

Schoology 5: Digital Portfolios for Students



East Irondequoit Central School District

Professional Development

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Workshop description

In this course, participants will learn how to use digital portfolios for students to store and manage their own customizable, portable digital profiles, attaching research papers, certificates, endorsements, test results and other learning projects. Portfolios in Schoology will act as an extension of a user's profile, highlighting a user's academic and extracurricular achievements, and following them throughout their educational career. Users will choose which content--including, but not limited to graded items, research, certificates and endorsements--and how to display it on their personal profile. Portfolios will be portable and can be private or public and sharable with peers, faculty and potential employers. ***Pre-requisite: successful completion of an introductory workshop on Schoology or basic knowledge of the program. Teachers will work on desktop computers, but are encouraged to bring an iPad to this workshop.***



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What is a portfolio?

A Schoology portfolio is a digital collection of student work and documentation. Students store and manage their own customizable, portable digital profiles, attaching research papers, certificates, endorsements, test results and other learning projects. Portfolios in Schoology will act as an extension of a user's profile, highlighting a user's academic and extracurricular achievements, and following them throughout their educational career. Users will choose which content--including, but not limited to graded items, research, certificates and endorsements--and how to display it on their personal profile. Portfolios will be portable and can be private or public and sharable with peers, faculty and potential employers.

What are the benefits of having a portfolio (for a teacher)?

Teachers can make their own professional or personal portfolios highlighting their accomplishments or interests. A Schoology portfolio can be used to document professional growth by creating an APPR binder that is electronically shared with a supervising administrator, allowing for inclusion of multimedia items (audio, video and other types of interactive files) and without a single sheet of paper.

What are the benefits of having a portfolio (for a student)?

Students can also make their own professional or personal portfolios highlighting their accomplishments, talents, and interests. Starting as early as the elementary grades, students could create portfolios demonstrating growth throughout the year. A portfolio can be created for each school subject and area of interest. Students can use these portfolios as a storehouse and then with guidance from their teachers, can select those portfolio items that best demonstrate their growth.

These portfolios can be private, published to the web, or share specifically with teachers, parents, friends, college admissions officers, and prospective employers. These portfolios can be submitted as evidence of achievement as part of a college, scholarship or employment application.

Share out – How might you use digital portfolios in your particular discipline?

Reflect for a minute on what items you would include in your professional portfolio(s).

1. _____
2. _____
3. _____
4. _____
5. _____

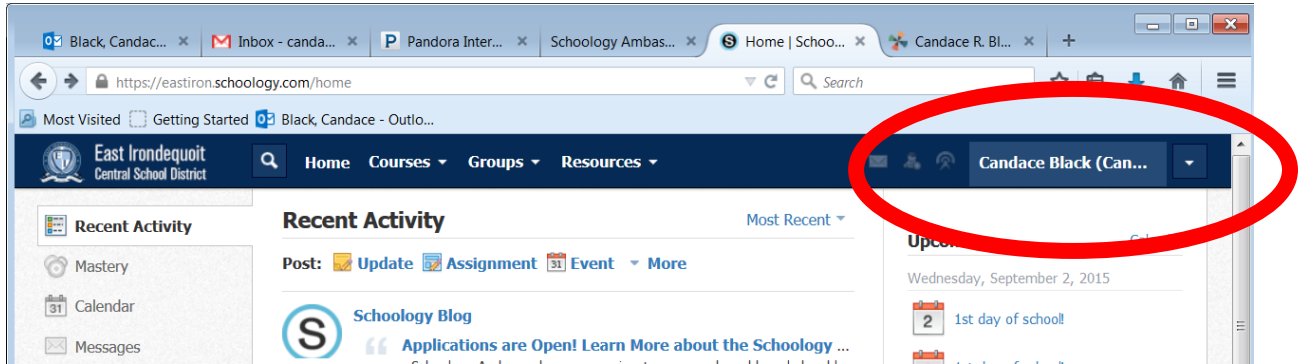
Reflect for a minute on the particular discipline that you teach. How might students use portfolio(s) to document achievement in your class? What kinds of portfolios might you want students to have in your class?

1. _____
2. _____
3. _____
4. _____
5. _____

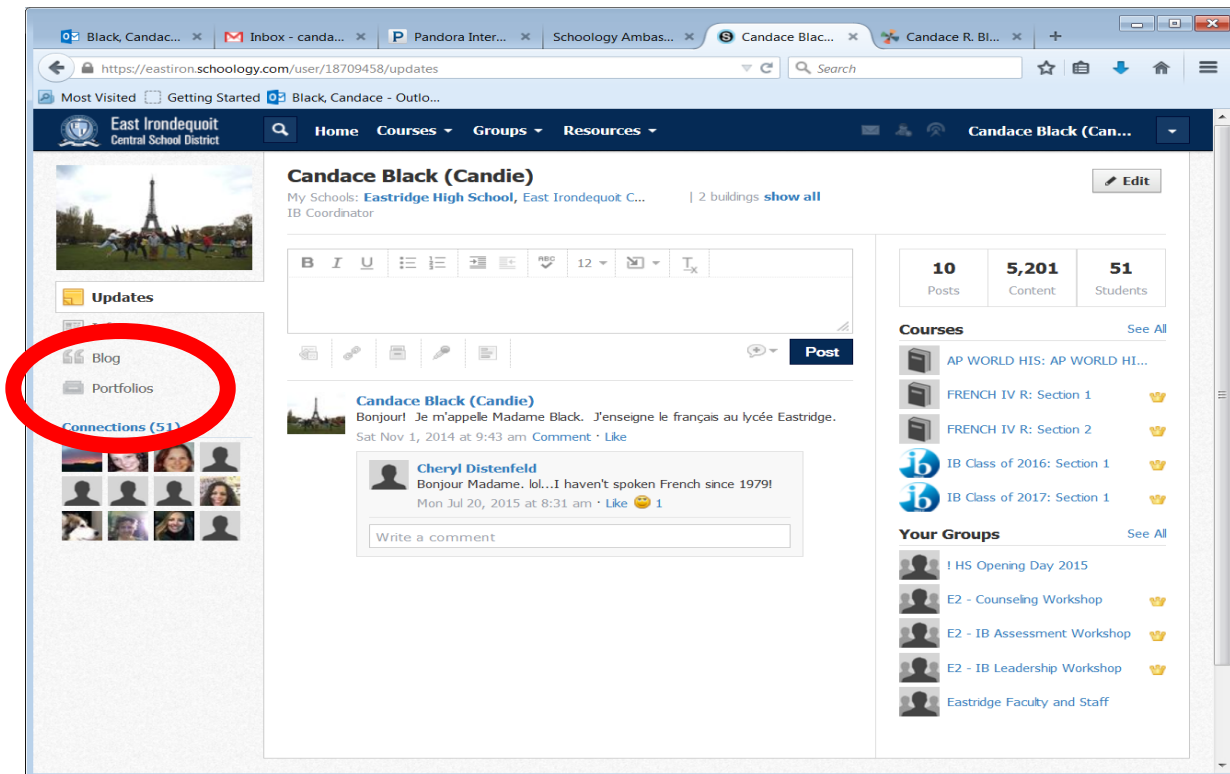
Where are portfolios located on Schoology?

