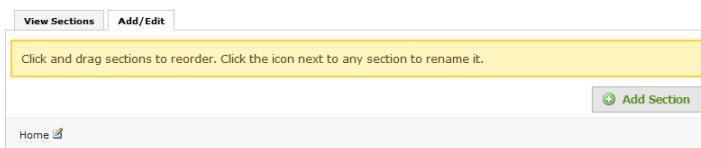
An e-Portfolio isn't much good without content to go with it. You organize and develop your portfolio primarily through a combination of Sections, Pages and Modules.

Sections and **Pages** make up the structure of your portfolio. **Modules** are the way you add content such as text, images, or files. In a blank portfolio the “Home” section has been created for you. Underneath every section can be one or more pages. The “Welcome” page is created by default. If you chose to use a template then you might see a lot more.

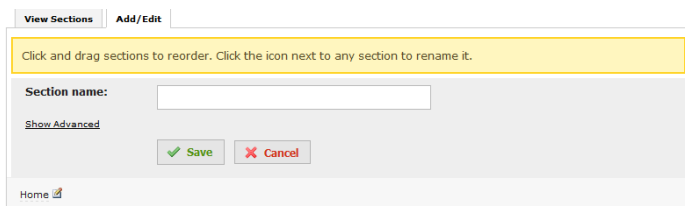


Adding a new section:

- 1.) First click “Add/Edit” directly next to the View Sections box
- 2.) Click “Add Section”

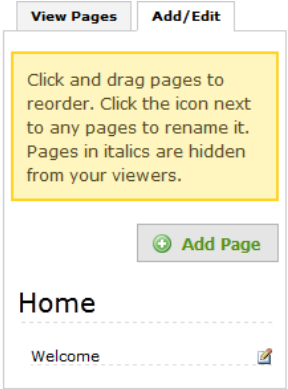


- 3.) Use the text box to type the section name and click “Save”

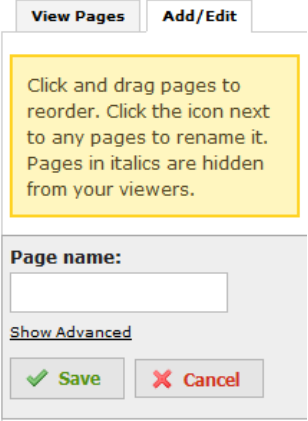


Adding a new page:

1.) First click “Add/Edit” directly next to the View Pages box



2.) Click “Add Page” to add a new page to the current section

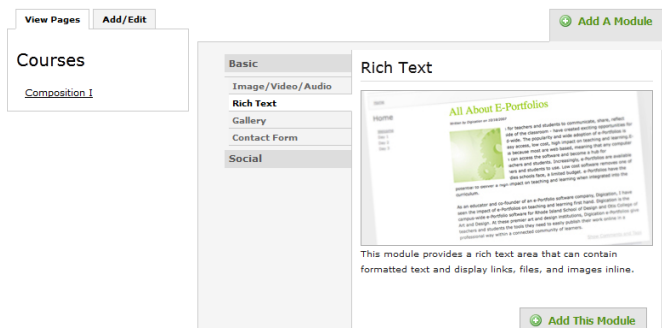


3.) Use the text box to type the new page name and click “Save”

Adding a New Module:

In order to add a module, click on the section you'd like to add it to and then click the appropriate page. The page being viewed is identified by an underline.

1.) If the “Add Module” box is not open click “Add a Module”



In this example we are in a section “Courses” on the “Composition I” page. By default “Rich Text” is the selected module.

2.) Select a module and click “Add This Module” at the bottom.

Types of Modules

There are two types of modules. The basic modules provide typical content such as text or images. The social modules allow for features like a Twitter feed. We will concentrate exclusively on the basic modules.

Image/Video/Audio – Provides a single media box for presenting an image, video, or audio clip.

Module Options:

- View Media – See what your media looks like
- Edit (Default View) – Click “Replace This Media” to upload a file
- Settings – Select whether to allow images to be downloaded
- Delete – Remove the entire module

Rich Text – Provides a text box that allows for typing, pasting documents, linking files, or adding images.

