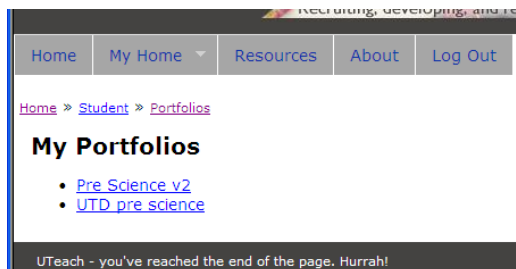




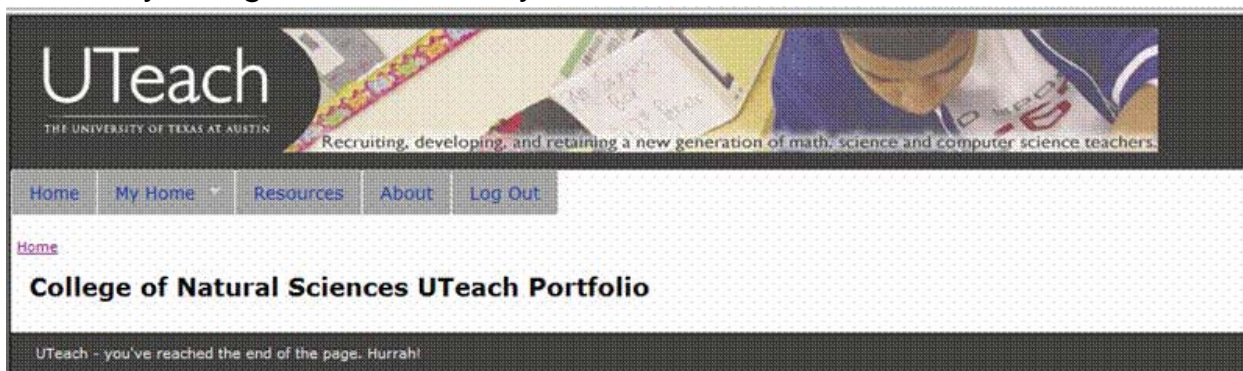
Illustrated Guide to the UTeach Electronic Portfolio

The Electronic Portfolio

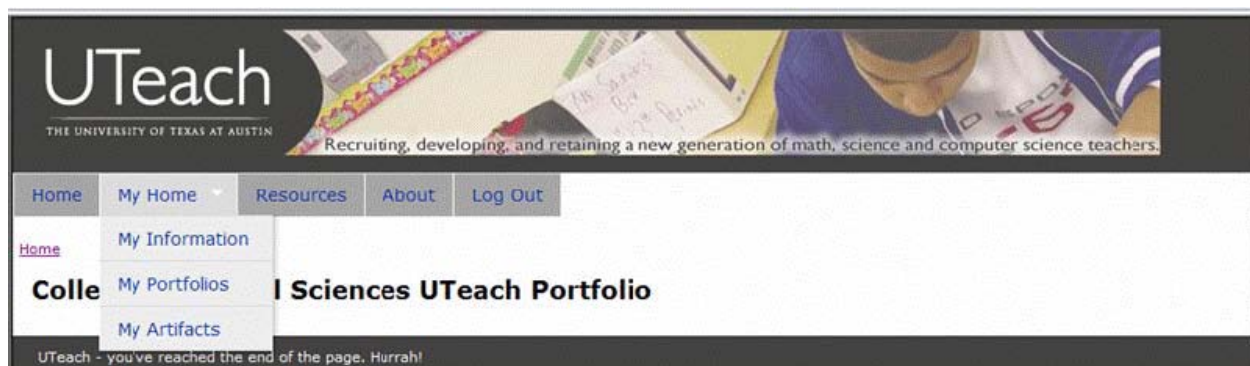
All UTeach students have access to the electronic [portfolio](#). If you can't log in or if you are assigned to the wrong portfolio (e.g. math instead of science), email the [Portfolio Coordinator](#). Include your UT EID and area of certification.