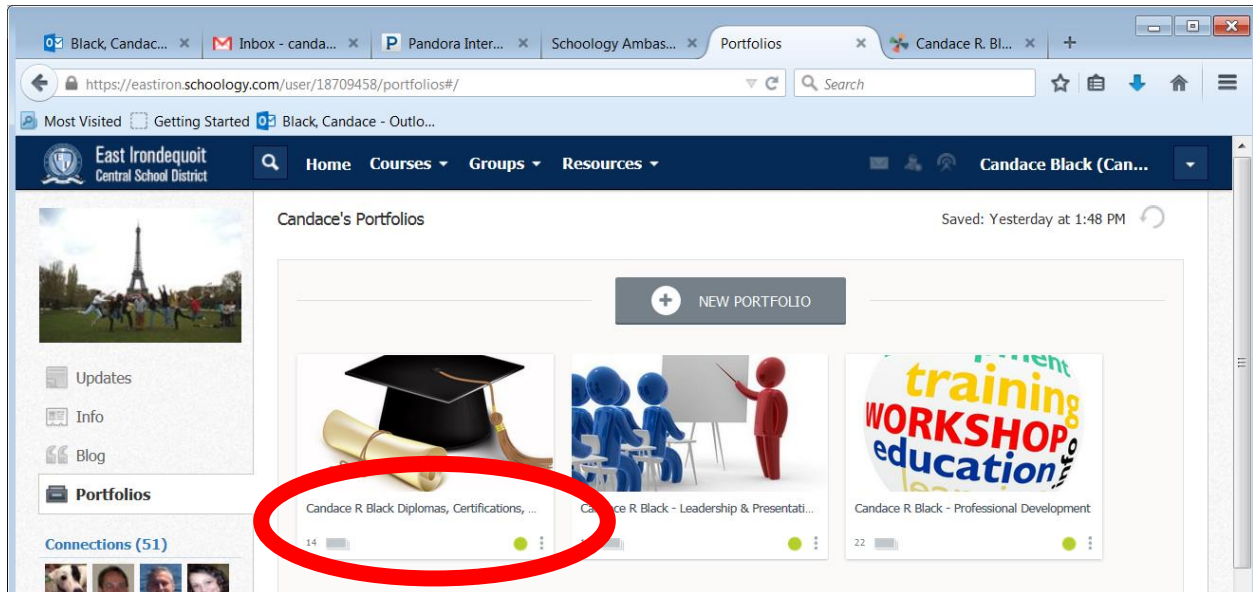
Portfolios are located with the user profile for both teachers and students.

Click **on your name** along the main blue menu bar at the top right. (Do NOT click on the downward facing arrow next to your name.)



This brings up your profile. Locate the “Portfolios” link along the left column.

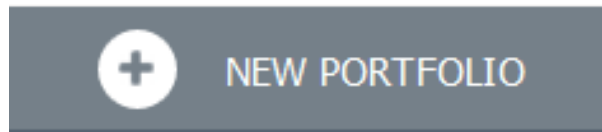




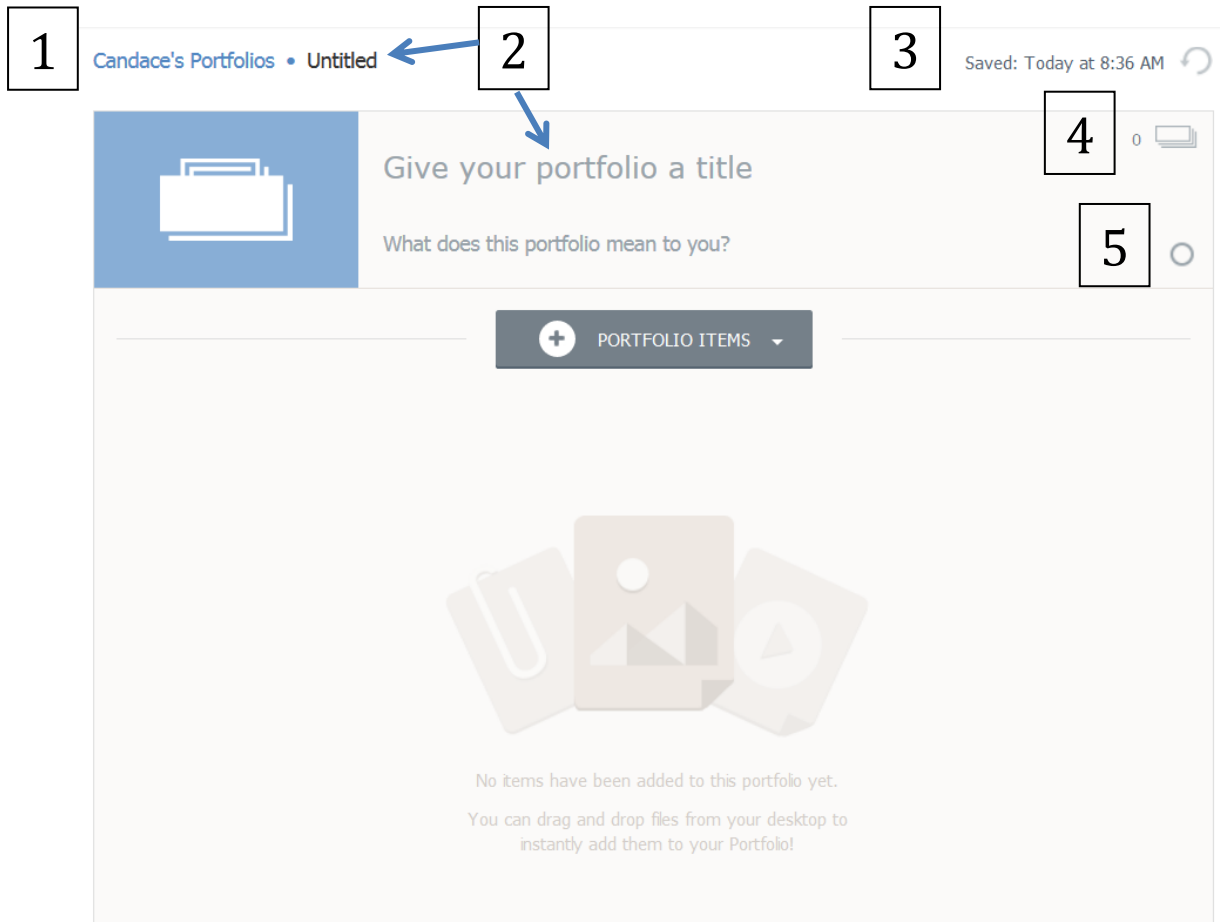
1. On the profile page, all of your portfolios will be saved.
2. Each portfolio has a name and an image.
3. The number of items in a portfolio is displayed in the lower left hand corner of the portfolio.
4. In the lower right hand corner is displayed a large dot and three vertically arranged, smaller dots.
 - a. The large dot indicates the publishing status of the portfolio. By default, portfolios are private, which is indicated by the dot being filled with WHITE. Published portfolios are indicated by a GREEN-filled dot.
 - b. The three vertical dots can be clicked to either share a portfolio or delete a portfolio.

