

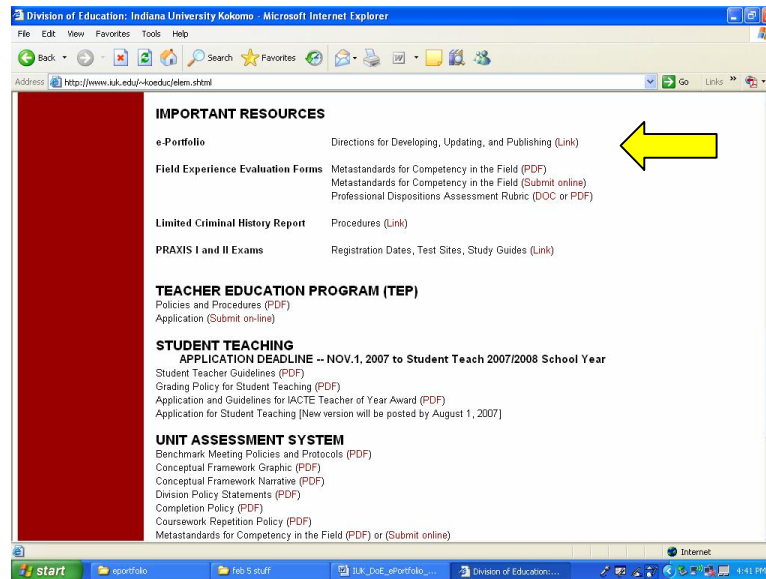


INDIANA UNIVERSITY KOKOMO

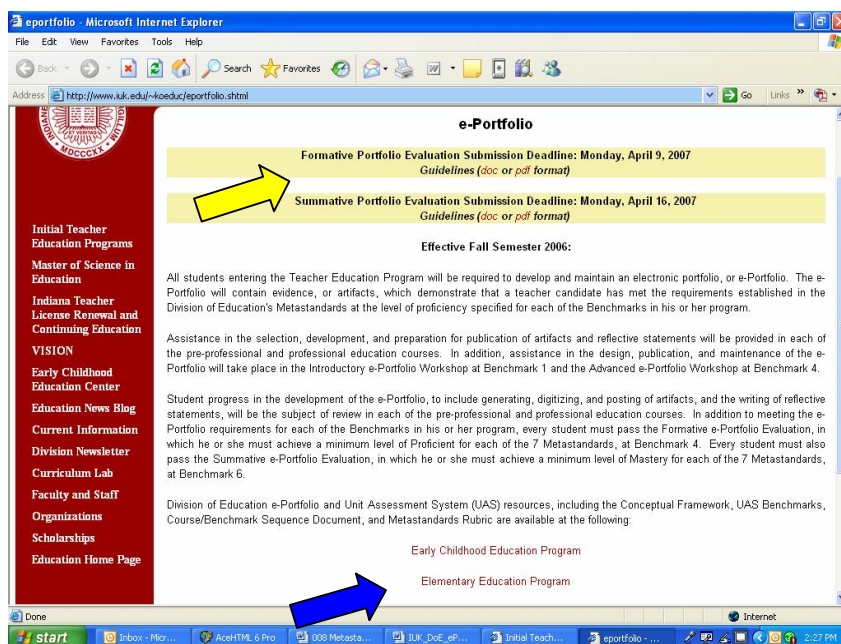
DIVISION OF EDUCATION

Preparation of the Teacher Candidate e-Portfolio

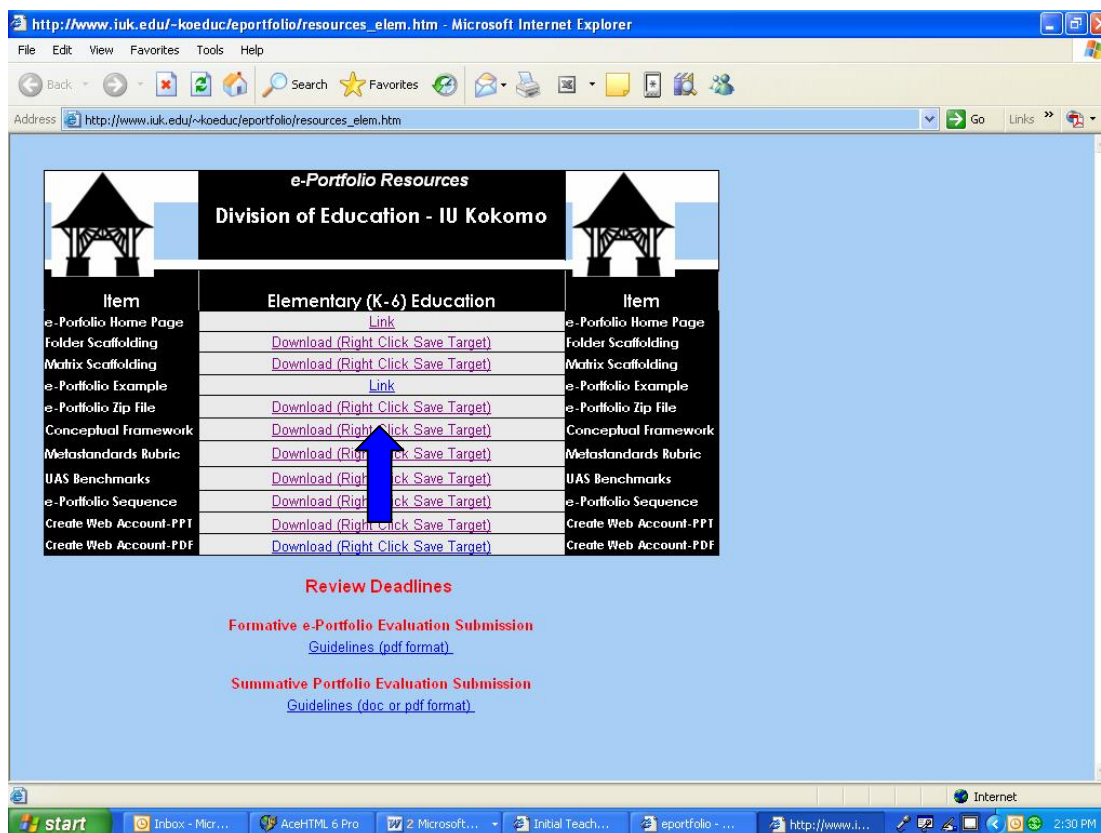
1. Go to appropriate undergraduate major Web page—for example, <http://www.iuk.edu/~koeduc/elem.shtml> for elementary education majors—and scroll down to “Important Resources” section, and then click on e-Portfolio link, at <http://www.iuk.edu/~koeduc/eportfolio.shtml>.



