

Creating an Evidence Archive for ePortfolios

Julia Hengstler

Educational Technologist

Faculty of Education, Vancouver Island University

What is a portfolio?

- a collection & presentation of your “master works”
- a snap-shot of you at a particular point and time in your career
- changes over time as your knowledge, experience, and abilities expand and grow

What is an e-portfolio?

- an electronic version of a portfolio
- a collection and presentation of your “master works”
- develops over time—so structure for change
- can back it up
- more fluid control of organizing and editing
- can be posted online, or electronically sent to a potential employer or graduate school

Why have a portfolio?

- Because you have to have one to complete your teacher education program
 - To illustrate how you meet the Faculty of Ed outcomes
 - To illustrate how you meet BCCT outcomes
 - To make presentations at various points in your VIU program
- For potential employers
- For your personal growth

Generating Content

- You have materials ready from your:
 - education courses
 - practica
- You will continue to create content across your career.
- All those electronic documents need to be organized so you can find what you want when you need it to illustrate how you've met the expected outcomes.

Organizing for Expected Outcomes

- One key reason to have a portfolio is to show that you have achieved the required outcomes to become a teacher in the Faculty of Education of Vancouver Island University in British Columbia.
- Organize your data via a series of folders corresponding to the expected Faculty of Education outcomes.

Building the File Structure

Where to Start Building It

- On campus, on your U: drive.
 - Minimize all programs.
 - Find icon for My Computer. Double-click on My Computer.
 - Find the list of Network drives on about the 3rd row of information
 - One should be have your name or student number on it with a (U:)
 - This is your U drive: a virtual storage space for your files on the Malaspina Campus.
- If your own computer, create file structure in My Documents.
- Naming conventions: all lower case letters and NO SPACES

Creating the File Folder Structure (1)

- Open the drive or folder where you want to store your portfolio archive (Somewhere on your U: drive or in My Documents on your own computer).
- Create a new folder. (Right click in an empty area of the open drive or folder. Select “New” then “Folder”.)
- Right click on the “New Folder” and rename it “evidence_archive”. This will be the main storage “warehouse” for the content you think you might use for your portfolio.

Creating the File Folder Structure (2)

- Inside the evidence_archive folder, create 4 sub-folders corresponding to the outcomes named as below. (Right click in an empty area of the evidence_archive. Select New→Folder. Right click on the New Folder. Name it appropriately. Continue until all 4 folders have been created. These 4 should be located inside the evidence_archive) (listed in alpha order)
 - background_knowledge
 - capacity_to_plan
 - capacity_to_teach
 - professional_qualities

Creating the File Folder Structure (3)

- Inside each of these you sub-folders will create more subfolders using a similar process as follows:
 - inside background_knowledge
 - content
 - educational_theory
 - learning_theory
 - inside capacity_to_plan
 - designing_assessment
 - instructional_design
 - interpreting_outcomes
 - preassessment
 - inside capacity_to_teach
 - classroom_communication
 - classroom_management
 - evaluation_reporting
 - inclusive_environment
 - student_support
 - inside professional_qualities
 - home_communication
 - community_contribution
 - educational_issues
 - pro_d
 - reflection_decision

Naming Files: evidence_archive

- Move documents into appropriate evidence_archive file folders.
- Start with a set of naming conventions to supply needed info in a glance.
- Avoid lengthy file/folder names
- Anticipate you will have versions of an item that you will update
 - For example, you might anticipate a series of lesson plans
 - “lessonplan” or “l_plan” for the general category
 - add other identifying information
 - “lessonplan_sci3_fo7” = lesson plan for grade 3 Science from fall 2007
 - You can create your own system if you want, but start with the end in mind; think about how you want to retrieve this information.
 - If you take the time to set-up some naming conventions and a file structure upfront, it saves a lot of search time later.

Naming Files:

portfolio_presentation

- If you want to easily be able to update files/swap representative files for newer/better ones without having to redo your navigation links, have TWO copies of your evidence files:
 - 1) the “evidence_archive” with descriptive item names with dates, etc.
 - 2) a “portfolio_presentation” with more generic file names for easy conversion to a website, ppt, etc.
- For example, in your evidence_archive → instructional_design you upload something called “lessonplan_sci3_08” but in your “portfolio_presentation” folder it is in instructional_design as “lessonplan_1”
 - 5 mths later you develop a fantastic new lesson plan in English
 - You put in in “evidence_archive” as “lessonplan_eng9_08”
 - I copy this new lesson plan into the portfolio folder and call *it* lessonplan_1.
 - You still may have to edit any comments if specific to the plan.
- Remember: keep a copy of the original files somewhere—until you’re sure you don’t want them anymore.

That's All Folks!

- Thanks for your attention.
- You can find this presentation online with the handout at: http://www.viu.ca/education/ed_tech/
- If you have further questions, contact me:

Julia Hengstler

250-753-3245 ext 2630

Julia.Hengstler@viu.ca