How to create a portfolio

Click on the “New Portfolio” button along the top of the screen.




The following screen will appear.

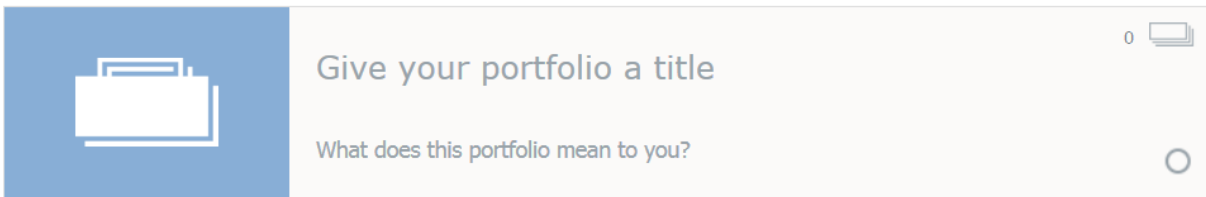


1. Owner of portfolio
2. Name of portfolio
3. Date/time portfolio was last saved (Note: Schoology automatically saves your portfolio and updates you make to it. There is no “Save” button.)
4. Number of items in the portfolio
5. Publishing status of the portfolio

How to name a portfolio


Candace's Portfolios • Untitled

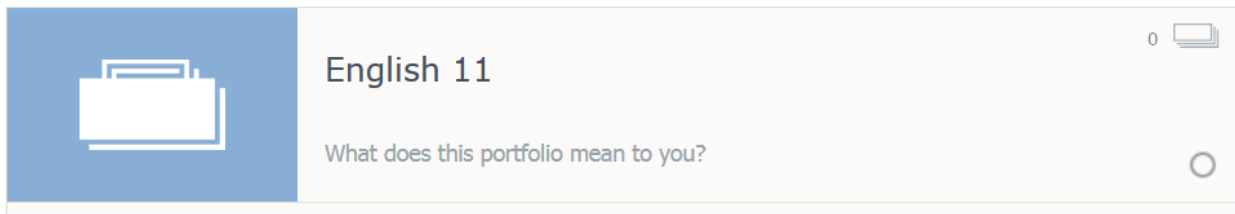
Saved: Today at 8:36 AM 



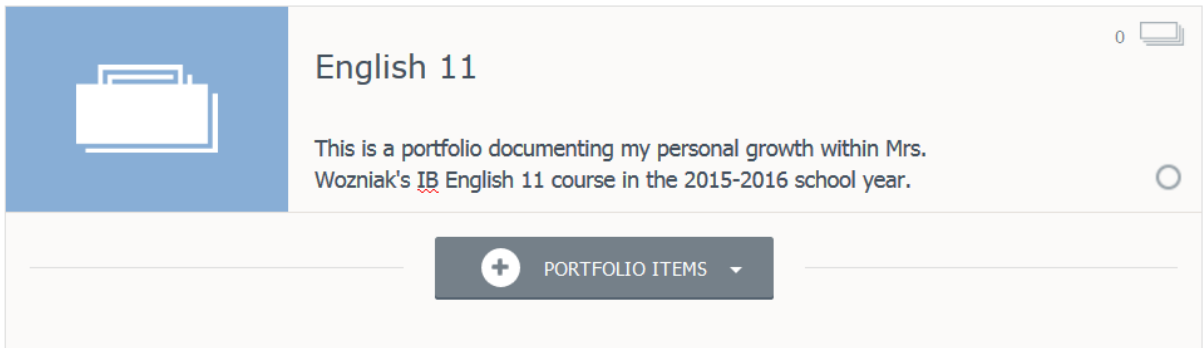
1. Click on the text “Give your portfolio a title”. A box will appear with a cursor. Type in the name of your portfolio. (Note: you will not be able to create folders within a portfolio.)
2. Click anywhere outside of the title box and Schoology will save the portfolio.
3. Note that the name has been updated in position #2 and a date/time will appear in position #3 indicating when it was saved.

Candace's Portfolios • English 11

Saved: Today at 8:43 AM 



4. Schoology also gives you the ability to describe the portfolio. Below the name, you will see the question “What does this portfolio mean to you?”
 - a. Click on this text and enter your description. You may enter up to 255 characters.
 - b. Students will use this section to reflect upon their personal growth within a class or interest area.



The image shows a digital portfolio card. On the left is a blue square with a white icon of a stack of papers. To the right of this square, the title "English 11" is displayed in a large, dark font. Below the title is a short paragraph of text: "This is a portfolio documenting my personal growth within Mrs. Wozniak's IB English 11 course in the 2015-2016 school year." In the top right corner of the card, there is a small icon of a stack of papers with the number "0" next to it. In the bottom right corner, there is a small circular icon. At the bottom center of the card, there is a dark grey button with a white plus sign and the text "PORTFOLIO ITEMS" followed by a downward-pointing arrow.

5. To change the name of the portfolio or its description, simply click on the text and alter it, as you would like.

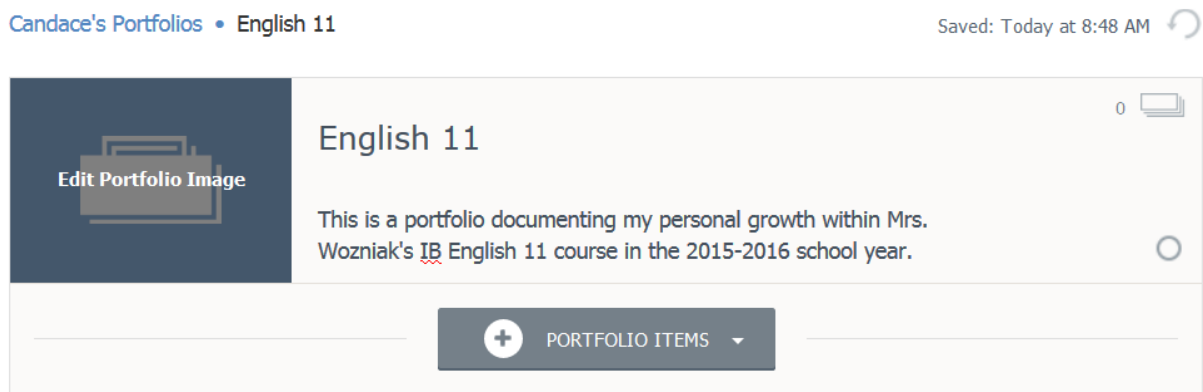
How to set a portfolio image

The default image for each portfolio is a white briefcase on a blue background.