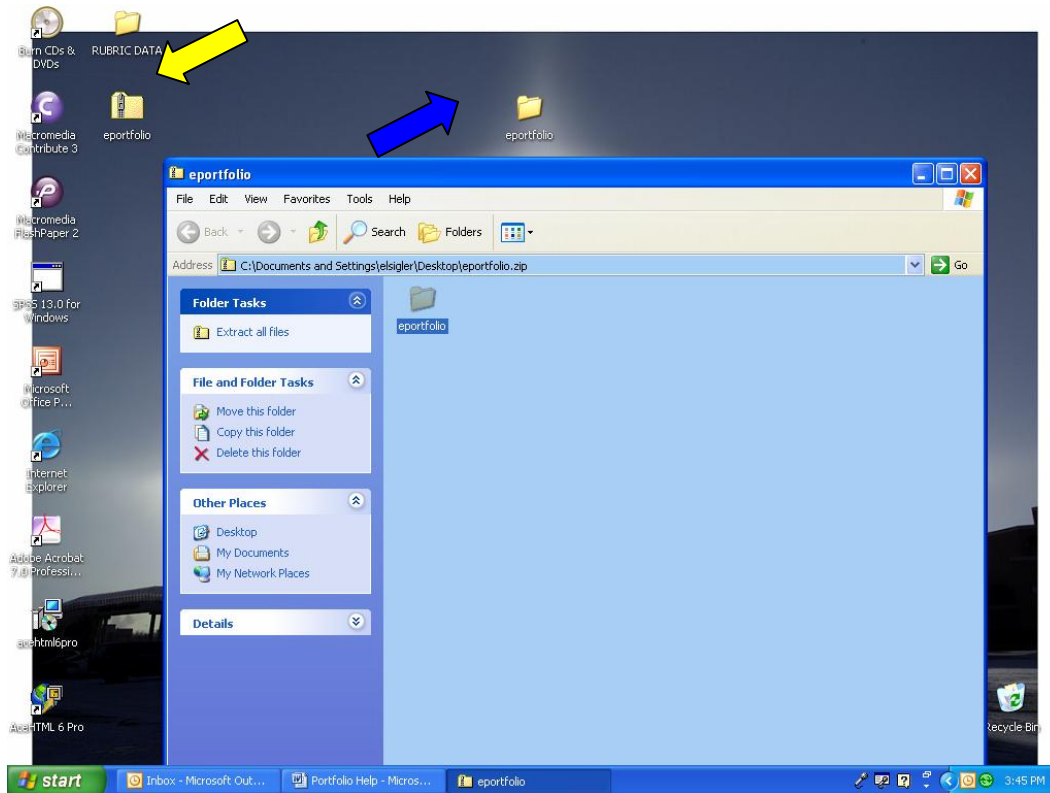
2. The page is full of useful information. The yellow arrow points toward documents that will help you understand when and how you will be evaluated. The blue arrow is your entry into the portfolio matrix. Choose the program you are enrolled in to begin. (On this screen shot you cannot see the Secondary Program link; however, it is below the Elementary Education Program link if you scroll down.)