Once you log in, this is what you'll see:



Under "My Home," you'll see three options:




The information section fills in automatically. UTeach uses this information for reporting purposes only, which is done in aggregate form.

Under “My Portfolios” you’ll see the portfolios assigned to you.

Most students submitting a preliminary portfolio will see only one—Pre Mathematics, Pre Science, or Pre Computer Science. Students certifying in both mathematics and science will still see only one portfolio: Pre Math and Science. This portfolio includes the material required for both mathematics and for science.

My Artifacts

 Currently you have these Artifacts uploaded to your Student Portfolios.

Usage

Artifacts: 14 / 50
Bytes: 728760 / 200000000

Artifact List

dishonesty.pdf	11 KB	delete
Eisenstadtphoto.jpg	19 KB	delete
GeneralSafety.pdf	39 KB	delete
History Channel.jpg	17 KB	delete
MathLicense.jpg	27 KB	delete
MathTEKS URL.doc	25 KB	delete
pi-cat.jpg	30 KB	delete
resume revised.pdf	60 KB	delete
RoughingIt.pdf	68 KB	delete
Sample resume.pdf	60 KB	delete
StereotypeThreat.pdf	204 KB	delete
stove_ownership.jpg	27 KB	delete

ARTIFACTS: Also under “My Home” is the link to the artifacts page. Browse for files just like you would an attachment.

You are encouraged to store artifacts on the portfolio website throughout the program.

File types are limited to those that evaluators can easily access—word, excel, PDFs, jpegs, and common video applications. If you get an error message while uploading a file, save the file as a different type and upload it again.

Upload only compressed, edited, web-ready video. There’s not enough space for raw video.

Upload more artifacts

Due to technical constraints, please try to limit file upload sizes to a maximum

Turning a document into a PDF before uploading is highly recommended since this preserves the formatting. If you have a document with a lot of tabs, like a resume, or with an inserted table, like a lesson plan, turn it into a PDF. This is an option under the File/Save As menu in the latest version of Word.

If you have resisted the world domination of MicroSoft and don't have the latest version of Word, you can go here: <http://cutepdf.com/>. The downloads are free. No malware or spyware. Follow the instructions even when you get a print window. Eventually, the window changes from print to "save as." Try it. It really works. The scanner and the copier in PAI 4.12 can also be used to turn a document into a PDF.

You can add artifacts either through the link under My Home, or while you are working on a reflection. You can delete artifacts only using the location under My Home.

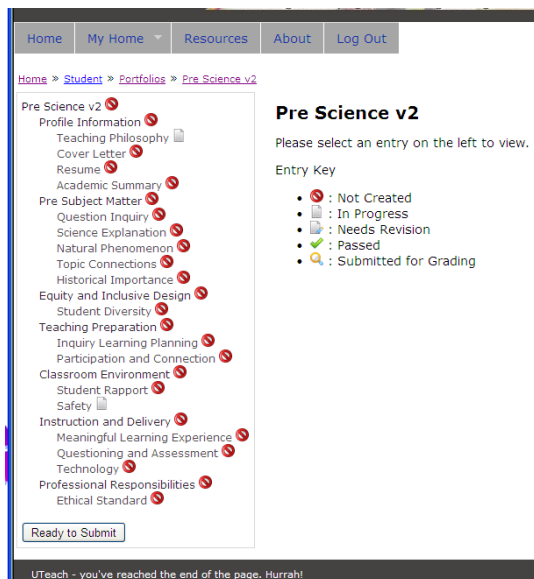
**VIDEO: Video takes up a lot of space.
Upload ONLY edited, web-ready video to use as an artifact.**

BUILDING THE PORTFOLIO:

This is the starting point for building a portfolio. The icons let you know the status of each proficiency.

Under Pre Science (or Pre Mathematics, etc.) you'll see a list of the main areas and each required proficiency. The main headings include:

- Personal Profile Information
- Subject Matter
- Equity and Inclusive Design
- Teaching Preparation
- Classroom Environment
- Instruction and Delivery
- Professional Responsibilities



Click on “Create a new entry.”