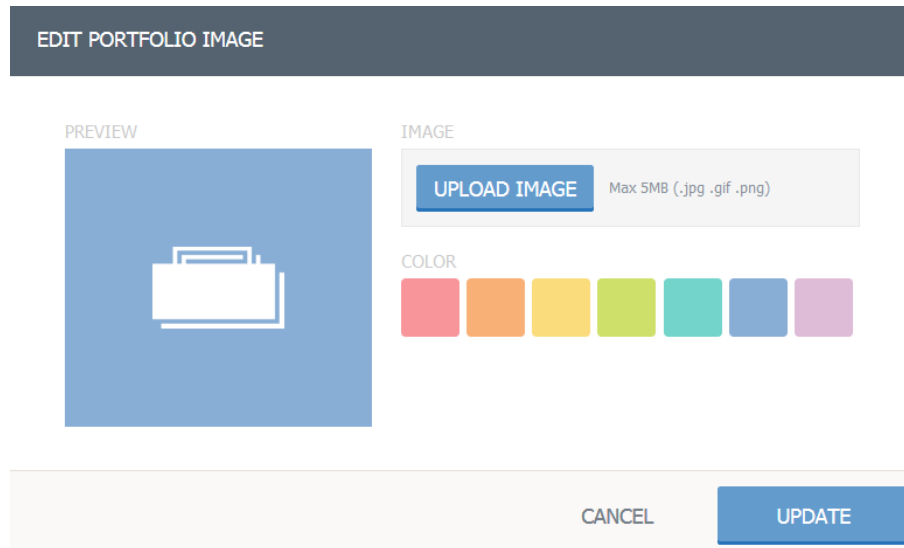


To set a customized portfolio image, follow these steps:

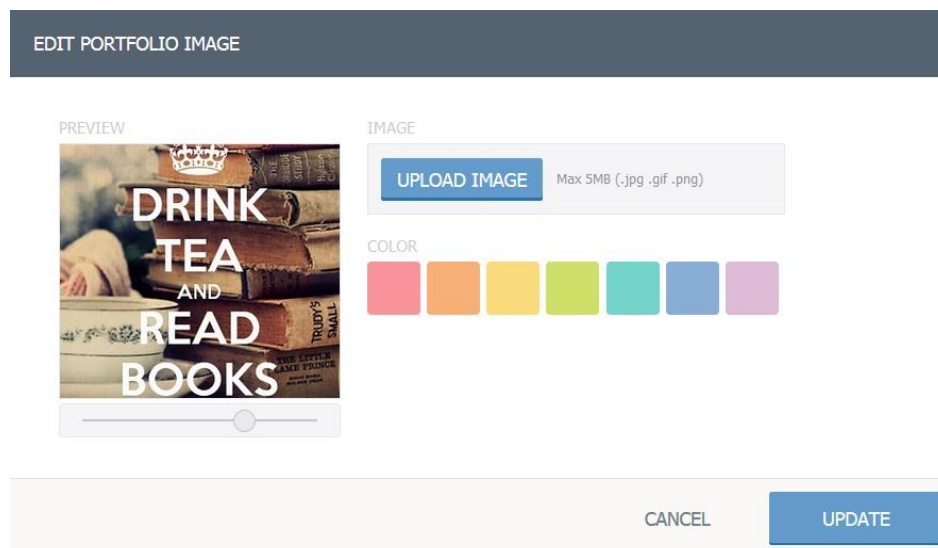
1. Locate an image (for instance by doing a Google search) and save it to an easily accessible place on your computer (such as "My Pictures" or the desktop).
2. Hover your mouse over the white suitcase. It will turn grey and the words "Edit Portfolio Image" will appear. Click on this.



- The following dialog box appears, allowing you either to change the color of the background (the briefcase remains white) or to upload an image.




- Click on “Upload Image”.
- An explorer screen opens up. Navigate to where you have saved your portfolio image. Select it and click on the “Open” button.
- The image will be displayed. You can use the sliding dot below the image to scale it slightly.
- Click on the “Update” button.



The portfolio now has an image. To edit it or to change the image, simply click on it.

Candace's Portfolios • English 11

Saved: Today at 9:06 AM 



English 11

0 

This is a portfolio documenting my personal growth within Mrs. Wozniak's IB English 11 course in the 2015-2016 school year.



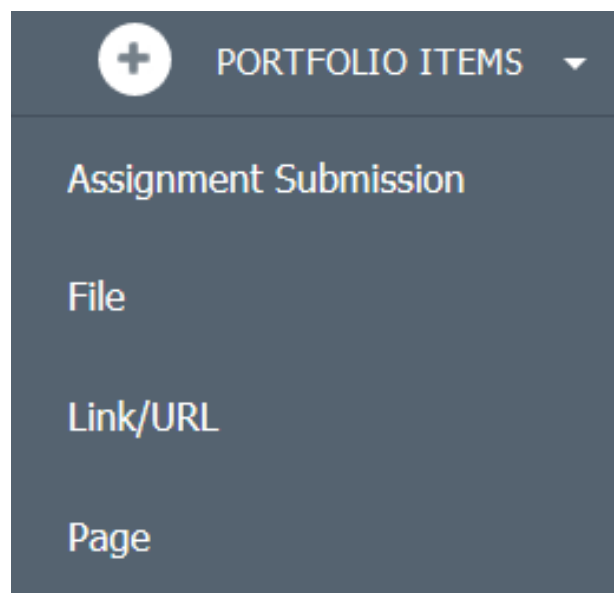
PORTFOLIO ITEMS ▾

How to add items to a portfolio

To add items to a portfolio, locate the grey “Portfolio Items” button and click on the words “Portfolio Items”.