Module Options:

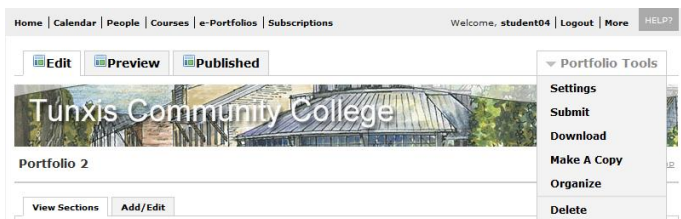
- View Text – View entered text without the edit features
- Edit (Default) – Add content
- Delete – Remove this module

Gallery – Add a slideshow of images

Contact – Provides a way for viewers to email you without seeing the email address.

Making Changes

The initial settings of a portfolio can be changed through “Portfolio Tools” → “Settings.” The form is identical to the one used when creating a new portfolio.



You can re-name, delete, or change the settings for both sections and pages. This is accessed through the “Add/Edit” function. Click the icon next to the Section/Page you'd like to change.

On the edit window the “Delete” option is highlighted in red. Special settings are available through “Advanced Settings” including:

For Sections/Pages

- Hide – Even if your portfolio is public any section or page with this option selected will not appear to viewers.

Exclusive to Pages

- Collapse – Subpages can be condensed under a drop down menu
- Heading – Make a page non-clickable (for organizing)

In Add/Edit mode you may also reorder sections/pages. Sections/Pages may be moved by clicking and holding down the left mouse button and then dragged to a new place.

Modules

To make changes to a module simply return to edit mode on the module bar. To reorder modules on the page left click and hold down on the “Drag to reorder” button. Move to its new place and release.

Organize

To move modules between sections or pages use “Portfolio Tools” → “Organize.” (See more on organizing ePortfolios on page 22.)

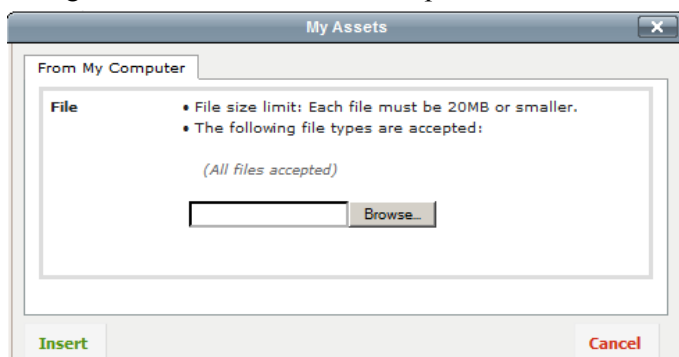
[Upload Files/Media](#)

The “Rich Text” module has a variety of features that make it suited for general purpose content. Two of the most important features are “Insert Media” and “Link to file.”



Link to file is represented by the file icon on the left. This feature allows for attaching downloadable links for any file format. Insert media is represented by the picture icon on the right. This feature allows directly inserting image content to display alongside text. Using either icon brings up the file upload box.

Click “Browse” to search for a file. Wait for the upload complete message before clicking “Insert” to attach media to a portfolio.



Save as Draft vs. Publish

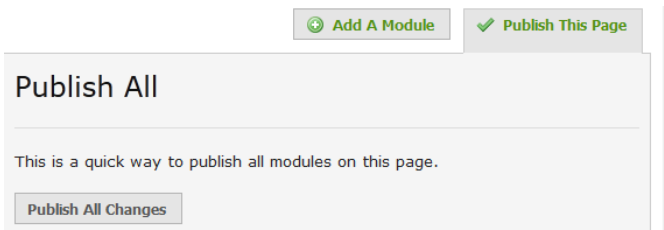
All saved content will remain on a portfolio indefinitely. However, it is only saved as a draft. Drafts can be viewed and changed by the owner but not seen by others (including professors!). In order to make content available we publish it.

There are two ways to publish content:

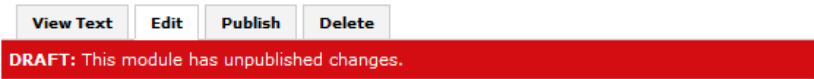
1.) Publish an entire page – While on the page you wish to publish click “Publish This Page”



Click “Publish all changes” to confirm.



2.) Publish a single module – While viewing a module click “Publish” and then confirm with “Publish Changes.”



ePORTFOLIO LAB AND RESOURCES:

Where do I get help?

Still having trouble? Or, do you want to be more creative? Digication allows you to personalize your ePortfolio beyond what is described above. Use the following resources to get in person help or to find out how to do something like change the background color of your ePortfolio.

ePortfolio Lab

Located: CL5

Available for walk-in appointments for both students and instructors. Visit [Tunxis ePortfolio Blog](#) for updated hours.