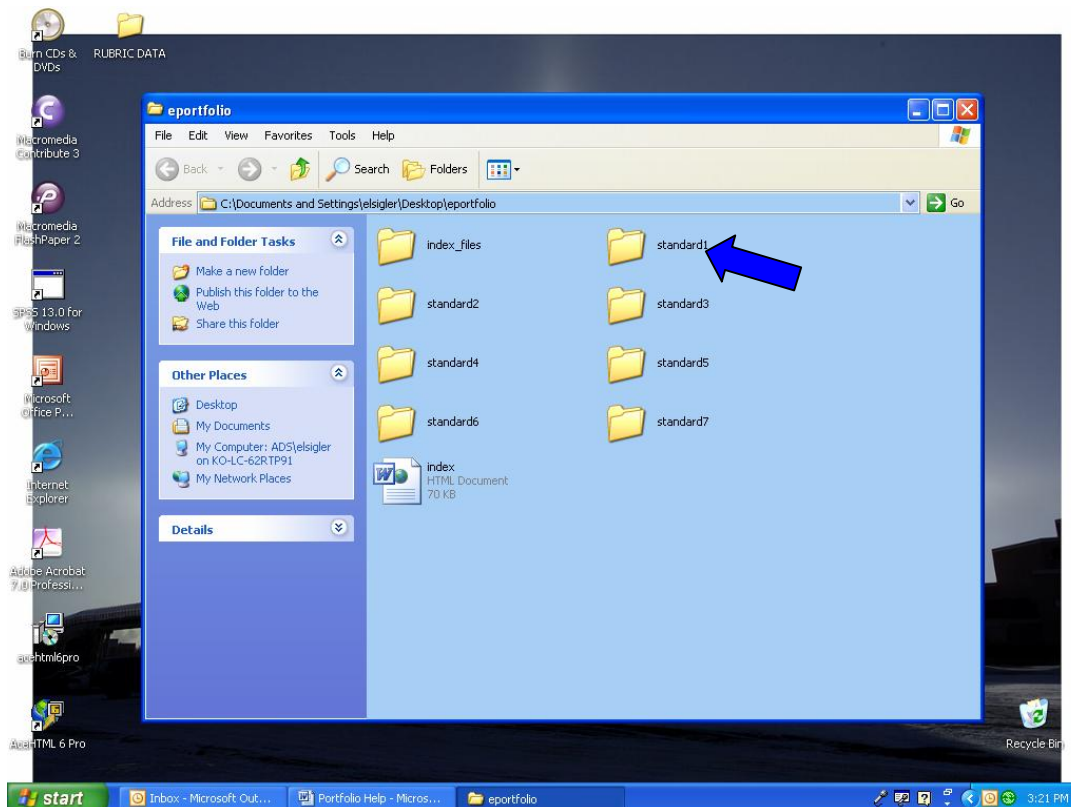
- Click on the URL and you will see the matrix displayed. Down the left and right side you will see the labels for a number of important sites. Be sure you review all of them, however, for this handbook, only two will be covered: The e-Portfolio Zip File and the Metastandard Rubric.
- Select the appropriate zip file and download to your desktop. For this example we will use the K-6 program.