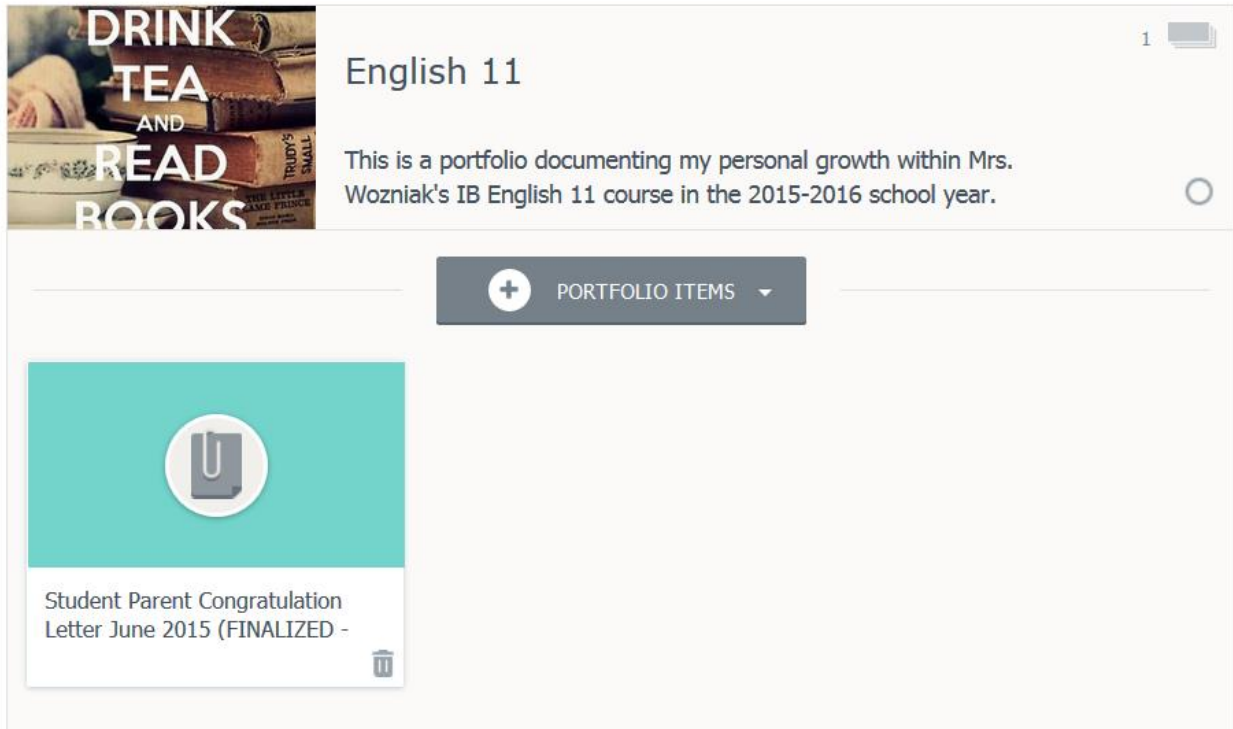


The following menu will appear:



For the most part, you/students will simply be uploading files to include in your/their portfolios.

1. Click on the word “File”.
2. An explorer screen opens up. Navigate to where you have saved the first item you wish to add to the portfolio. Select it and click on the “Open” button.
3. The file will take a few seconds to upload and then will be displayed as the following icon (sea green background, within a light grey circle – a dark grey page with a paper clip). Notice that the file’s name is kept and displayed below the icon.



The screenshot shows a Schoology portfolio page. At the top left is a banner image with the text "DRINK TEA AND READ BOOKS" overlaid on a stack of books. To the right of the banner, the title "English 11" is displayed. Below the title is a description: "This is a portfolio documenting my personal growth within Mrs. Wozniak's IB English 11 course in the 2015-2016 school year." In the top right corner of the portfolio area, there is a small icon of a folder with the number "1" next to it. Below the description is a dark grey button with a white plus sign and the text "PORTFOLIO ITEMS" followed by a downward arrow. Underneath the button is a teal square containing a white circular icon of a document. Below this icon is a white box with the text "Student Parent Congratulation Letter June 2015 (FINALIZED -" and a trash can icon in the bottom right corner.

4. To add additional items, repeat the prior steps.

In addition to files, students can also upload links (for instance to websites they have created or on which their work is featured) and students can create a Schoology page (which functions like a website, but is more secure). Students can also add items to a portfolio that are assignment submissions. This will be discussed later on during this workshop.

How to open a portfolio item


Click on the portfolio item's icon to open it.

Notice that the name of the item is displayed to the right of the icon.

Below the icon, you have navigation tools, which allow you to change the view of the item (scale horizontally, scale vertically, enlarge, page advance).

Below the navigation tools, the actual portfolio item is displayed.

Candace's Portfolios • English 11 • Student Parent Congratulation Letter June 2015 (FINALIZED) Saved: Today at 9:23 AM




Student Parent Congratulation Letter June 2015 (...)

Provide an introduction for your page

Navigation: 142% 1 of 6

REPLACE



EAST IRONDEQUOIT CENTRAL SCHOOL DISTRICT
ADMINISTRATIVE OFFICES
600 PARDEE ROAD
ROCHESTER, NY 14609
(585) 339-1200 ^{ext} FAX (585) 288-0713
www.eastiron.org

Susan K. Allen
Superintendent of Schools

Miryam Matulic-Keller, Ed. D.
Assistant Superintendent for Instruction
(585) 339-1200
Miryam_Matulic-Keller@eastiron.monroe.edu

June 12, 2015

Sebastian Swiatek & Parent(s)
183 Heberle Road
Rochester, NY 14609-1801

Dear Sebastian & Parent(s),

On July 31, 2012, the State Seal of Biliteracy was passed by the legislature and signed into the law by the governor to recognize high school graduates who have attained “a high level of proficiency in listening, speaking, reading and writing in one or more languages, in addition to English.” The 2014 –