Note: The IT lab workers may be able to help you with some basic functions of Digication when the ePortfolio lab is not open. Please be aware that this is not their main job.

Email Contact

Lab email: Tx-ePortfolio@tunxis.edu

ePortfolio Coordinator: Jen Wittke

JWittke@tunxis.edu

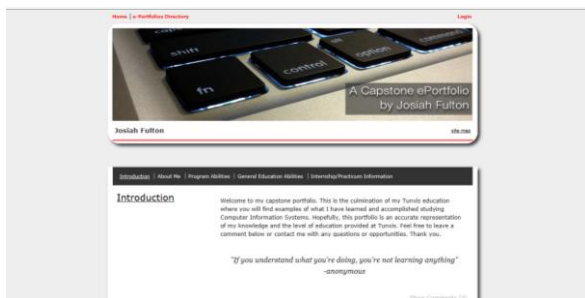
Email questions or concerns at any time.

Resources

[Tunxis ePortfolio Blog](#): Find video walkthroughs, lab information, and additional how to guides.

[Tunxis ePortfolio Student Portal](#)

CAPSTONE AND ePORTFOLIO



What is the purpose of a capstone course?

The capstone is designed to help you demonstrate competency in the program and general education abilities. Ideally, throughout your program, you have been compiling an ePortfolio of best work that demonstrates your mastery of the various abilities. Completing the final ePortfolio for your capstone course allows you the opportunity to integrate and reflect on the knowledge gained throughout your time at Tunxis.

Some of the capstone experiences include an internship where you participate in the work experience related to your major. You are supervised by personnel in the assigned position and the instructor of your capstone class.

Ability-Based Education

The faculty of Tunxis Community College has identified the abilities that students will need to be successful, whether they plan to pursue a bachelor's degree or employment after leaving the College. This approach recognizes that students need to be able to apply the knowledge they have gained to real world situations.

In other words, you will notice that your ePortfolio template has a list of program and general education abilities, rather than a list of classes. You will choose which assignments fit for each ability. This means that you don't necessarily have to choose an essay from your Composition class for the Communication ability if your best example of writing came from your sociology class, for example.

Consult with your instructor for the most up-to-date language regarding program and general education abilities.

Selecting and Arranging Evidence for Your Final ePortfolio

Each course has specific program and/or general education abilities assigned to it. In order to successfully complete a course, you needed to demonstrate completion/mastery of those abilities. As you have done so, you should have been saving your work on your ePortfolio. It is from this collection of past work that you will put together your capstone ePortfolio project. You will use the materials described on page 4 in the guidebook.

Your capstone course has a template created for you. When you create your final ePortfolio, you will use the specific template your instructor assigns. (See *How To Organize Multiple ePortfolios* on page 22.) In consultation with your instructor, you will understand the scope of your ePortfolio and what you should/can include.

As you review your past work for each program or general education ability, ask yourself the following questions to help you choose:

- What purpose does each piece of evidence serve?
- Which pieces best demonstrate your learning of a specific ability? Go back to that note on ABE. This is where you think about your work as evidence of abilities, rather than just evidence of a class.
- Have you chosen work from a variety of courses and experiences in order to showcase your overall education experience?
- Have you chosen work from different points in your experience, either at the college or at work as applies?
- Have you considered your audience? (See below for examples of your audience.)

And, don't forget that you will need to be able to explain your decisions in the descriptions of the evidence and in your overall reflections.

Tips for organizing:

- Use your ePortfolio as a drafting board or create a chart to list all of your work. Examining the pieces both separately and together will allow you to see how your courses, assignments, activities, and experiences have influenced one another.
- Rename or reorganize your files on your flash drive so they are easy to find and review. Something as simple as creating a “Portfolio” file can save you a lot of time.
- Don’t forget about images or videos to include. The “e” part of your ePortfolio allows for an interactive and visual experience for your audience.
- Decide which assignments you definitely don’t want to use. Some students may find this a useful first step.
- Don’t overlook assignments or projects that you struggled with initially. As you go back to them now, you may find they were the most rewarding in terms of learning experience and that they are easier to reflect on.
- Showing first drafts of work and then final copies is a great way to show growth.
- Find a metaphor for your work. For example, if you believe that the word “growth” describes your work or experience, then find an image that can represent your growth over time and use that in the ePortfolio.

