

ePortfolio FAQs

1. Why am I doing an ePortfolio...everyone I talk to says they never use it in a job interview...
 - a. The portfolio created for Benchmark II is **NOT** intended to be used in a job interview. This portfolio is instead used to show you have met licensing requirements and as a way for the School of Education to prove they are teaching along the standards also.
 - b. If you would like to have a portfolio to use in a job interview you certainly can create one. E-Portfolio does not limit how many portfolios you create. A “showcase” portfolio is designed much differently than a “Benchmark” portfolio, however.
2. I can't remember my username/password and it's not sending me an email?
 - a. Email e-portfolio@uwstout.edu and we will reset your password for you.
3. How do I get back into my portfolio to edit it?
 - a. Login using your username and ID
 - b. Click the “my portfolios” tab
 - c. To the right of the portfolio you want to edit, click the “**edit**” icon
4. Should I include my alignment summary in my portfolio?
 - a. YES! It is critical that you include your alignment summary. Doing the alignment summary helps you remember where your artifacts are.
 - b. Click here to find the downloadable version, <http://www.uwstout.edu/soe/AlphaFormDoc.html>
5. Do documents have to be PDF?
 - a. No. Documents no longer have to be .pdf, they can be any format. However, keep in mind that the person viewing your artifact will not be able to open it unless they have the software which created the document. (CADD may not be on every person's computer)
6. My document is taking forever to upload/download what should I do?
 - a. Your document is probably larger than we would recommend. You should “chunk up” your document into smaller sections.
 - i. **FIRST**, try compressing your document if it is a .pdf
 1. Click “documents” than click “reduce file size”

- ii. **SECOND** This is very easy to do also using Adobe Professional
- iii. Simply open the document
- iv. Select Document, "extract pages"
- v. Select which pages to extract
- vi. Then check "Delete Pages" (this will create two SEPARATE documents)
- vii. Click "OK"
- viii. Now two documents will appear on your desktop, save each and upload them separately to e-Portfolio

7. How do I make pictures in my e-portfolio appear faster?

- a. The issue here is the size of your picture
- b. Images in your e-portfolio should be approximately 300x400 in dimension
- c. There are tools on your computer which allow you to resize the image, such as: Microsoft Picture Manager and Adobe Photoshop
- d. For further assistance with this matter stop in the e-portfolio

8. How do I add an artifact into my artifact library?

- a. Click the "artifact library" tab
- b. On the top left of the page, click "add artifact"
- c. Name the artifact professionally, this name will appear in your e-portfolio
- d. Do NOT enter any keywords
- e. Then browse for the document (this step is very similar to drop boxing something in D2L)
- f. Lastly, click "upload"

9. How do I move an artifact in my "artifact library" to the page I want it to be on?

- a. Go to the page in your e-portfolio which you want to place the document on
- b. On the page click "add content"
- c. Then scroll until you see **ARTIFACT** (towards the bottom)
- d. Use the arrows to move the artifact(s) you want on that page to the right-hand box
- e. Scroll back to the top then click "save"

10. How do I remove an artifact from my e-portfolio?

- a. Find the page in your e-portfolio with the artifact which you wish to remove
- b. Directly above the artifact link there are two icons
- c. To remove an artifact click on the second icon, which resembles a stop sign
- d. It will ask you if you want to delete the artifact, click "ok"

11. How do I change the theme I choose for my e-portfolio?
- Click the “edit” link to the right of the e-portfolio theme you want to change
 - Once in your portfolio, click “edit details” located on the top right
 - Then scroll through until you find the new theme you want to use
 - Double click on the new theme
12. How do I submit a document for assessment?
- First upload the document into your e-portfolio if it is not already there
 - Next, add the artifact onto the proper e-portfolio page using add content (i.e. if your submitting a resume it will go on the resume page of your portfolio)
 - Click the “submit page” tab next to portfolio preferences
 - Check the box next to the document you wish to submit
 - Click “continue,” located above
 - Next, check the box next to the teacher whom you are submitting the document to
 - Again, click “submit” located above
 - You should then receive a message saying your submission was successful

13. I’ve finished my portfolio and am ready for my interview, what do I do now?

Share your portfolio

- Go to any page in your portfolio
- Next to add content, click “share portfolio”
- Share with secure URL will be selected, click “ok”
- Share whole portfolio will be selected, click “ok” again
- Change the date to the furthest date available, i.e. December 31, 2013
 - Do **NOT** add a password, leave the password blank, click “ok”
- Save the URL which is generated or click on the URL then bookmark the page so you can retrieve it at a later date

you are allowed to share your portfolio as many times as you would like