How to rename items within a portfolio

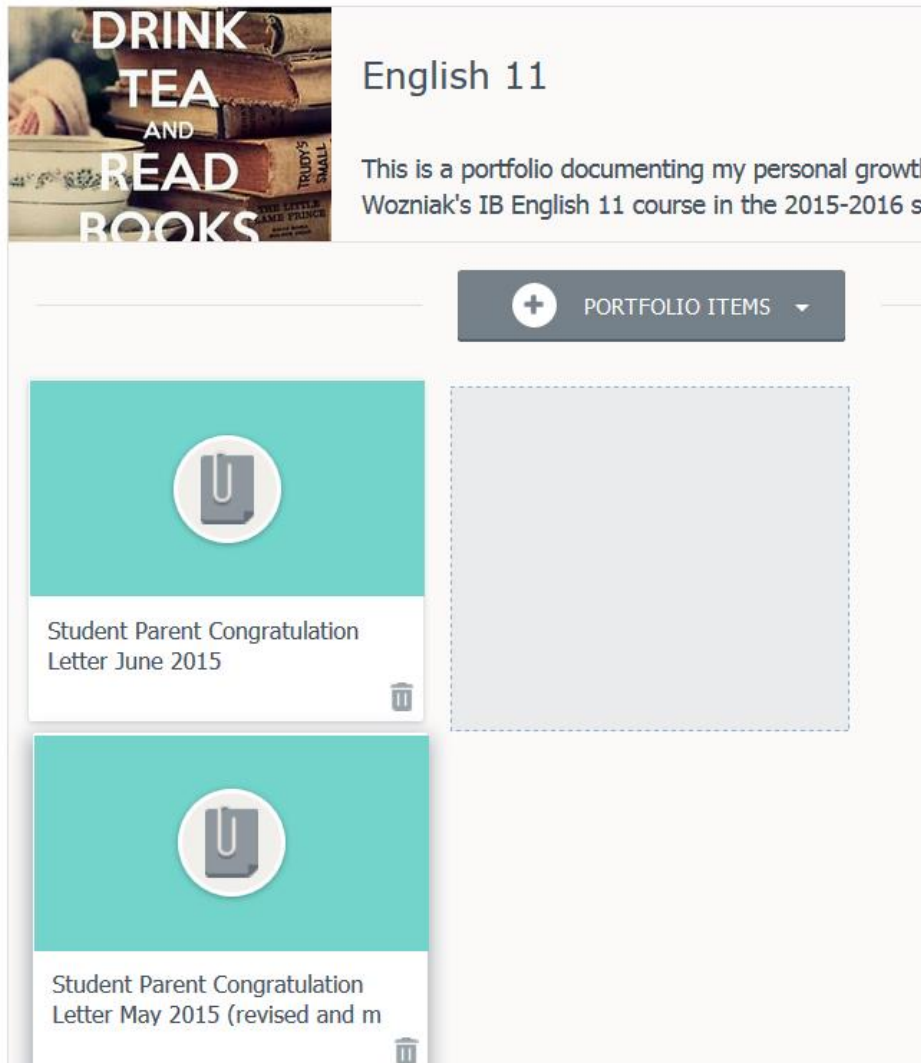
Any portfolio item that you upload will automatically keep the name you have already assigned to the file on your computer. To change this name, open the portfolio item and click on the name itself (to the right of the portfolio icon). A box will appear that will allow you to edit or replace the text. File titles can be up to 60 characters long.

Below the item's name is the item's description. Click in this box to type in a description of (or reflection on) this particular portfolio item (up to 255 characters).

How to re-order items within a portfolio

Once you have more than one item in a portfolio, you can re-order them by clicking and dragging them in the desired order. When you “pick up” a portfolio item and begin dragging it, a blank box will appear under the current mouse position where the file will be placed when you let go of the mouse.

Candace's Portfolios • English 11



The screenshot displays a portfolio interface for 'English 11'. At the top left is a banner image with the text 'DRINK TEA AND READ BOOKS' over a background of books and a teapot. To the right of the banner, the title 'English 11' is shown, followed by a description: 'This is a portfolio documenting my personal growth Wozniak's IB English 11 course in the 2015-2016 school year'. Below the banner and description is a dark grey button with a white plus sign and the text 'PORTFOLIO ITEMS'. Underneath the button, two portfolio items are listed. Each item has a teal header with a white paperclip icon. The first item is titled 'Student Parent Congratulation Letter June 2015' and the second is 'Student Parent Congratulation Letter May 2015 (revised and m)'. To the right of these items is a large, light grey dashed rectangular box, which is a visual cue for where a dragged item will be placed.

How to delete items within a portfolio

To delete any portfolio item, click on the “Garbage bin” icon in the lower left hand corner of the portfolio’s icon.



Student Parent Congratulation
Letter June 2015



Note: You will NOT be prompted with a confirmation to delete (as is the standard practice with most software). This means that once you hit the garbage bin, the file is gone from Schoology. To get it back, you will have to re-upload it. (Deleting an item from your Schoology portfolio does not impact in any way the original file on your desktop computer/server.)

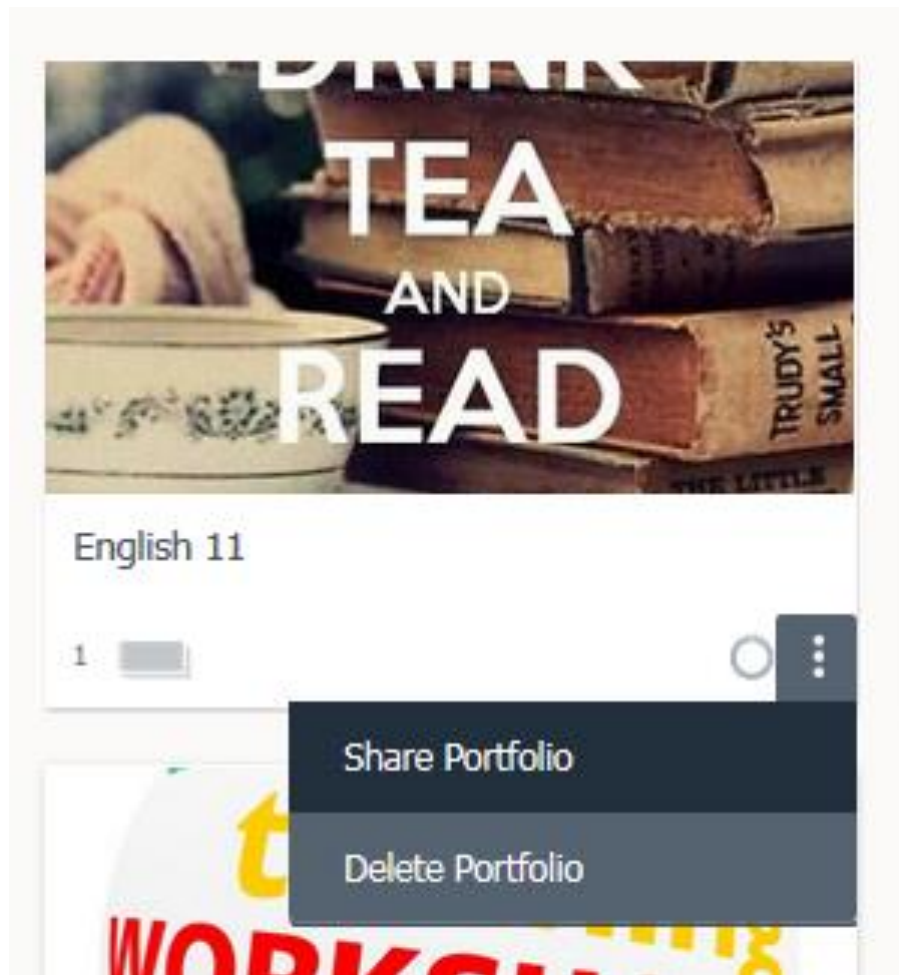
What can't you do with portfolios within Schoology?

- You cannot organize content within folders within a portfolio, meaning that you will have a different portfolio for each topic (and by extension, students will have a different portfolio for each class, and perhaps multiple portfolios for each class).
- You cannot cut, copy, paste or move files from one portfolio to another.

How to share a portfolio

An entire portfolio may be shared with another person via a link that is generated by Schoology. If a student wishes to share the portfolio with another, he or she simply copies the link and sends it to that individual. Note: once the link is shared, that person can view the portfolio even if it is “unpublished”. Students can reset the link should they wish to make the original link invalid (thus denying access to the portfolio for anyone who previously had the link).