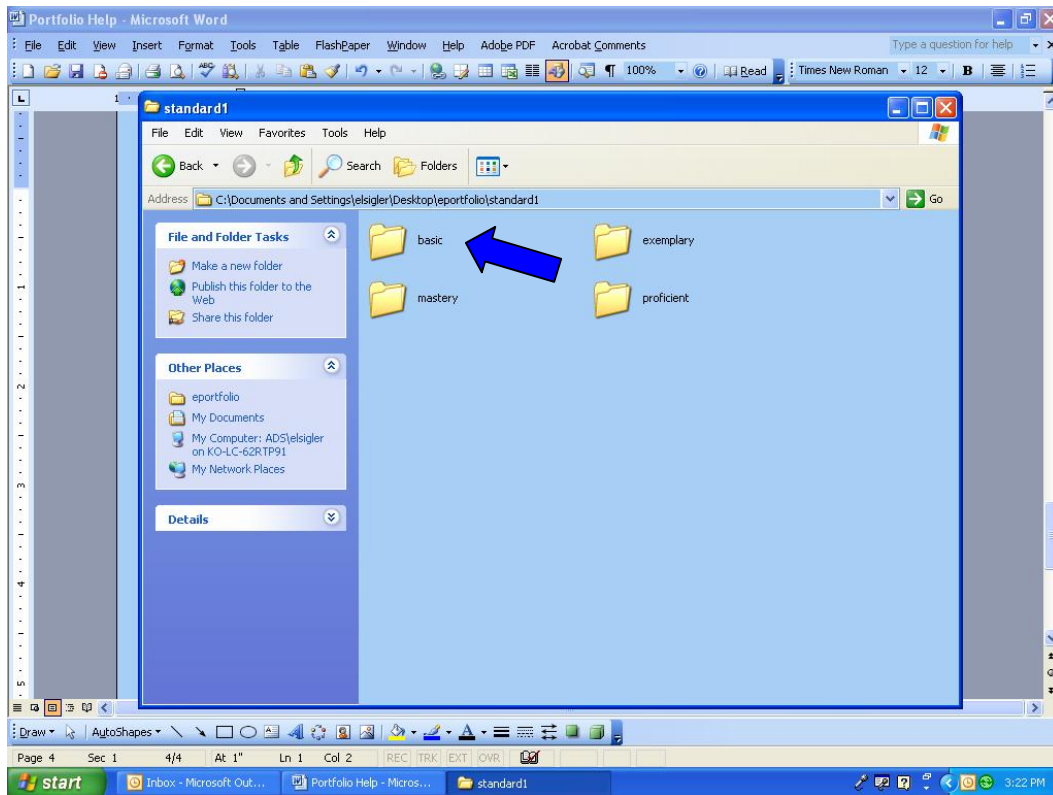
- When you right click, you will be given several choices. Choose **Save Target As**. When the window appears, save the folder to your desktop. It will take a minute for this folder to decompress. At this point you may have several internet windows open. You may close all windows except for the one that has the e-portfolio file folder.
- At this time you now have 2 folders with **e-portfolio**. The one with the “zipper” can be deleted. The one without the zipper is now YOUR e-portfolio folder.



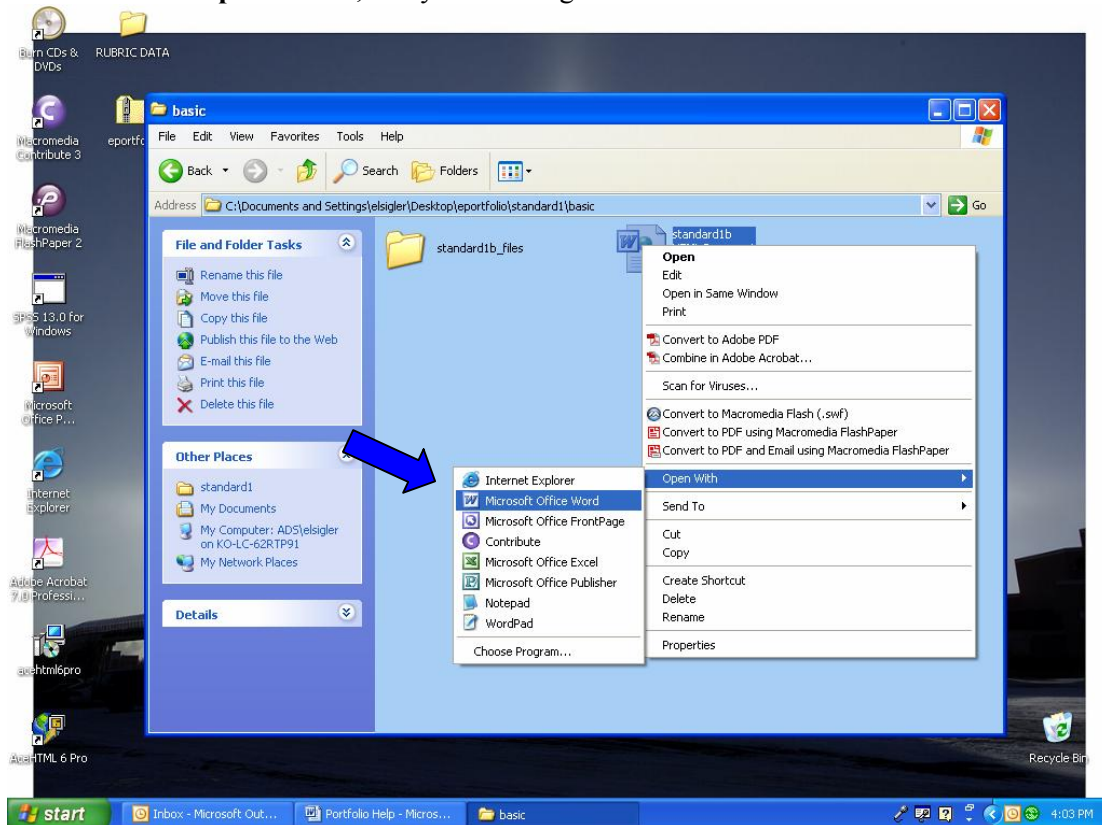
7. At this time, if you click on the **e-portfolio** folder, you will see a series of folders. The **folder** labeled “**index_files**” should not be touched. However the **file** labeled **index** is your e-portfolio template. We will return to this later. You will also see several folders marked **standard**. These represent each of the 7 metastandards. Click on any one to view the levels. For this example we will click on **standard1**.



