

Plan Your ePortfolio

Introduction

This document will introduce faculty members to ePortfolio in Blackboard Content Management System. For additional information and assistance in using Tegrity, please contact IRT (Instruction and Research Technology) at <http://www.wpunj.edu/irt> and/or at 973-720-2659.

What is an ePortfolio?

An ePortfolio is a collection of artifacts that demonstrates your ongoing effort and developmental growth in one or more areas. It can be used as an assessment tool for showing proof of knowledge and skills and/or as a marketing tool for job interviews to display evidence of knowledge and skills. The purpose of a portfolio system is to systematically organize evidence of meeting standards.

Plan it before you create

Setting up Your Purpose

Since the purpose of creating an ePortfolio is to systematically organize evidence of meeting standards, before creating a Portfolio, it is a good idea to plan what content will be included, how it will be stored, and how it will be presented by checking your purpose: the reason(s) why you want to create an ePortfolio.

Organizing your Content

When you have identified your purpose, you can move on to the next step: Organize content of ePortfolio. If you are completing an assignment for a course, your instructor might give you a guideline that includes what content or needs to be included in your ePortfolio. Many cases, you will be given a set of templates you need to fill out with your artifacts or your work samples.

Collecting Artifacts or Work Samples

If you are preparing for a job interview, you will need to come up with a list of items that will be used to demonstrate your knowledge and skills for the job. You may also use some templates such as resume, backgrounds, and so on. Collect artifacts and/or work samples that will be used to put together in your ePortfolio. Then you may want to make a list of each item in terms of name, description, availability, and comments that will be added to your ePortfolio.

