

Chalk and Wire Electronic Portfolio– Getting Started

Dr Cramer – March 2008

Logging in for the first time.

- Go to <http://chalkandwire.com/uwosh2/>
- Below the log in boxes you will find a link for New subscriber? Click here to register – Click on the hotlink.
- Type in your special code number, name, email, and password under New Subscribers. Remember your password.
- Once you have a password you will sign in under Existing Subscribers.

New Subscribers

If you have been given a registration code: please enter the code here

Code: This is the

Full name: Enter your using mid

E-mail address: Please ent correctly, services. A less likely t have teste

Repeat E-mail address:

Password: Please mal have it co remember password your name


Repeat password

Check tha click the 'X' immediate

Starting Your Portfolio



- Click on the ePortfolio2 icon
- The tab called My Portfolios should be active/selected
- Enter your name.
- Select a department to join – choose MS Educational Leadership
- Add New Portfolio (click on light brown text)
- Choose a Table of Contents – MS Educational Leadership 2008
- Select a look or theme for your portfolio (please use the UW Oshkosh theme)
- Scroll to bottom of page, click OK
- Your page should now look like this →



College of Education & Human Services

Susan Cramer

Home | You have not yet added anything to this page.

[Beginning of Program](#)

[Admission to Candidacy](#)

[Seminar Entries](#)

Editing Your Home Page

- Scroll to bottom of page, click Add Content. You can now add something (text, personalized graphic, stock graphic, etc) to your first portfolio page. After you have added text (header = Welcome!, text = Hi....) and clicked OK, you will be returned to your homepage and some icons will appear. These icons will allow you to edit the page from now on. Here's how my page looked.

Susan Cramer

Home

[Beginning of Program](#)


[Admission to Candidacy](#)

[Seminar Entries](#)

Hi,
Welcome to my homepage.

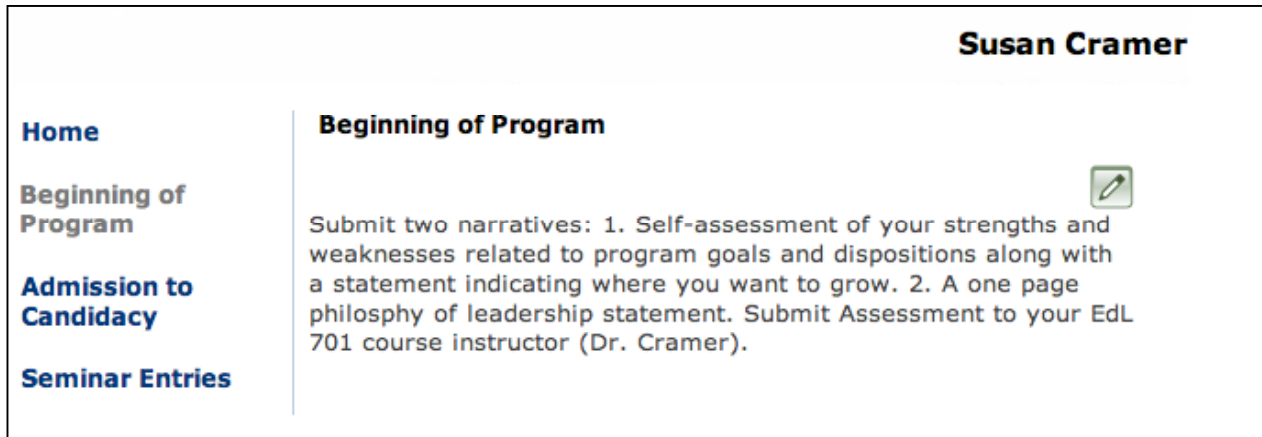
In this portfolio **I will document my growth** throughout the MS Educational Leadership degree program.

Enjoy!



Editing the Content Portion of Your Portfolio

- Click on Beginning of Program.
- You now have two ways you can edit this page. You can either click on the pencil icon directly below your name OR you can click on the Add Content link at the bottom of the page. If you only are going to add text, click on the pencil icon. To add photos and/or attachments, click on Add Content.



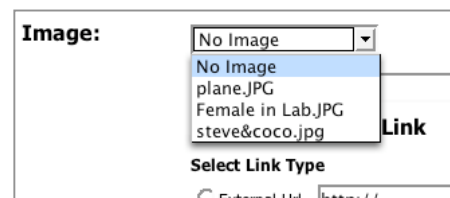
Adding Artifacts

- Click on Add Content link
- Scroll down to Artifact
- Locate the artifact you want to upload using the Browse button then hit Upload. It will now show up in the box above Select Artifacts. It is ready for use. If you have artifacts from other portfolios, you can make them available in this portfolio by selecting Select Artifacts and making them active (check mark in box).