8. When you click on this standard, you will see the four levels. These are the folders that will hold your artifacts. For now we will click on the **basic** level folder.



9. Again you will see a folder with an underscore **standard_files**. You will not need to touch this. Place your cursor over the **file** standard1b, and right click. You will be given several choices. Move your cursor over **Open with...**, and you will be given more choices. Choose **Microsoft Word**.



10. You will now see a screen that will allow you to edit your reflective statement and add artifacts. When you are complete simply **Save** your reflective statement.

Elementary (K-6) Teacher Education Program e-Portfolio
[Teacher Candidate Name]

Metastandard #1: Child Development and Learning				
Proficiency	Basic <small>(Knowledge & Comprehension)</small>	Proficient <small>(Application)</small>	Mastery <small>(Analysis and Synthesis)</small>	Exemplary <small>(Evaluation)</small>
	Candidates know and understand how children learn and develop and also that children differ in their development and approaches to learning.	Candidates demonstrate and practice theoretically based teaching and learning strategies to promote cognitive growth and development of all children.	Candidates use educational learning theories to plan developmentally appropriate curricula and create learning environments that promote positive social engagement and self-motivation.	Candidates determine the effectiveness of various theoretically based teaching and learning strategies for all children.

Reflective Statement:

Evidence:

Artifact #1

Artifact #2

Rationale:

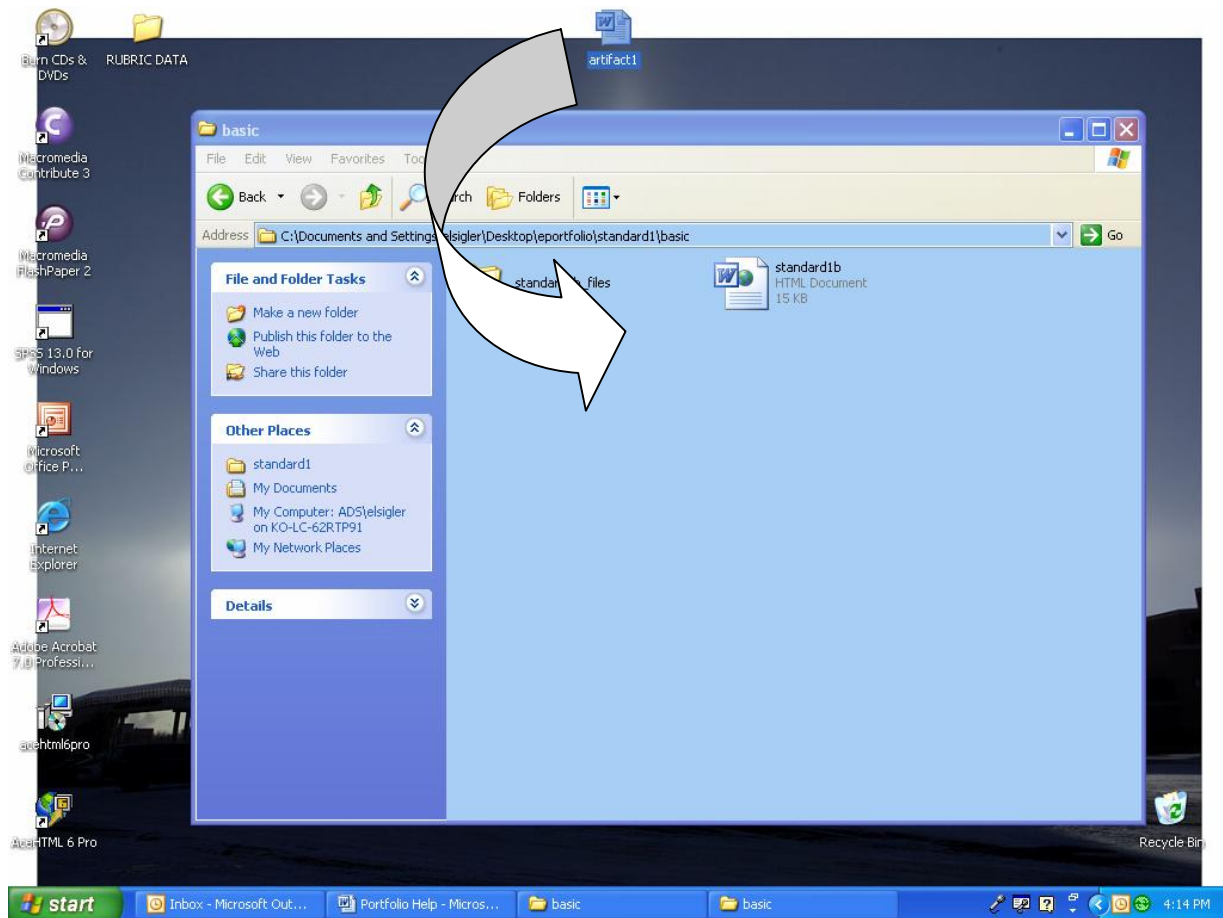
Professional Growth:

