

Accessing and Navigating the Electronic Portfolio

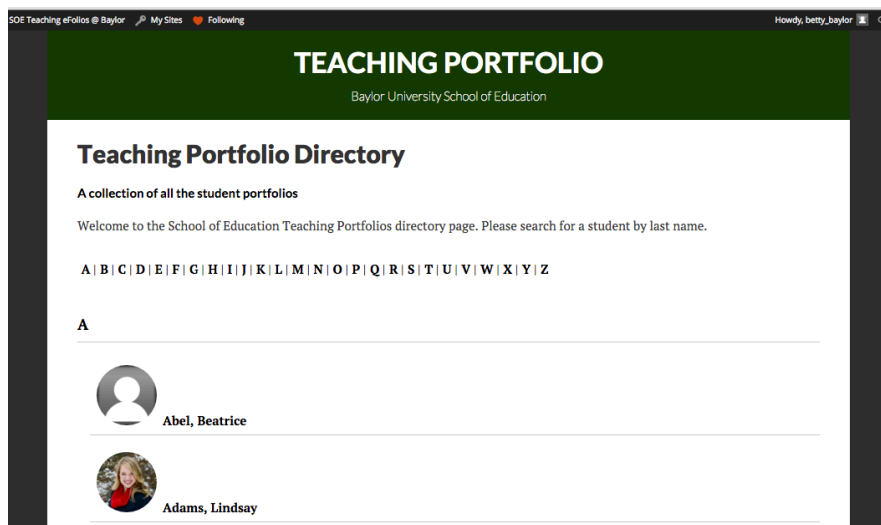
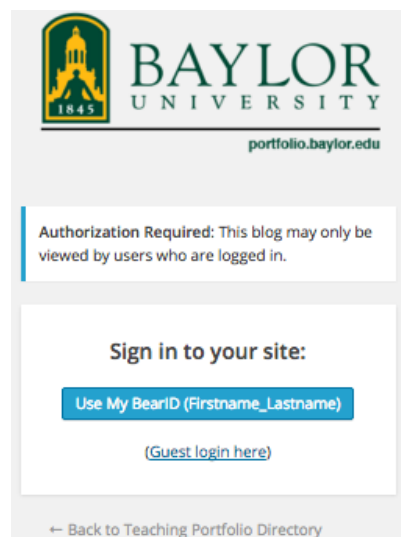
Spring of 2015 we piloted this process. Thanks to all who participated and gave us invaluable feedback. We worked hard to make this a seamless experience. However, we know that bugs likely exist and that as you use the site you may have valuable suggestions. Please, if you encounter any problems or want to leave any feedback regarding the technology go to:

https://baylor.qualtrics.com/SE/?SID=SV_aWXW0UrkZ5Q5edL All comments are anonymous unless you leave your email address as a contact. An email will be generated with your comments and sent to the efolio technical staff on submission.

The new e-portfolio is built with WordPress, a web based blogging platform. This means students can work on their efolio using any computer or device from anywhere with a browser and an Internet connection.

This is a very brief instruction covering the basics necessary to access and navigate the new efolio interface. The system used to evaluate the efolios has not changed other than the need (for technical reasons) to use two separate windows—one for the efolio and one for the evaluation system. As in the past you can reach the efolios and the evaluation system at <http://www.baylor.edu/soe/ps>. Links are in the right-hand callout box. Direct link to the efolios is <http://portfolio.baylor.edu>. For all of these use your normal Baylor log in credentials.

What you see when you log in



When you go to <http://portfolio.baylor.edu>, click on “Use My BearID” and log in with your normal Baylor credentials.

Upon login, you will land on the Directory page (it may take a few seconds to populate.) Click on the beginning letter of the student last name and click on their name to access their efolio. Alternately, a pull-down list of your students’ efolios is located in the My Sites menu item at the top of the page.

Site Overview

Misc. menu options at the top of every window allow you to navigate and access all available tools and find helpful WordPress information.

TEACHING PORTFOLIO
Baylor University School of Education

Bobby Baylor [Search for words, tags, categories](#)

Novice/Teaching Associate/Intern

Bobby Baylor
Baylor University Class of **** (expected date of graduation)
Major: *****

Teacher at Chalkboard

A nice quote of your choice here

- Author

Main Menu

- Teaching Portfolios
- About
- Bobby's Resume
- Philosophy of Education
- New static page

Benchmark Menu

- TED Benchmarks
- All Benchmarks
- Creating a Positive Learning Environment
- Benchmark 1
- Benchmark 2
- Benchmark 3
- Benchmark 4
- Benchmark 5
- Benchmark 6
- Benchmark 7
- Assessment
- Benchmark 8
- Benchmark 9
- Benchmark 10
- Curriculum Planning
- Benchmark 11
- Benchmark 12
- Benchmark 13
- Benchmark 14
- Benchmark 15
- Professional Development & Communication
- Benchmark 16
- Benchmark 17
- Benchmark 18

Categories

Select Category

Tags

Cox Intern **Novice Sauer**

Archives

Select Month

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Editable body of a page or a post
(Note that the web page is responsive—it shrinks for viewing on a device like an iPad and expands for viewing on a wider computer monitor.)

Tips for Navigation

Once you access an efolio page, navigate their work via these methods:

Search

The **search field** allows you to type in any category, tag or word(s) and returns all results for those parameters. E.g., if you want to search for the word “test” in all the efolio posts, it will return all that have that word in the body of the post. Students are instructed to “tag” pages with their instructor name. You can search for your last name to return only those posts done for you.

Pages

In WordPress, a **page** is a static web page (like the home or “About” page). It contains information that is best displayed as a traditional web page. Pages added will NOT show up by title among the other pages listed above “All Benchmarks” unless the student adds it to that menu. Click on the title to go to that page.

Posts

A **post** is an entry to the blogging section and is where the student will do most of their work. ***All narratives will be posts.*** *Each post is a self-contained reflective narrative along with evidence for a particular benchmark.*

Posts are by default sorted from newest to oldest. The newest post will always be at the top of the page.

Posts are located either by searching, selecting the category of the post, or selecting a tag. The results of your selection show up in the main window.

- To *search*, in the search field enter a category, a tag, or a word or words to return posts with those parameters and hit the return key.
- To see the student’s benchmark entries using the *menu options*:
 - Click on “All Benchmarks” to see every efolio benchmark post on the site.
 - Click on one of the four strands to display the benchmarks for that strand.
 - Click on an individual benchmark to display the entries just for that benchmark.
- Use the “*Categories*” pull-down menu to select a category. The pull-down menu only lists categories that have been used and is handy for locating an “Uncategorized” post a student may have forgotten to assign to a category.
- Click on a *tag* to display all posts containing that tag.
 - Students add tags. We advise them to always enter a tag for their program level for that post (Novice, Teaching Associate, or Intern) and a tag that is the last name of the instructor who will review this post. Ideally if they do this, you can view all posts expressly for you or just for their program level by clicking on the tag.
 - You can require other tags by students if it will help you find specific types of posts assigned by you.
- Category and tag information shows up above and below the title of the post. You can click on these to quickly navigate posts fitting those parameters.

Images

Clicking on an image opens it in a separate page at full size. Students are advised to upload images at a size easily read and viewed so their instructors can get a closer look if needed.