Audience for Your ePortfolio

The final ePortfolio may be viewed by other people besides your instructor. Consider all of the following as your compile your project:

- Your instructor
- Your classmates
- Prospective employers
- Prospective volunteer opportunities
- Family and friends you wish to show your growth to!

Preparing the Introduction and Reflection Pieces

The purpose of the reflection pieces in your ePortfolio is to integrate your learning experience and explain how the pieces of your educational puzzle fit together. Your instructor will have specific reflection prompts

on your capstone template, so refer to them for assignment requirements. They will give you some general suggestions for writing and revising these important components of your ePortfolio.

Start by reviewing the following:

- Any previous reflection assignments you completed for other classes. They will remind you of your thinking at the time and give you a starting point for how you've changed during your time at Tunxis.
- Goals you wrote on early ePortfolios or for individual classes.
- Notes you included as you uploaded assignments to your ePortfolio
- The chart or other brainstorming materials as you first began to organize your final ePortfolio. This will help you see how the pieces connect or give an overview of your experience.

In some ways, the reflective pieces are the most important components of your ePortfolio. They are the ultimate test of what you've learned about yourself, about the qualities of good writing and presentation, and about your attention to detail. You should spend time drafting, revising, and carefully proofreading your reflections. Have someone else read these to help you clarify your explanations or find errors.

As appropriate, your instructor may share sample final ePortfolios and reflections with you.

Final Review of Your ePortfolio

Revise, which means “to see again,” is when you look carefully at your ePortfolio as a whole and examine it from different angles in order to improve your work. Try to look at it from the viewpoint of your audience to make sure the big parts – ideas, descriptions, organization – are completed to the best of your ability. You may need to reorder paragraphs, or add sentences to better explain what you meant. Ask a classmate to take a look and give you their ideas for improvements. This step does not involve checking for basic sentence-level issues. That comes next.

One of the most important steps of your work is the final proofreading and editing phase. Students often forget to leave time for this, so make sure you give yourself some time to carefully check for errors, clarity issues, missing components, or problems with files.

Some tips for catching issues or errors:

- Read aloud. This makes you slow down and catch what you may miss otherwise. You also will hear when something sounds awkward.
- Read backwards. Read the sentences in order but start from the bottom and move up. Because it is not the natural process, this also forces you to slow down and really look at what is there and not what you meant to include on the page.
- Elicit the help of someone else – a second set of eyes will help you catch things you may have missed.
- Click on every link or uploaded file to make sure that they are working and that you included the correct file.

MULTIPLE PORTFOLIOS:

How to Organize and Merge

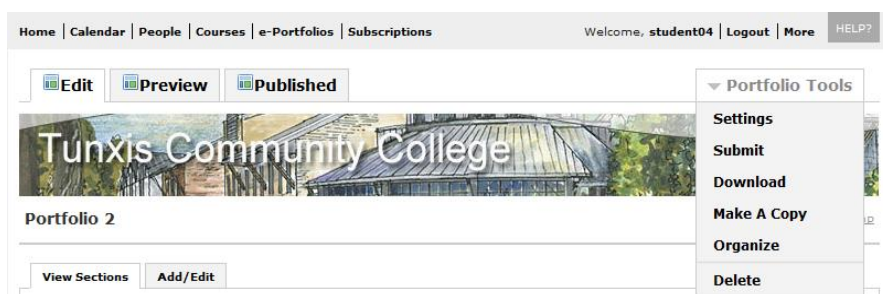
As you participate in more courses at Tunxis, or take on a second major, you may want to create another portfolio. When working with multiple portfolios it's important to remember you can consolidate them at any point. Digication has a very useful and built in tool for doing just that.

Here are some examples of when you may want to use this feature:

- Single-Course Portfolio – Multiple single-course portfolios can be placed under a single section of a new portfolio
- Capstone – When creating a portfolio
- Templates – Using a new template new Capstone portfolio you can merge in content from your old requires creating a new portfolio--but you can still bring over your old content!
- Professional Portfolio – If you're preparing to move on to the career world you can merge your content to present a single professional work portfolio.