standard1b: 804 characters (an approximate value).

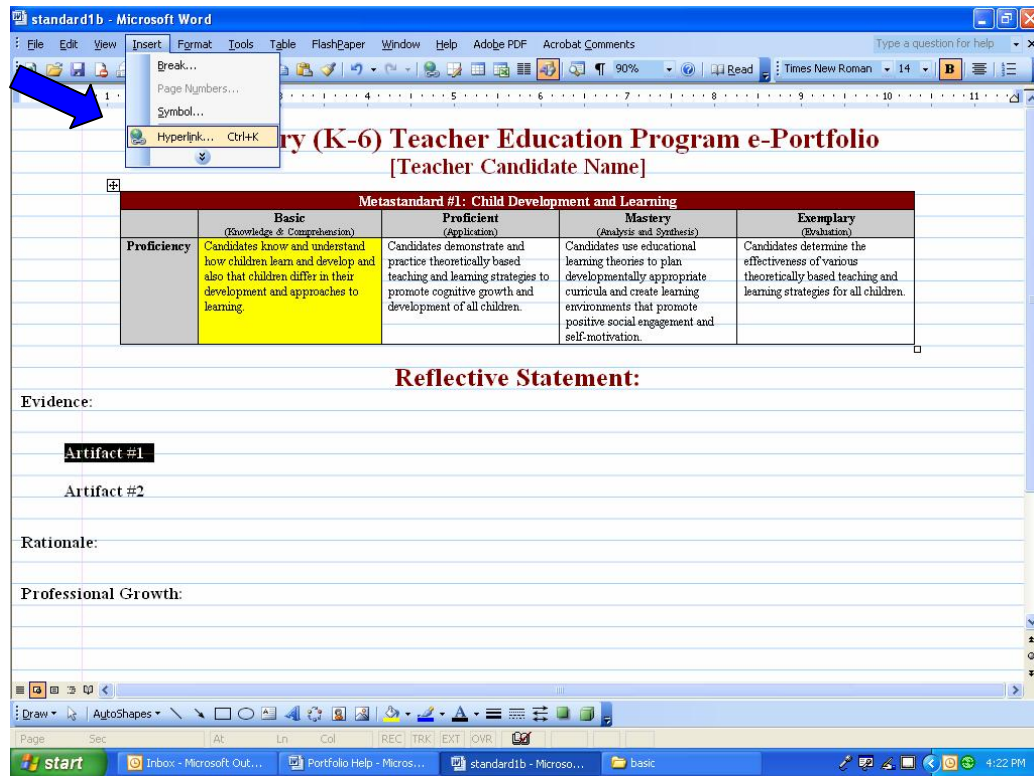
start | Inbox - Microsoft Out... | Portfolio Help - Micros... | standard1b - Microso... | basic | 4:07 PM

Adding Artifacts:

