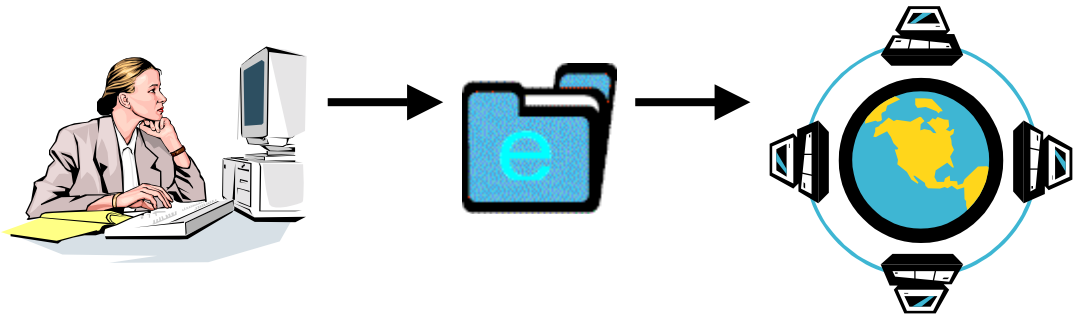
Creating the ePortfolio



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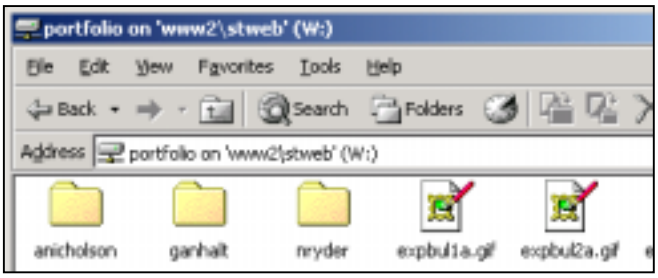
Setting Up Your ePortfolio

Map to the Web Server

Before you can access the location where your ePortfolio will be stored on the web, you have to create a network connection. This will be a one-time-only process.

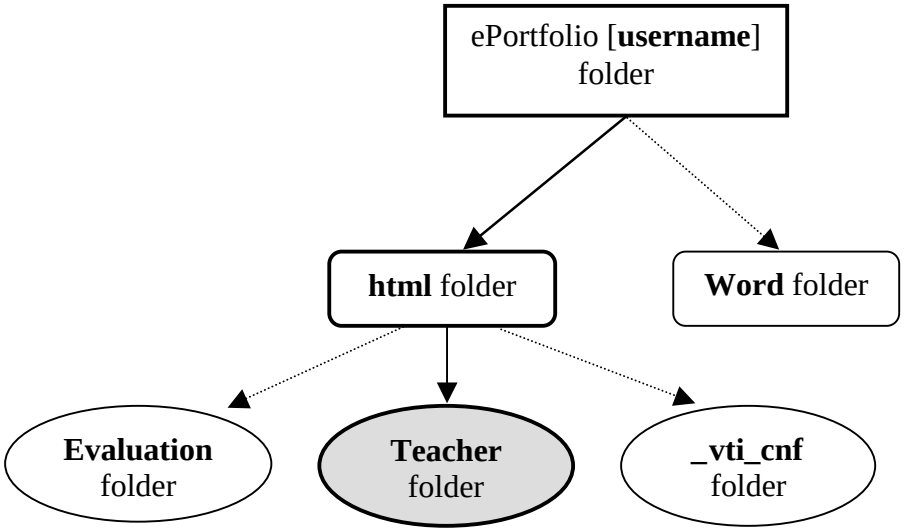
1. Right click on **My Computer** and select **Map Network Drive**
2. Select an unused drive letter (such at T, U, or V)
3. In the folder box, type **\\www2\stweb\portfolio** (see sample)



4. Click on **Finish**, and a window will appear showing all of the ePortfolio folders. Your folder is labeled with your username.