1. Click on the three vertical dots in the lower right hand corner of a portfolio’s icon.
2. Click on “Share Portfolio”.



3. The link to view the portfolio is displayed. Click on the “Copy” button and paste the link into an email that you send to the person with whom you wish to share the portfolio.
4. To reset the link, click on “Reset Link” in the lower left hand corner of the dialog box.
5. Click on the “Close” button when finished.

SHARE PORTFOLIO

Use this link to give someone direct access to your portfolio:

<http://eastiron.schoology.com/public-portfolio/55aaa>

Copy

Note: Anyone with this link can view your portfolio, even when it's unpublished.

RESET LINK

CLOSE

How to publish a portfolio

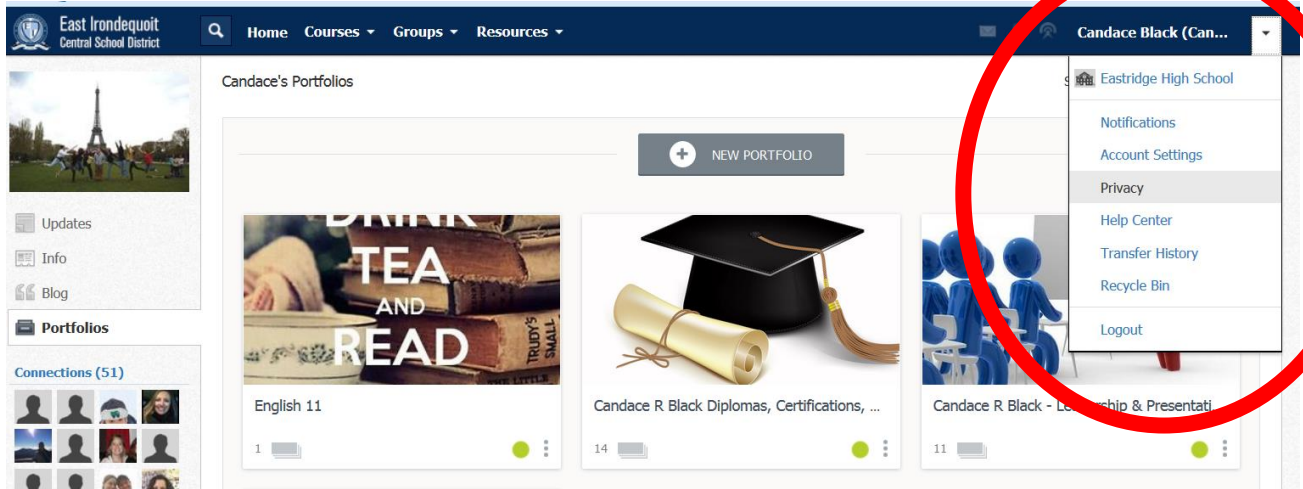
Publishing and sharing a portfolio are two different things.

- When you **share** a portfolio, you send a link to individual people via email. Only those people with the link can view your portfolio. Should you wish to “unshared” the portfolio, you can reset the link so that the original link will no longer work (for anyone).
 - When you **publish** a portfolio, it is published to the whole school district. Who has access to the portfolio is determined by your privacy settings. (See next section.)
1. To publish your portfolio, click on the large dot in the lower right hand corner of the portfolio icon.
 2. To unpublish your portfolio, click on the large GREEN dot in the lower right hand corner of the portfolio icon.

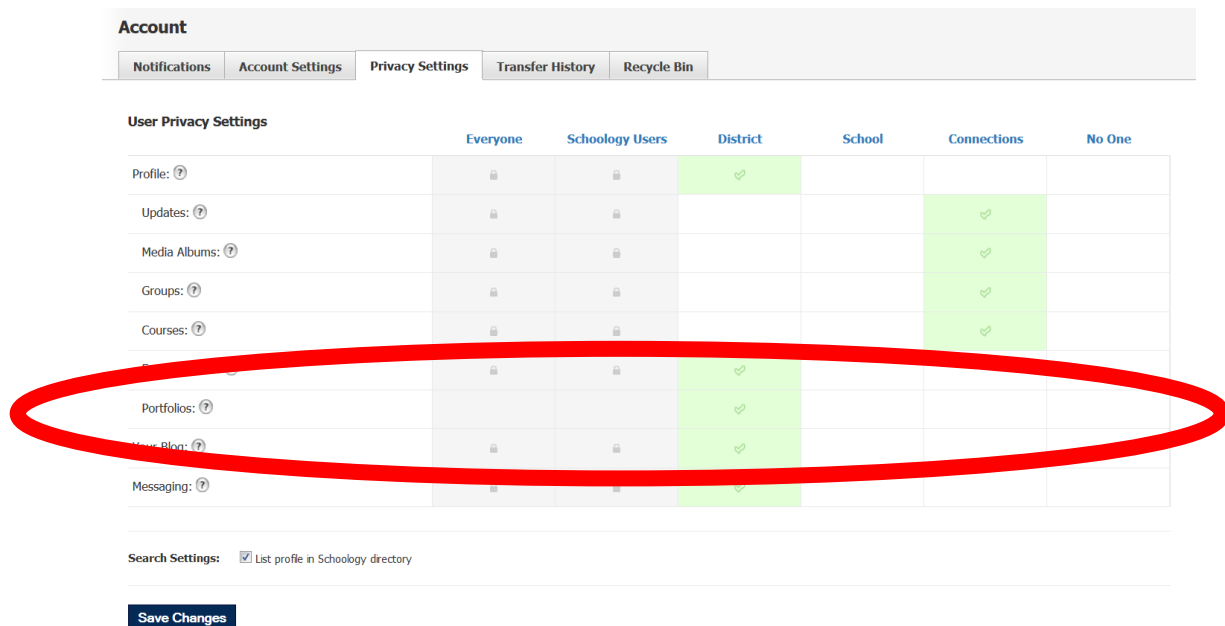


How to adjust your privacy settings to control who can see a published portfolio

1. On the blue menu bar, click on the downward facing white arrow to the right of your name.
2. Click on "Privacy".



3. On the line marked "Portfolios", you can click within the categories that you wish to be able to view your portfolio (District, School, Connections, No One).

