

Why use ePortfolios?

The benefits of ePortfolios are rich and multi-layered. For faculty, ePortfolios can be equally beneficial in terms of data collection, student achievement documentation, and examples of direct student learning. This data can be used for reflecting upon and fine tuning curriculum and teaching methods, in order to gain clearer insights into student learning. In addition, ePortfolios are priceless in terms of collecting ongoing electronic documentation of assessment and provide universities with the ability to evaluate data, both qualitatively and quantitatively, at an institutional level.

For students, ePortfolios allow them to collect their work in one place, establish a unified showcase of their work, and reflect upon their strengths and weaknesses. This is beneficial both during college as a quality improvement tool (that could potentially span their tenure at a university), and after college as an online career tool for prospective employers.

1. Log into your ePortfolio

Go to <https://pepperdine.digation.com> and click 'Log In'. Enter your Pepperdine ID and password and click 'Login'.



2. Create Your ePortfolio

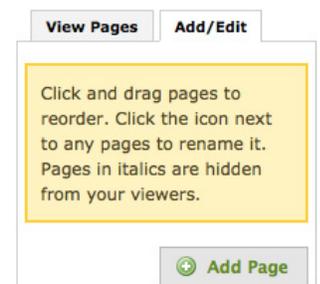
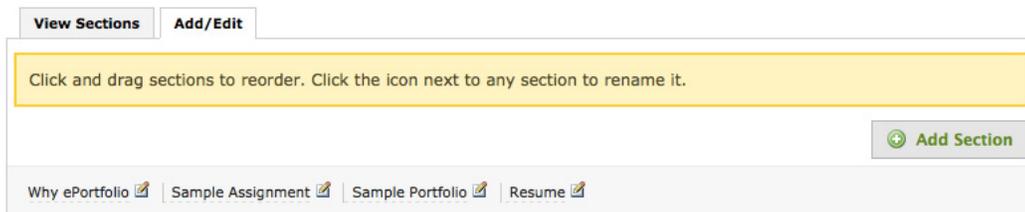
Once logged in, you will come to your Dashboard, a page that lists everything you have on Digation – ePortfolios, Courses, and Communities. To create a new ePortfolio, under 'My e-Portfolios' click the 'Create' button. Choose an ePortfolio Title and web address.



3. Edit Your ePortfolio

When you are logged in and viewing your portfolio, you first see it in Edit Mode. The tabs along the top of the page let you switch viewing modes. The 'Preview' tab lets you preview your changes as you are editing. The 'Published' tab shows you the published version of your portfolio – what your ePortfolio visitors see.

To read more detailed instructions about your portfolio settings go to http://community.pepperdine.edu/bi/eportfolio/eportfolio_guide.htm



Add Sections and Pages

1. To **add sections**, click on the 'Add/Edit' tab in the 'View Sections' area. Click on the 'Add Section' button on the right side.
2. Type in the section name and then click 'Save'.
3. To reorder sections, make sure you are in the 'Add/Edit' tab, simply drag and drop the section.
1. To **add pages**, click on 'Add/Edit' tab next to 'View Pages' area. Click on the 'Add Page' button on the right side.
2. Type in the page name and then click 'Save'.
3. To reorder pages, make sure you are in the 'Add/Edit' tab, simply drag and drop the page.

+ Add A Module

Basic

Image/Video/Audio

Rich Text

Gallery

Contact Form

Social

Rich Text

Home

All About E-Portfolios

written by Digitation on 2010/02/07



I for teachers and students to communicate, share, reflect side of the classroom - have created exciting opportunities for 2-wide. The popularity and wide adoption of e-Portfolios is low access, low cost, high impact on teaching and learning. It is because most are web based, meaning that any computer can access the software and become a hub for teachers and students. Increasingly, e-Portfolios are available and students to use. Low cost software removes one of the schools face, a limited budget. e-Portfolios have the potential to server a high impact on teaching and learning when integrated into the curriculum.

As an educator and co-founder of an e-Portfolio software company, Digitation, I have seen the impact of e-Portfolios on teaching and learning first hand. Digitation is the campus-wide e-Portfolio software for Rhode Island School of Design and Dixie College of Art and Design. At these premier art and design institutions, Digitation e-Portfolios give teachers and students the tools they need to easily publish their work online in a professional way within a connected community of learners.

DIXIE COLLEGE OF ART AND DESIGN

This module provides a rich text area that can contain formatted text and display links, files, and images inline.

+ Add This Module

Add Content

To add or edit content within your ePortfolio, highlight a section and a page within your ePortfolio where you want to add or edit content. Click on the button 'Add A Module' to add content.

You can create multiple modules on the same page. Take a minute to look at the variety of layouts that are possible and choose the one that will represent your work the best.

Upon clicking 'Done', the page will automatically scroll to the module that you just created. You can add more by clicking on 'Add A Module' again.

Each module has tabs across the top:

View Text
Edit
Publish
Delete

Drag to reorder

DRAFT: This module has unpublished changes.

ePortfolios - online spaces for teachers and students to communicate, share, reflect and collaborate in and outside of the classroom - creating exciting opportunities for teaching and learning. [Learn more...](#)

View (Media or Text) is a preview of what your viewers will see including your unpublished changes.

Edit is where you can add/edit content, upload files, and create links.

Publish is where you can publish a specific module to your viewers. If you have multiple modules in a page that needs to be published at the same time, you can use 'Publish All' above all modules.

Delete allows you to delete the module from the page.

Drag to reorder allow you to reorder modules on a page.

Modules

You can use built in modules to build content rich pages easily.

Rich media support

You can upload images in almost any format, and it is automatically put it into a web friendly format and resized appropriately for you.