ePortfolio File Overview

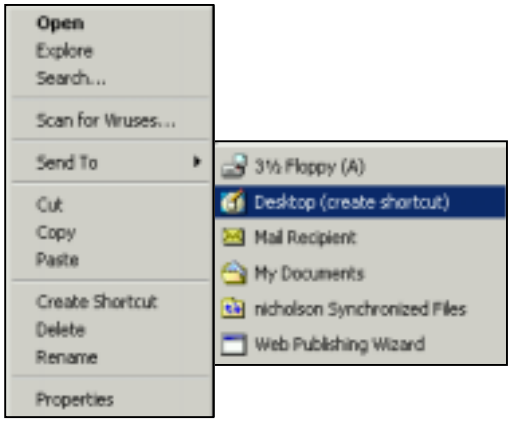
The ePortfolio contains a number of subfolders and documents that may appear mysterious, but each serves a purpose. The path to folders containing files used by teachers is indicated with bold borders in this diagram.



All of the files that you will need to work on are located in the teacher folder.

<u>NOTE</u>: Do not change the names of any of the folders or files that are currently in your ePortfolio folder. If you do, your links won't work when you view your ePortfolio on the Internet.

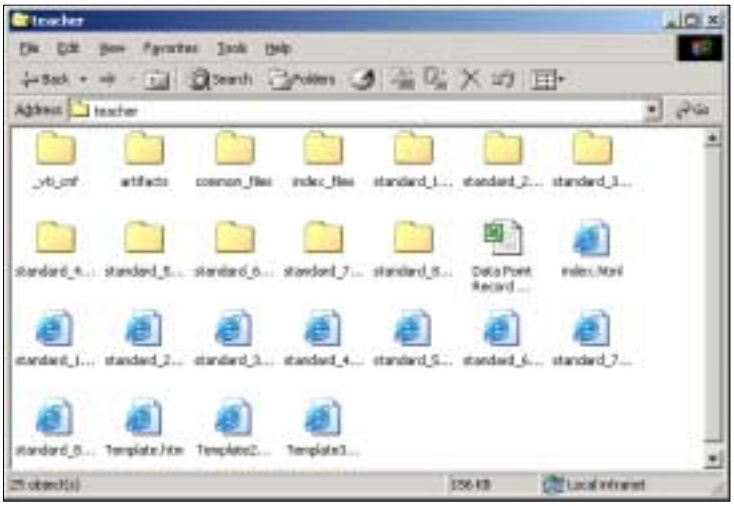
Create A Shortcut To Your ePortfolio Files



1. Double-click the folder with your username.
2. Double-click the **html** folder.
3. Right-click the teacher folder and select **Send to→ Desktop (create shortcut)**. Close the open window.

Create The ePortfolio

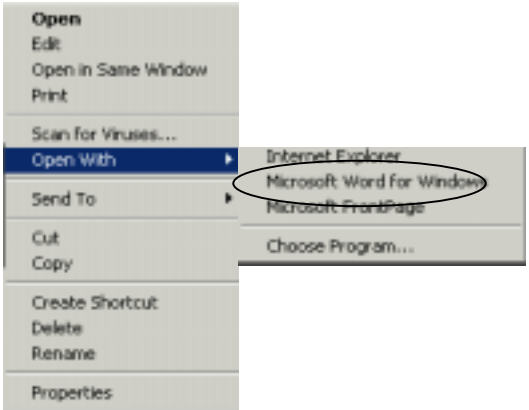
To access your ePortfolio documents, double-click the **teacher** folder shortcut that is now on your desktop.