The screenshot shows the navigation menu at the top with 'Home', 'My Home', 'Resources', 'About', and 'Log Out'. Below it is a breadcrumb trail: 'Home > Student > Portfolios > Pre Science v2 > Question Inquiry'. On the left is a sidebar with a tree view of 'Pre Science v2' items, including 'Profile Information', 'Teaching Philosophy', 'Cover Letter', 'Resume', 'Academic Summary', 'Pre Subject Matter', 'Question Inquiry', 'Science Explanation', 'Natural Phenomenon', 'Topic Connections', 'Historical Importance', 'Equity and Inclusive Design', 'Student Diversity', 'Teaching Preparation', and 'Inquiry Learning Planning'. The main content area is titled 'Pre Science v2 :: Question Inquiry' and shows 'Status: Not Created'. Below this are 'Instructions' and 'Evidence must include an assignment with instructor comments and grade.' At the bottom, a yellow box contains a green plus icon and the text 'Entry does not exist yet. [Create a new entry.](#)' An arrow points from the text above to this button.

This opens a text box. Enter your reflection or copy and paste from a Word document. Click “Update Text and Save” before you exit the page. This saves your work, but does not submit it for evaluation.

This screenshot shows the 'Instructions' section from the previous page. Below it is a 'Character Count (refresh): 0 / Unlimited' label and a large empty text area. At the bottom of the text area is a button labeled 'Update Text and Save'. An arrow points from the text above to this button.

When you return to this proficiency, you’ll see an Edit button instead of the Create new entry button.

This screenshot shows the same page as the first one, but the status is now 'In Progress'. The 'Create a new entry' button is replaced by an 'Edit' button and a 'Clear' button. An arrow points from the text above to the 'Edit' button.

ARTIFACTS:

You can upload files to use as evidence (word documents, images, power points, excels, etc.) in two places. Look for My Artifacts under the My Home menu

that you see when you first log in.

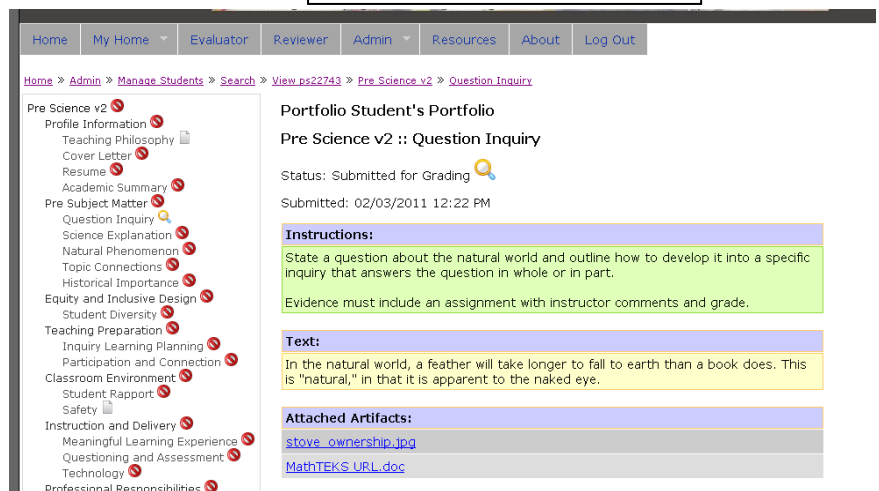


To upload an artifact while you're working on a reflection, scroll to the bottom of the page where you will see your current artifacts. From there, you can browse and upload documents as well.

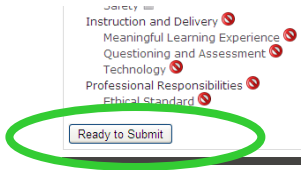
All documents show up as "Available Artifacts." Attach an artifact by clicking on the "attach" button. The artifact stays in the "available" list.

EVALUATOR'S VIEW

Evaluators see only those artifacts associated with a specific proficiency. They appear in alphabetical order at the bottom of the proficiency. Make sure the artifacts appear in the order that you mention them in the reflection.



REMEMBER: Upload only compressed edited video. There is not enough room in the system for raw video.