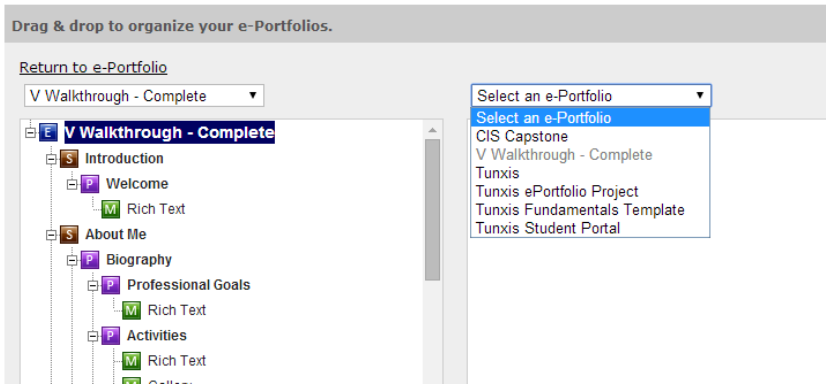
Using the Organize setting:

You can shift content between two portfolios at the same time. To begin, open up either of the first two. Once there you can use Portfolio Tools --> Organize to reach the built in interface for moving your content.



Initially, only your current portfolio will be listed. You will see a tree structure of every section, page, and module you have created. Each of these will be represented by a small icon accompanied by a text description.

Organize your e-Portfolios

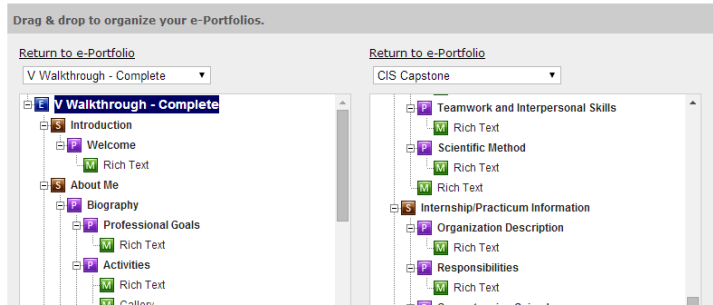


Legend:

- e-Portfolio Icon (E) – Represents the root portfolio of the tree.
- Section Icon (S) – Represents a top level section of your portfolio.
- Page Icon (P) – Represents a page of your portfolio.
- Module Icon (M) – Represents a module from a page on your portfolio.

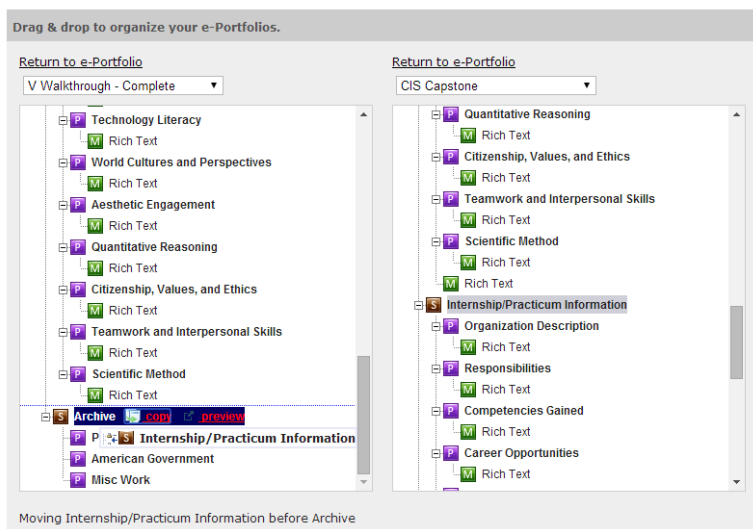
In order to begin moving content, you must **select a second portfolio** on the right-hand side of the window. Digication provides a drop down box listing every portfolio you own. Use the arrow to bring the box down and then select the portfolio you would like to work with. Another tree structure will appear.

Organize your e-Portfolios



Finally, you can begin moving around content with drag and drop. On Windows this can be done by left clicking and holding the mouse button over the section, page, or module you want to move. Then just drag the item to the location of your choice and drop it into place.

Organize your e-Portfolios



Digitation will give you a brief description of where the drop will occur. Use this as your guideline for releasing the element. When you are done there is no save required. Simply use “Return to e-Portfolio” to head back and see the changes.

Note: If you wish to keep your original ePortfolio as is, you can copy the section or page you wish to add to your second ePortfolio. Then follow the directions above to drag and drop the copied section or page into the second ePortfolio.

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.