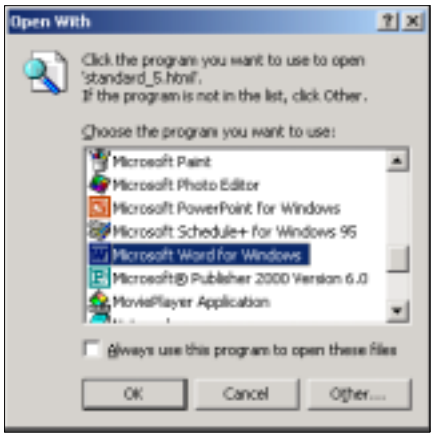
The **teacher** folder contains:

- an **artifacts** folder
- a **common_files** folder
- an **index_files** folder
- a folder and an html page for each standard. (The html pages have a blue **e** on them.).
- **Templates** files (for artifacts)
- a **Data Point Record** sheet (*Excel*)

Work With Your ePortfolio Files



1. Make sure you have your teacher folder open. Right-click on **index.html** and choose **Open With**. If you have an arrow next to **Open With**, you will see some choices. Select **Microsoft Word for Window**.



2. If you don't have an arrow next to Open With, a list of programs will pop up. Select **Microsoft Word for Windows** from the list. *Don't put a check mark in* ***Always use this program to open these files***.
3. Click **OK**.
4. Highlight Ima Sample and type your name (without any spaces at the beginning). Highlight the xxxxxx next to Folder number and type your folder number. Then, go to **File→Save** or click on the **Save** button on your toolbar.

NOTE: You must always work with your ePortfolio files in *Word* in order to type in information and add links. Double clicking on an html file will open it up in a browser window and you will not be able to make changes.

Save Artifacts

Keeping track of your artifacts is an important job. The **Data Record Sheet** will help you keep track of how many artifacts you have collected and how many standards they cover. Each artifact should have a **title** that is somewhat descriptive (such as Classroom Rules or Classroom Floor Plan). The **file name** can be shorter and should start with the letter and number of the criterion that you would link it to (for example, **6a-rules**). The **Standard** that you plan to link the artifact should be included in the spreadsheet as well as any **Other Standards** that you might link the artifact to.

Data Point Title	File Name	Data Source	Standard	Other Standards	Description	Media Type	Date Added to Portfolio	Date Reviewed by Evaluator
Classroom Rules	6a-rules.htm	Teacher and Students	6a	3b	Students and teacher discussed rules that would make the classroom an environment for learning.	Word document	10/15/03	

Use the Template Files to Create Artifacts

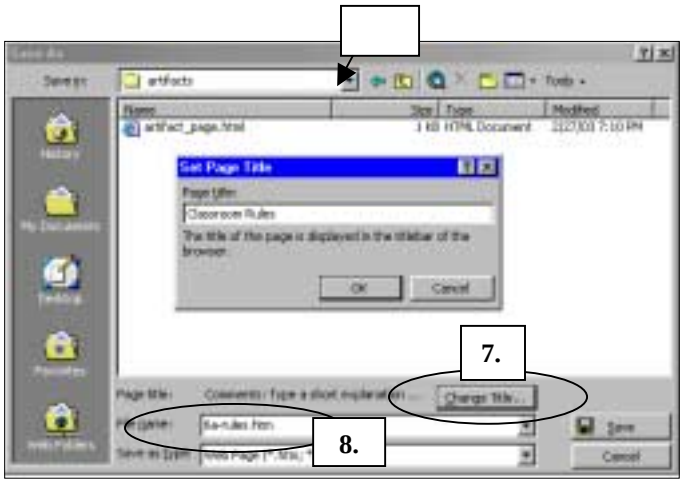
There are template files in the teacher folder that you can use to create your artifacts. When using the templates, it is important to use **Save As** and change the file name. That way, your template stays "intact." Just in case you accidentally save over a template, there are two extra templates in your **teacher** folder. You can imagine three scenarios for using the templates to create artifacts:

- **Copying and pasting in a document or part of a document**: useful for small documents or pictures. Don't use this strategy for multi-column documents in *Word* or *Publisher*.

- **Inserting a file or picture**: useful when you want to present an e-mail message as an artifact.
- **Linking to a file:** use this when you've got a large document or presentation, such as a *PowerPoint* or digital video file that you want to include in your portfolio.

Paste Part of a Document

You may want to paste part of a document into an artifact document (a table in word, a chart in Excel, etc.).