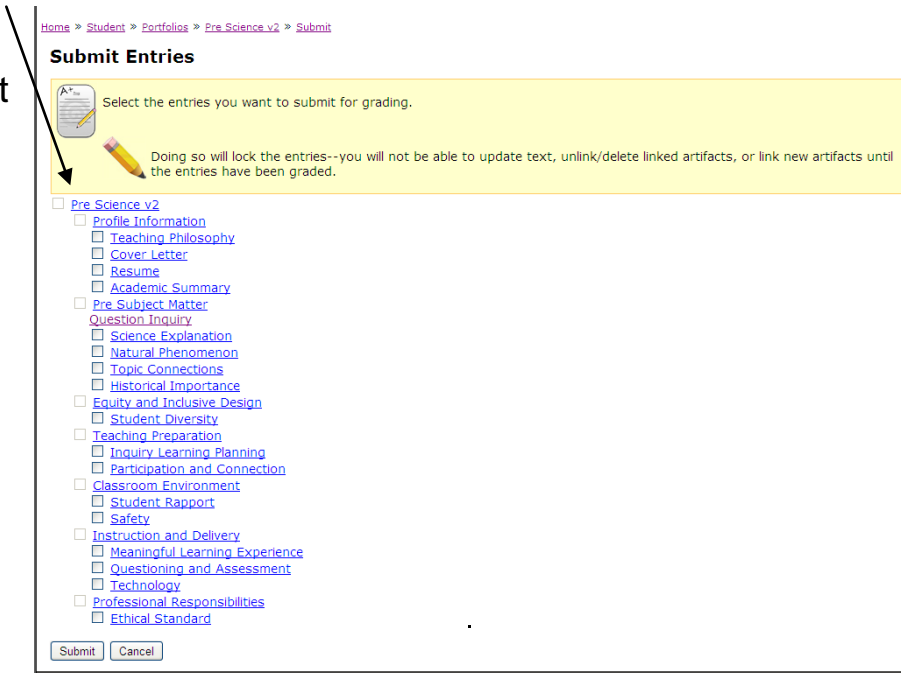
SUBMITTING THE PORTFOLIO:

Clicking the “Submit” button at the bottom of the left-hand navigation bar takes you to the page where you can submit the entries.

You can submit proficiencies one at a time or all at once by clicking the box at the top of the list.

Once you hit the submit button, you’ll be prompted for a confirmation. Click “confirm” to submit the proficiency.

For the preliminary portfolio, evaluators begin the review process once all proficiencies are submitted. The final portfolio is submitted in stages.



IMPORTANT:

Clicking the submit button locks the entry for review. You cannot revise, delete or add artifacts until the entry has either received a passing score or been returned for revision.

FEEDBACK

After evaluation is complete, the proficiency is “unlocked,” whether it needs revision or is passing. Click on the “edit” button to work on the reflection. You can delete or add artifacts, too. Go through the same submission process as above to resubmit.

REMEMBER: It is your responsibility to check and see if you need to make revisions. There are no extensions for submission or revision.

General tips

Résumé: If you enter your résumé directly into the text box, keep the formatting very simple. If you have lots of tabs and formatting, save the document as a PDF to preserve the formatting and attach it as an artifact. Go ahead and type a statement into the text box so that your evaluator knows that you have created an entry. Something like, “Please see attached” is fine.

Using a URL as an artifact: Currently, there is not a way to link to a URL from within the system. The best thing to do is to type the URL in the reflection and let the evaluator know to copy and paste it into a browser.

Artifact titles: Students often use the same document as evidence for more than one proficiency. To reduce confusion for yourself and the evaluator, build in some redundancy. Save multiple copies of the same document, with highlighting and titles specific to a single proficiency.

Archiving your preliminary portfolio: Your preliminary portfolio stays in the system. When you take Apprentice Teaching, you will see a second portfolio with “Final” in the title. The reflections from the preliminary do not migrate into the Final portfolio. You can copy and paste from one text box to the other. You might find it easier to have all of your reflections available in a Word document.

