

## Elementary Education Portfolio Directions

These are the general directions to help guide SOE Elementary Education students in the creation of that portfolio. Students are responsible for accessing the pertinent SOE web sites that will further guide them in the creation of their portfolio and to submit their portfolio on or before the due date.

### Creation Steps:

- Create a folder named username\_portfolio 09 (please use your user name) on a secure drive. It is suggested that you do this on the “W” drive at IUS. **The portfolio and ALL documents used in the portfolio must be saved and stored in one folder.** If this is not done correctly hyperlinks will not work and will diminish the value of the portfolio.
- The portfolio should be backed-up (copied) often to a different drive for safe keeping at frequent intervals. Be sure to back-up the entire folder, not just pieces of it. This will ensure that hyperlinks will remain intact.
- Access the SOE Elementary Education Forms and Manuals website <http://www.ius.edu/Education/Elementary/forms.cfm>
- Download the [Elementary Electronic Portfolio Sample](#) (WORD) into your portfolio folder.

The beginning of the portfolio looks like the sample below:

Your Name Here		Elementary Portfolio May 2009							Comments:
SDP3	Letter to Reader	STD #1	STD #2	STD #3	STD #4	STD #5	Overall Prof.	Total	
Faculty Evaluator #1 Scoring									
Faculty Evaluator #2 Scoring									
Letter to the Reader Point A (What challenge did I face?) Call to Action (How do I get from A → B?) Point B How do I feel about how I got there									
Professional Quality of Introduction, Why chose education, and Summary of Program Standards Assigned Score (6)	Professional Quality of Philosophy of Education Assigned Score (6)				Conventions (grammar, punctuation, spelling, APA citations) Assigned Score (3)				Total (15)
Act II: Develop the action ("1-2-3; show me only what I need to see")									
<b>EEP Standards</b>	<b>Components</b>		<b>Reflection on Standard One.</b>						
<b>Standard 1:</b> Standard Addressed: The Candidate is knowledgeable about planning and preparation.  Artifact: Unit(s) of Work	I. A. Demonstrates knowledge of planning:  Name of artifact:  Description of how the artifact shows that you have attained this part of Standard I:								
Evaluators Comments:									

- Read the directions for the [Standard 1 Sample Registry](#) (PDF)

- Collect documents for your portfolio. You can include scanned documents and include previous documents saved in electronic format. Word processed documents need to be in Microsoft Word 2007 format. Any scanned images or pictures are easily hyperlinked and viewed in JPEG format. Be sure they are saved in that format. Now you can begin writing your portfolio.
- Be sure that all files are Microsoft Windows Vista and Office 2007 compatible.

Your Name Here		Elementary Portfolio May 2009								
SDP3										
	Letter to Reader	STD #1	STD #2	STD #3	STD #4	STD #5	Overall Prof.	Total	Comments:	
Faculty Evaluator #1 Scoring										
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Letter to the Reader Point A (What challenge did I face?) Call to Action (How do I get from A→B?) Point B How do I feel about how I got there										
Professional Quality of Introduction, Why chose education, and Summary of Program Standards Assigned Score (6)		Professional Quality of Philosophy of Education Assigned Score (6)			Conventions (grammar, punctuation, spelling, APA citations) Assigned Score (3)			Total (15)		
Act II: Develop the action ("I... how me only what I need to see")										
EEP Standards		Components			Reflection on Standard One			Evaluators Comments:		
<b>Standard 1:</b> Standard Addressed; The Candidate is knowledgeable about planning and preparation.		1. A. Demonstrates knowledge of planning.  Name of artifact:  Description of how the artifact shows that you have attained this part of Standard 1:								
Artifact Unit(s) of Work										

### Portfolio Sections:

- The column with the yellow circle lists the Standard that needs to be addressed.
- The column with the purple rectangle describes the artifacts to be used. In this column you place the name of the artifacts and hyperlink to the relevant documents. Directions for hyperlinking can be found at this Microsoft Support webpage <http://support.microsoft.com/kb/310520>.
- The column with the red pentagon is where reflections on the Standards are written. Use as much space as needed. You may also create a Word document with the reflection and make a hyperlink to it in this column.
- The column with the green triangle is for the evaluator's comments. Do not write anything there.

### Publishing Steps:

- Put a new CD-R into a computer CD-RW drive.
- In a Windows Vista computer a window will pop-up asking what to do with the CD.
- Click on the option for "Burn files to disk."

- Drag the portfolio folder which includes all of the related documents to the CD drive where your CD-R is waiting.
- The files will then burn to the CD-R disk.
- Eject the CD.
- Take the CD to another computer to verify that the CD contains your folder.
- Test all of the hyperlinks.
- Label the CD and include the following information:
  - name
  - email address
  - date
- Be sure that the CD and the case are labeled.

If you have any difficulty with the publishing process please ask the lab tech in the Education Lab to help you.