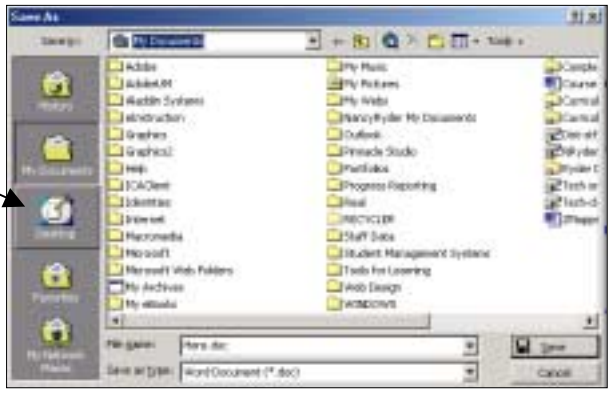


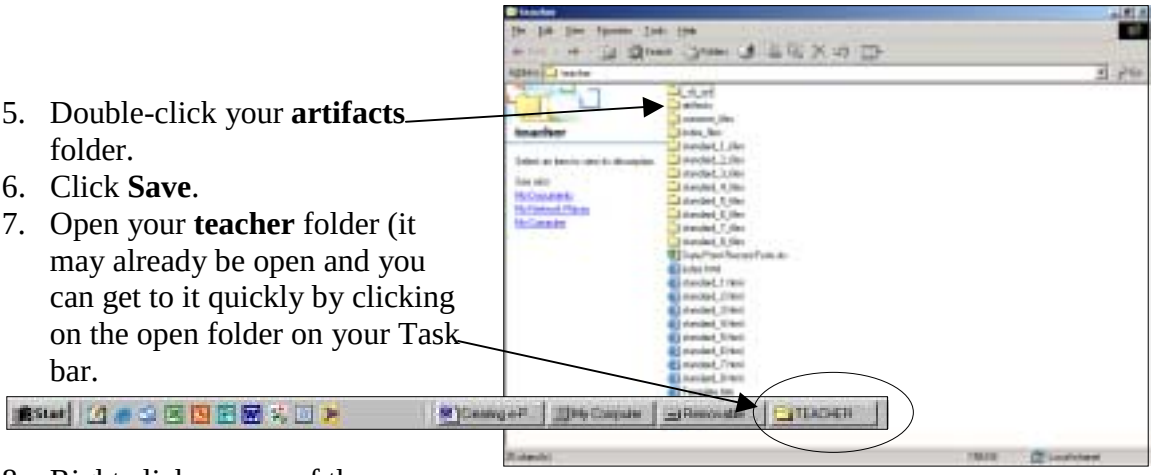
1. Open the document that you want to copy part of.
2. Select what you want to copy by highlighting it. Go to **Edit→Copy** (or press **Ctrl + C**) to copy (to the computer's "invisible" clipboard).
3. Go to your teacher folder and right click on one of the templates. Select **Open With Microsoft Word for Windows.**
4. Highlight the text in the center of the page and go to **Edit→Paste** (or press **Ctrl +V)** to paste your selection.
5. Type in a title and comments.
6. Go to **File→Save As** and navigate to your **artifacts** folder by clicking on the down arrow. DO NOT FORGET THIS STEP!
7. Click on the **Change Title** button and type the title that you put on the artifact page.
8. Type a new file name, starting with the number and letter of the criterion that fits the artifact (such as 6a-rules). *Don't use any of the following punctuation in your file name (/ : \ *).*
9. Double check your **Save in** location, **Page title**, and **File name**, then click **Save**.

Insert a File

You may have an e-mail message that you want to use as an artifact. To be sure the e-mail header fields show, as well as the message text, you'll want to save the message first to the **artifacts** folder and then to insert it into the template.

1. Find the e-mail message in your Inbox and open it.
2. Go to **File→Save As**.
3. Click the **Desktop** button in the **Save As** dialog box.
4. Double-click the portfolio folder shortcut on your desktop.

