Creating Your Program ePortfolio for English Education

You may want to print this sheet to assist you in creating your ePortfolio. You need to follow these directions exactly, step by step.

1. Log into your UDel GoogleApps account.
2. Click on the “Sites” link. This may be along the top of your page if you use Sites already. If not, you will go to “More” (on the right side) and then scroll to “Home and Office.” “Sites” will be there.
3. Click the “Create” button.
5. Search for “ePortfolio Template for English Education” and select it.
6. Click “Preview template.”
7. Click “Use this template” at the top of the page.
8. You will be directed to a new page. Make sure the “ePortfolio Template for English Education” box is outlined in red.
9. Name your site. You will use the year and semester that you are first creating the ePortfolio.
   The format for naming your portfolio is: year semester lastname firstname XEE.
   e.g. 12SSmithJaneXEE
10. Click the “Create” button at the top of the page.

You have successfully created your program ePortfolio site. You should see your site name listed at the top.

Sharing Settings

Make sure that you grant the English Education faculty access to your portfolio. To do so, follow these directions:

1. At the very top of your Home page, click the blue “Share” button.
2. Under “Who has access” click “Change.”
3. Change the sharing settings to “Private” by clicking in the radio button.
4. Scroll down, and in the “Add People” box, type these email addresses: jeflynn@udel.edu, deb@udel.edu, dmalva@udel.edu, wlewis@udel.edu, mmcderby@udel.edu. These will be the faculty members evaluating your ePortfolio (Jill Flynn, Deb Bieler, Deb Alvarez, and Bill Lewis) the XEE administrative assistant, Melissa McDerby.
5. From the drop down button to the right make sure that “Can Edit” is selected for each name.
6. Uncheck the box labeled “Notify people via email.”
7. Click “Share and Save.” A warning will open saying that viewers will need to log into Google Sites to see your edits; click “Ok.”
8. Under “Who Has Access” you should now see “Private,” your name, and the four faculty members’ names listed.
9. You can click the name of your site in the top left corner to return to your ePortfolio.

Editing Your ePortfolio

The navigation tabs at the top of the page reflect the main learning goals for English Education Majors. The main pages (Instructional Planning, Designing Assessments and Teaching Practice) include a description of each of these learning goals. Under each main tab is a subpage for each of the core courses that you will take. These subpages contain the reflection prompts; you will be completing your reflections and editing on these subpages. On each subpage you will see an embedded screen with the specific reflection prompt for the learning goal related to the course.

Note: The prompts will no longer be visible once you begin editing the page. If you would like to have the prompts to refer to, we recommend that you right click (on a Mac, hold down ‘control’ and click) on the iFrame window with the prompts. Select “This Frame” and “Open in a New Window.” This procedure will keep the prompts visible to you in a different window as you edit your pages.

Adding Files

When you take an XEE course, you will write reflection papers and upload work samples that show how you are meeting program goals. You should save these reflection papers on your computer; you will be uploading them to your ePortfolio. Please refer to specific guidelines from your English Education courses as to which documents you will need to include in your ePortfolio.

On the page on which you want to attach a file, go to that page and click “Edit” (upper right). Once in edit mode, scroll to the bottom of the page; you should see a prompt saying “add files.”* Click it, and add the file the same way you would an attachment to an e-mail. The file will now be attached to the relevant page. Once you have finished linking your files, click “Save.” Don’t forget to save!

*If “add files” is not showing up, exit edit mode by clicking “Save,” go to “More” (again, upper right) and click “Page Settings.” Once there, make sure “Allow attachments” is clicked. Quick note: you will need to repeat this step for every page where “Add files” does not appear at the bottom while in edit mode.

Tips

-Confused about how to find your ePortfolio again? Log into GoogleApps and click on “Sites.” All of the sites that you have created or have access to will appear in a list.
If you accidentally delete the Google Gadget iFrame Wrapper, containing the instructions, on any of your pages you can find the instructions here: https://sites.google.com/a/udel.edu/eportfolio-directions-for-english-education/home

“Manage site” (in the drop down menu of the “More” button”) will give you options to change the colors, fonts, layout, etc. While you can personalize the site, make sure that you are not deleting any of the required pages or changing the layout drastically so that your ePortfolio work can still be evaluated by your English Education faculty. To edit subpages, follow these steps. (Note: You will not edit the Home Page)

1. Click the **Pencil button** in the top right corner to edit the page. Make sure that you click the one at the very top of the page.
2. You will see two editing boxes appear. The first box will be labeled Google Gadget iFrame Wrapper. Do not delete this iFrame. The iFrame allows you to see the specific prompts for each core course and learning goal.
3. Once you have finished linking your files, click “Save.” Don’t forget to save!!

**Online Resource for Using Google Sites**

Creating Webs with Google sites -- developed by Prof. Fred Hofstetter, School of Education, University of Delaware, 2010
http://www.udel.edu/fth/courses/video/google/index.html