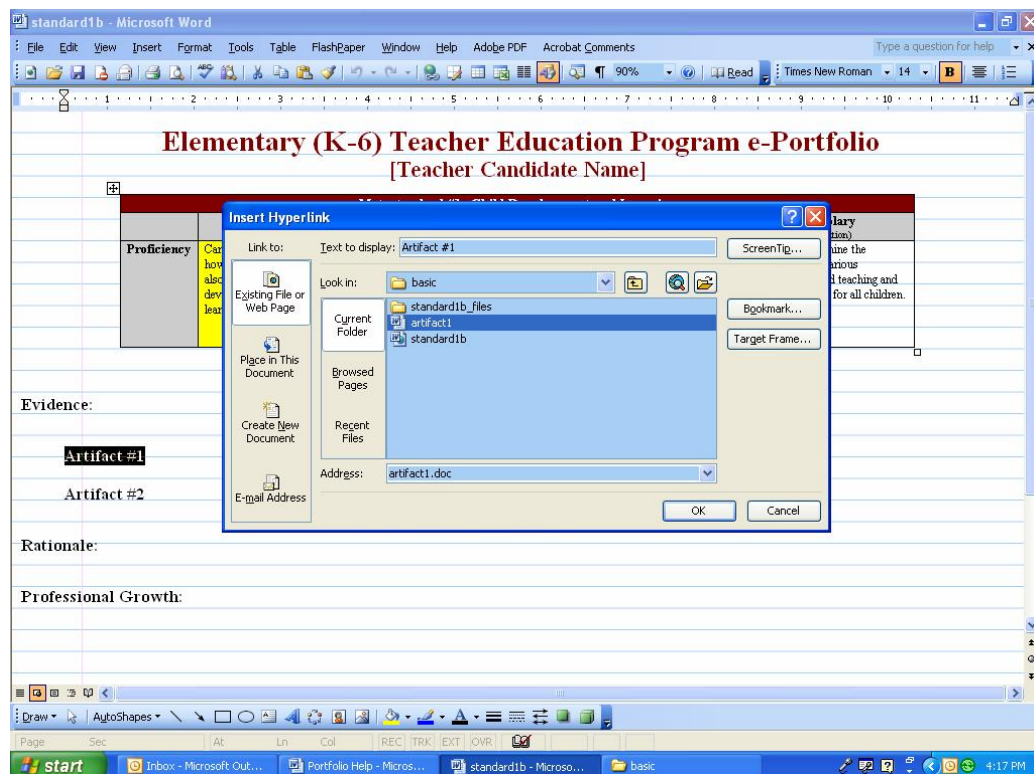
1. When you are ready to save an artifact you need to follow the process above. For this example, we will use **standard 1** at the **basic level**.
2. Click and drag the artifact into the folder.



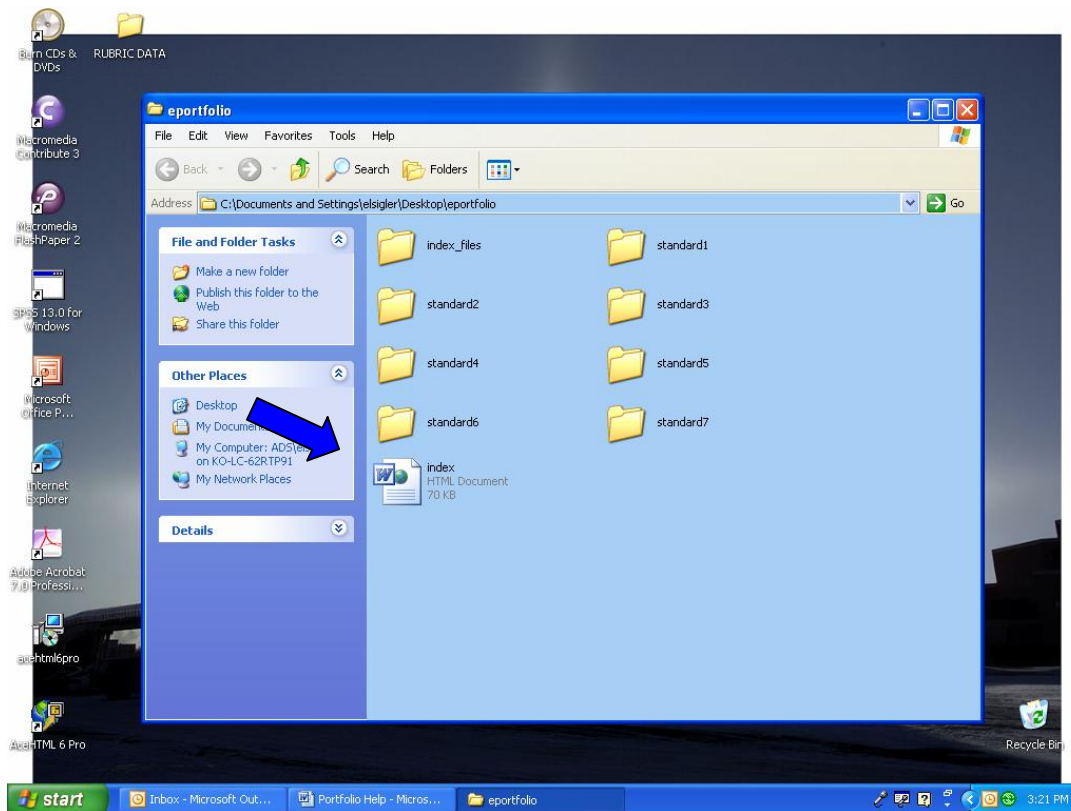
- Then, open your **standard1b** file (again with **Microsoft Word**). Highlight the word **Artifact** in the template. Go to the tool bar, and find Insert. Pull down the menu and locate Hyperlink.