Adding Your Graphics

- Click on Add Content link
- Scroll down to Image
- Locate the photo you want to upload using the Browse button then hit Upload. Click OK. Photo will appear on your page.
- You can remove your picture by clicking on the X icon. Or, you can move it up on the page by clicking the up arrow.
- If you want to use the same photo on several pages, you may do this. Simply select the desired image in the box beside Image .
- Hint – Edit your photos before you use them. Use tiny photos/graphics so they don't gobble too much file or page space. Be sure you have written permission for photos of all people.
- You can add artifacts beside your picture by adding them during the same step as adding your photos.
- Read the Get Help page for more help.
-



Adding Chalk and Wire Images

- Click on Get Help (top right of page, to the right of where you Log Out) for illustrated directions.
- Check out the other directions available too...
- Images are found under the Image Gallery tab. These are copyright free stock photos.
- Your photos will also show up in your Image Gallery after you upload them.

Submitting Your Work for Assessment

- After you have completed your page, you can submit it for assessment.
- Click on Submit Assessment (at bottom of page)
- Submit to your professor (typically the program coordinator). An email gets sent to the professor indicating your page is ready for assessment.
- Submit in Intro, Admission to Candidacy, and Seminar.

Sharing Your Portfolio

- Click Share Page (at bottom of page)
- You can share with Group, Individual or with Secure URL. If you choose Secure URL, you can send the URL to anyone you want. They will then be able to view your portfolio.
- Select Secure URL, OK.
- Select if you want to share the whole portfolio or just some pages, OK.
- Tell date when you want URL to expire. Give a secure password if you want. OK
- You will be given the secure URL which you can then share with others.
- You can make as many portfolios as you wish (consider space limits) on any topic sharing them as you please. You share only what you want others to see.

Share Home page

Page shared with the following URL successfully.

<https://fred.chalkandwire.com/EP2/SecureUrlPage.aspx?PageId=1971&u=guest&cus=135&URLID=57>

Extra Notes:

MS Educational Leadership: Goals and Dispositions -- 2008

Vision: Excellence in Preparing Educational Leaders

Mission: The mission of the MS Educational Leadership degree program is to develop educators to assume formal or informal leadership roles in their organization.

Goals

Throughout this program you will develop the capacity to:

1. Envision and guide organizational change.
2. Communicate effectively, engage constituents, develop people and build community.
3. Advocate and promote equity for diverse populations and respect for individuals.
4. Integrate theory, data, research and ethical standards into the context of one's practice through continuous learning.

Dispositions – Faculty, once per year review list of students in program, assess progress and dispositions. Throughout this program you will be expected to demonstrate the following dispositions:

1. Values change as the source of opportunity for improvement.
2. Displays the ability to understand people and relationships and is receptive to the ideas of others.
3. Shows a willingness to implement non-discriminatory access, accommodations and assessments.
4. Demonstrates empathic understanding of diversity in all domains.
5. Regularly reflects upon the philosophical assumptions, ethical principles and rationales that guide one's practice.
6. Understands oneself as a learner and values learning as a core capacity.

Intro Portfolio – Assessed by Course Instructor (701) -- not met, met, exemplary

Narrative addressing the following areas:

1. Self-assessment of strengths and weakness related to program goals and dispositions along with statement indicating where you want to grow.
2. One page Philosophy of Leadership Statement
3. Course Instructor -- Collect 3 dispositional self-assessments, place in folder in office, (on paper)

Admission to Candidacy Portfolio (15 credits) – Team of 3 faculty assesses. Submit concurrently with Admission to Candidacy form to Program Coordinator. Form not signed until portfolio is approved. Registration block may be put on program students at 17 credits to “force” completion of this step.

1. List of classes taken thus far in your program.
2. Reflection on how you are meeting program goals and where to go next (give real world examples of how you are using program information in your classroom or work as well as changes in 'student learning' that are a result of this work).
3. A self assessment of program dispositions and changes you would like to make next.

Exit/Seminar – Team of 3 assesses, submitted to Seminar/Thesis Course Instructor.

1. A reflective statement and artifacts demonstrating achievement of each program goal (include real world examples and changes in student achievement as a result of your work).
2. A reflective statement and artifacts demonstrating achievement of each program disposition (include real world examples and changes in student achievement as a result of your work).
3. A philosophy of leadership statement including how this statement has changed since you began the program (include real world examples and changes in student achievement as a result of your work).