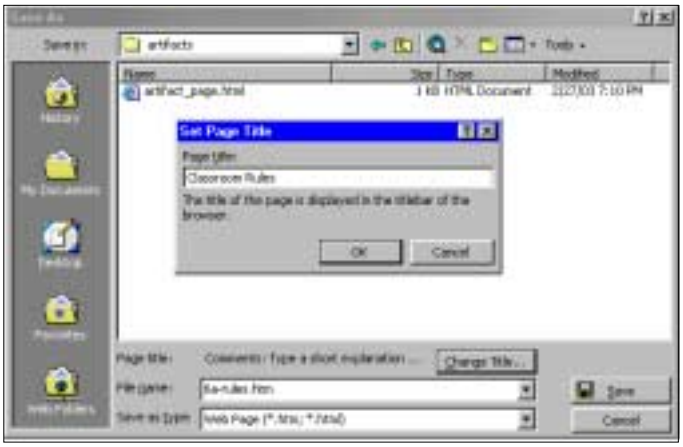




5. Double-click your **artifacts** folder.
6. Click **Save**.
7. Open your **teacher** folder (it may already be open and you can get to it quickly by clicking on the open folder on your Task bar.
8. Right click on one of the **Template** files and open the file with *Word*.
9. Type a title for your artifact in the title section.
10. Type in a brief comment explaining what the artifact is and why it meets the criterion you have selected.
11. Highlight and erase the text in the center of the artifact page.
12. Go to **Insert→File**
13. Navigate to the **artifacts** folder. If you don't see it, click the **Desktop** icon, double-click your ePortfolio shortcut, and double-click the **artifacts** folder.
14. Change **Files of type** to **All Files** (as shown).
15. Double-click your file to insert it into your artifact.

Once it's there, you may need to do some formatting of the text.

16. Save your document by going to **File→Save As**.
17. Double-click the **artifacts** folder, which should be visible in the same window.
18. Click on the **Change Title** button and type the title that you put on the artifact page.



19. Type a new file name, **starting with the number and letter of the criterion that fits the artifact** (such as 6a-rules).
20. Double check your **Save in** location, Page title, and File name, then click **Save**.

Insert a Picture

You would follow the same steps for inserting a picture that you might have on a floppy disk or saved in a folder. If your picture doesn't need editing, you could start with step 4 on page 4. When you get to step 8, you will go to **Insert→Picture→From File** and go to the location where your picture is saved.

Save this artifact page following these steps:

1. **File→Save As.**
2. Navigate to **artifacts** folder.
3. Change **File name** (use letter and number of criterion at beginning of file name).
4. Change **Page title.**
5. Check everything and click **Save.**

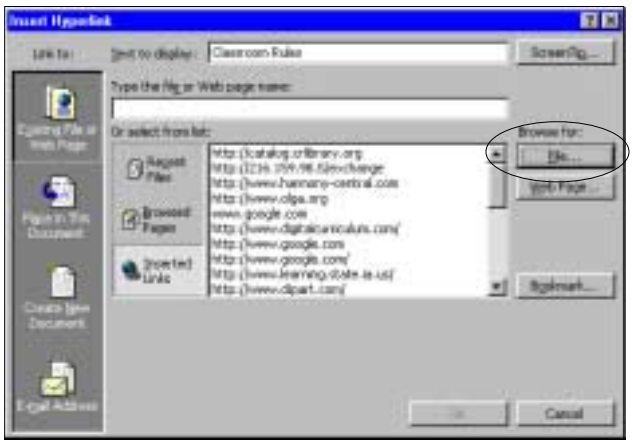
NOTE: When you save an artifact after inserting a picture, *Word* automatically creates a folder to keep the inserted files in. For example, if the artifact was called 6a-rules.htm, then the Folder would be called 6a-rules_files. In general, you can ignore these folders…just make sure you don't move or rename them.