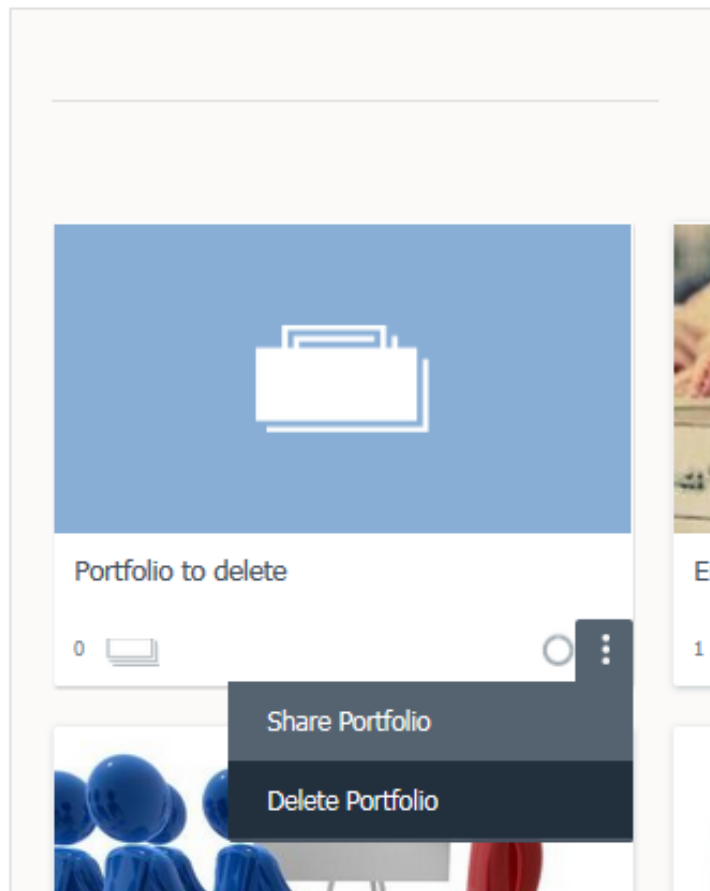


4. After checking the categories to which to give access to your portfolio, you must click on the “Save Changes” button.
5. To change these privacy settings, repeat the steps above.

How to delete a portfolio

1. To delete a portfolio, click on the three vertical dots in the lower right hand corner of a portfolio's icon.
2. Click on "Delete Portfolio".

Candace's Portfolios



Note: You will NOT be prompted with a confirmation to delete (as is the standard practice with most software). This means that once you choose "Delete Portfolio", the portfolio and all of its contents are gone from Schoology. (Deleting a portfolio from your Schoology does not impact in any way the original files on your desktop computer/server.)

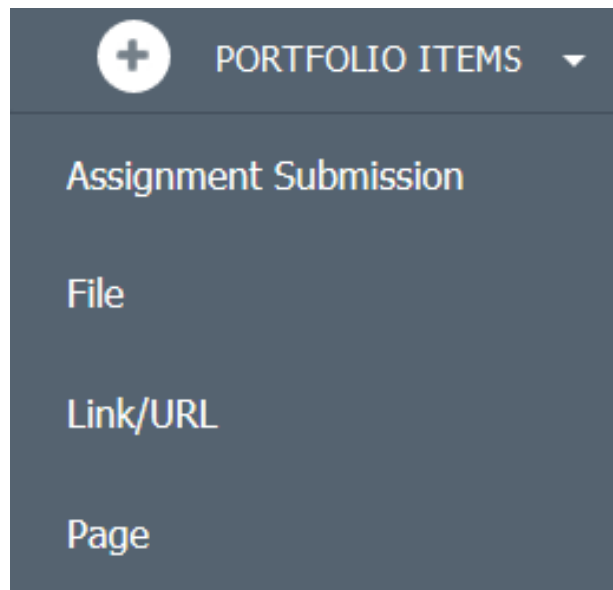
How to add an assignment submission to a portfolio

Students may upload items to a portfolio and submit an assignment to Schoology at the same time.

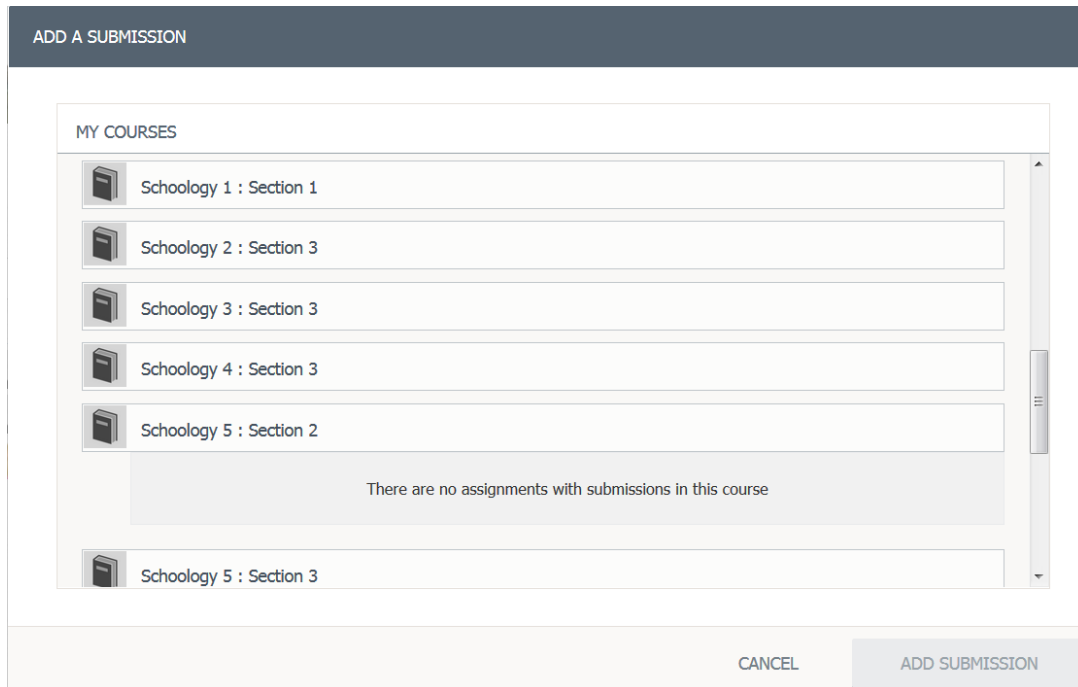
1. Locate the grey “Portfolio Items” button and click on the words “Portfolio Items”.



2. The following menu will appear:



3. Click on “Assignment Submission”.
4. A list of your courses will appear. (Obviously, you may only submit an assignment for a course in which you are a STUDENT.)



5. Click on the Schoology 5: Section 2 course.
6. The assignment I have given you will appear. Click on it.
7. Click on the “Add Submission” button in the lower right hand corner.
8. An explorer screen opens up. Navigate to where you have saved the first item you wish to add to the portfolio/assignment submission. Select it and click on the “Open” button.
9. The file will take a few seconds to upload and then will be displayed as an icon and will be submitted as the assignment selected.

If you have any questions (or better yet, new ideas on how to better use digital portfolios on Schoology), please feel free to give me a call (X1547), stop by and see me in room W17 (any blocks other than 2nd or 3rd), or to email me. I would be happy to help in any way I can.

Candie Black