Upload multiple files at once

You can upload multiple files in one click.

Create links easily

You can create links easily just by pasting in a web address.

Integrate with other services

You can embed videos from Youtube, Google Video, TeacherTube, SchoolTube, Photobucket, Brightcove directly into your page. Your viewers will not need to leave your page to play back videos.

System Requirements

- Internet Access
- Internet Explorer 7+
- Firefox 2+
- Safari 3+
- Latest Adobe Flash player

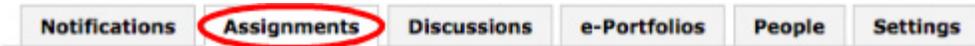
Creating an Assignment

You may find the **Assignments** tool in a Digication course useful for various reasons. This tool will put a time stamp on student portfolio submissions to make sure they have been submitted by the deadline, and create a snapshot of the portfolio assignment at the time it's submitted so students can't go back and change it after they receive their grade. The submission process is key to archiving work and assignments for the university and professor alike.

To use the Assignments tool in your course, follow these steps.

1. Make sure your course has the Assignments tab available.

Go to your course and look for the Assignments tab among your course's tabs:

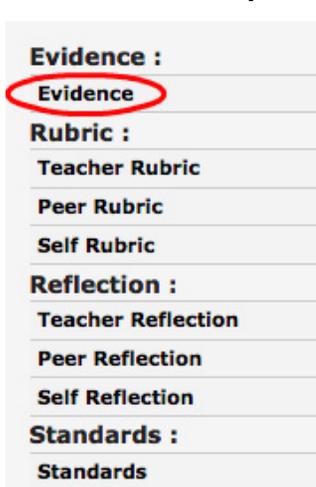


2. Create assignments and steps.

In Digication, you give your students assignments that are broken down into steps. What the students submit will be attached to a step. This is useful if you are asking them to submit multiple drafts for revision, or the like. If not, you can create assignments that have only one step.

Click **Add Assignment** to create your first assignment in Digication. Give it a descriptive name and click **Save**.

Now click **Add Step** to create the first (or only) step in the assignment. From the list of types of steps (shown



at left), choose **Evidence**, and then click **Add This Step**. Give the step a name; if you're making an assignment with one step, you can give it the same name as the assignment itself. The options allow you to limit the times at which students can submit this assignment step. The system handles deadlines strictly; if you want students to be able to submit the step after the deadline, click "No deadline" and inform them of the due date (you'll still be able to see the time when they submitted it). Click **Save** when done.

You are now ready to have students submit this assignment step. To create another step in this assignment, click Add Step. To create an additional assignment, click on the Assignments tab and click Add Assignment again. You can follow the same procedure from scratch, or you can click Browse Assignments to copy your existing assignment to a new one.

Once you have created an assignment step, the page at your Assignments tab will have a grid like the following:

	Assignment #1	Assignment #2		
Pepperdine Student 1	S	S		
Pepperdine Student 2	S	S		
Pepperdine Student 3	S	S		

The square beside a student's name for an assignment will be blue if s/he has not completed an assignment, and yellow if s/he has. (The students and their corresponding squares won't appear until you have added your students to the course.)

Please contact eportfolio@pepperdine.edu to associate a rubric to each assignment, and for more information on grading your assignments.

Glossary of Terms

Artifact: Images, text, documents, videos, music or multimedia that is uploaded into a Learning Portfolio or ePortfolio.

Assessment: Collection of material for review.

Discussions: Discussions are used to upload content for courses such as syllabi, handouts, readings, or resources. Instructors can also post prompts and have students reply within Digication or send out announcements to students under discussions. If there is an assignment an instructor grades using the Digication gradebook, that assignment is uploaded as a discussion.

ePortfolio/Digital Portfolio: An electronic portfolio, also known as an ePortfolio or digital portfolio, is a collection of electronic evidence assembled and managed by a person on their own online portfolio webpage. This collection of evidence may include text, electronic files, images, multimedia, and more. ePortfolios are both demonstration of the user's abilities and platforms for self-expression, and, if they are online, they can be maintained dynamically over time. The Digication ePortfolio application permits varying degrees of audience access.

Evidence: This is the work a student submits to complete a specified assignment. It can be an artifact or an actual section of their Learning Portfolio.

Learning Management System: A learning management system (LMS) is software for delivering, tracking, and managing courses online. It may be used for Distance Learning as well as live classrooms. A LMS may offer features for online collaboration and student workflow. Most LMSs are web-based to facilitate access anytime, anywhere. Example of LMS is: Sakai.

Learning Portfolio: A Learning Portfolio is a specific genre of ePortfolios. A multimedia collection of both visual and written work that provides an opportunity for students to reflect on their learning experiences at Pepperdine.

Modules: Modules are framework for structuring and organizing ePortfolio content. It allows for information such as text, image or multimedia. Multiple modules can be added to any single page as needed.

Notifications: In a Digication course there is a tab called "Notifications". This is the default view when entering a Digication course and lists the recent activity within that course.

Professional Portfolio: A Professional Portfolio is a specific genre of ePortfolios. It is a collection of both visual and written work that provides an opportunity for students to exhibit their work for public viewing to support applications for employment, residencies, advanced education, or awards, etc.

Rubric: A Rubric is an explicit summary of the criteria for assessing a particular piece of student work, plus levels of potential achievement for each criterion. A rubric is specific to each assignment and is used by faculty for grading.

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

Upload: This means submit material onto a Learning Portfolio or into a Digication course.

Template: Organizational structure selected when creating an ePortfolio.

Contact us to request an ePortfolio account and to populate your courses!
eportfolio@pepperdine.edu