Link to a File

Sometimes you may wish to link directly to file, such as an *Excel* spreadsheet or a *PowerPoint* presentation. **Before linking to file, you must resave it to your artifacts folder**, which is on the web server. Linking to a file in the My Documents folder will not work.

1. Open the file you want to link to and go to **File→ Save As**.
2. Navigate to your **artifacts** folder by clicking the **Desktop** button in the **Save As** window. Double-click the ePortfolio shortcut on your desktop, and then double-click the **artifacts** folder to open it.
3. Click **Save**.
4. Open your **teacher** folder from your desktop shortcut, and right-click one of the templates. Select **Open With Microsoft Word for Windows.**
5. Replace the text in the center of your page with something like: "Click here to see Open House PowerPoint".
6. Highlight the text you just typed and click on the **Hyperlink** button on your toolbar.

7. Click on the **File** button and navigate to your **artifacts** folder. Double-click the artifact that you want to link to.
8. Go to **File→Save As** and navigate to your **artifacts** folder.
9. Change the **Page title** and **File name**. (The **File name** should start with the letter and number of the criterion).
10. Click **Save.**



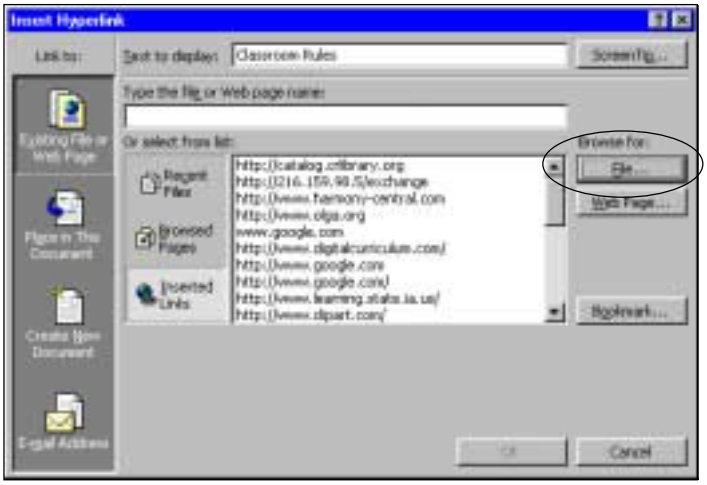
Link Artifacts

Once you have some artifacts saved, you can link them to your standards pages.

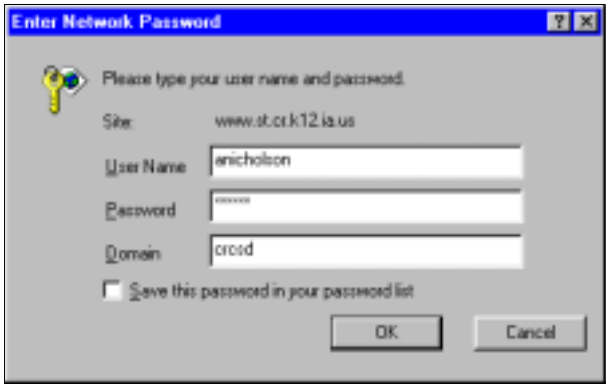
1. Open your **teacher** folder and right-click the standard that you want to link to. Select **Open With Microsoft Word for Windows.**

2. Find the criterion that you want to link to (such as 6a).
3. Type in the **Data Source** and the name of the **Data Point** (the title of your artifact).
4. Highlight the name of the Data Point and click the **Hyperlink button** in the toolbar.

5. Click the **File** button and navigate to your artifacts folder. Double click on the artifact that you want to link to.
6. Save your standards page (**Ctrl + S** or click on the **Save** button).