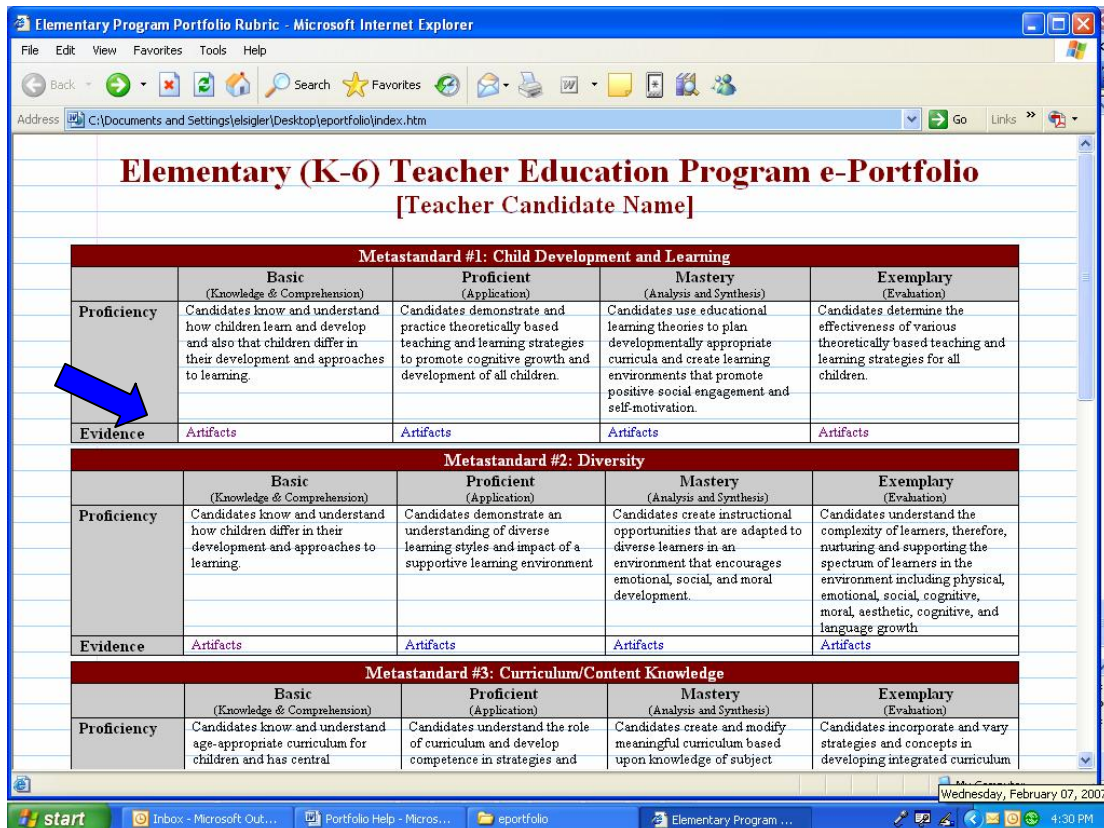
- When you select hyperlink, a window will open. You will then see your artifact. Select it from the window and click OK. You have now created a hyperlink.



- Now if you return to the main file (by hitting the BACK button on the upper left) and click on the main index page, you will see the entire matrix.



6. If you click on the main index page, then you will be able to see the hyperlink to your artifact and reflective statement.



Congratulations! You have completed the process of creating your e-portfolio!