View Your Portfolio on the Web



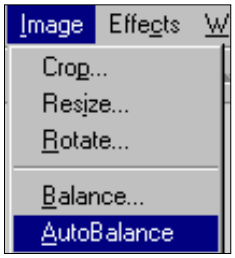
You can check your portfolio on the Internet by going to:

http://www.st.cr.k12.ia.us/portfolio/

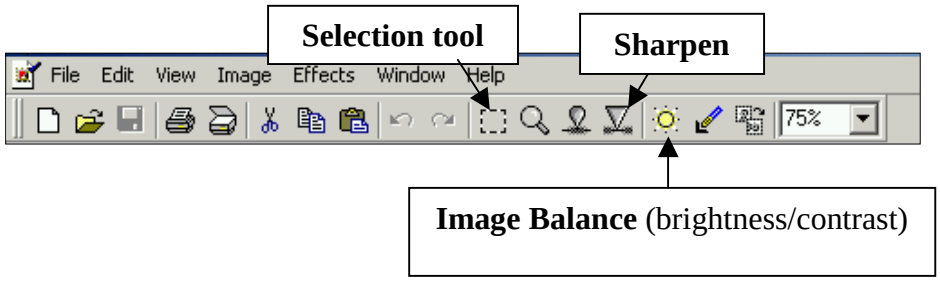
Find the link for your name and click it. You will get a log in screen asking for your user name, password, and domain (CRCSD). This is the same user name and password that you use whenever you log on to a district computer.

Once you enter the information, you can look at your portfolio and see how your links work and how your artifacts look.

Use Digital Pictures (Sony Mavica)



1. Take the floppy disk out of the Mavica and put it in the computer.
2. Start Photo Editor (**Start→Programs→Microsoft Photo Editor**)
3. Open your picture (Go to **File→Open** and navigate to Floppy A:)
4. Crop and/or edit picture (most of these options are under **Image** on the menu.)
5. Other commonly used tools in **Photo Editor** are shown below:



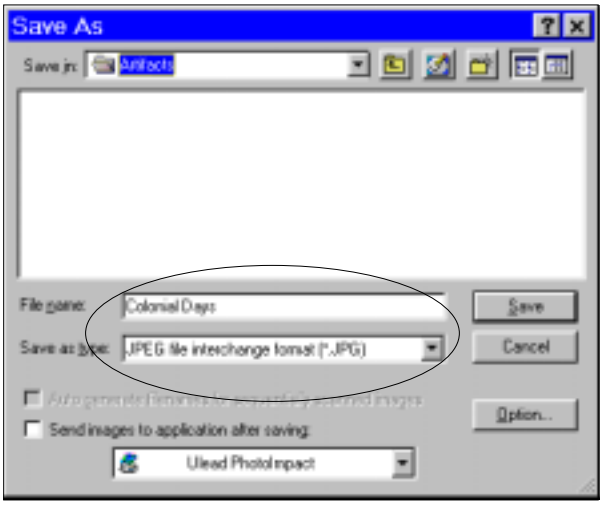
6. Save picture to your H: drive (Go to **File→Save** and name it. You may want to put it in a Picture folder).

Scan Images and Documents

1. Be sure the scanner is on (when using an older scanner)
2. Open Microsoft Photo Editor
3. Click on the Scan icon on the toolbar
4. An Acquire Image dialog box may appear. Click on the Acquire button.
5. The Scan Wizard dialogue box will come up (usually in the Standard Control Panel View as shown to the right).
6. Be sure you have your picture in the scanner
7. You may want to change some of the settings in the control panel.

Original: Type of material being scanned.	**Scan Type**: Output desired • True color • Web Color • Gray • Black and white	**Purpose**: On screen viewing or printing options (72 dpi is fine for pictures that will be displayed on a computer)
Scale Output: default is usually 100%		**Adjust**: Brightness, contrast, etc.

8. Make sure that **Scan** shows up as a choice.
9. Click the **Preview** button
10. Your picture should appear shortly. Select the part of the picture that you want to scan.
11. Click on the **Scan** button and navigate to the folder you want to save your picture in.
12. Give the picture a file name and change the file type to JPEG (which is a smaller file size than Bitmap).



NOTE: You may still want to do some more editing of your picture in *Photo Editor* before saving it as an artifact.