FSHN ePortfolio Instructions

To create your portfolio

Go to URL: https://portal.iastate.edu, or go to http://www.iastate.edu, and use the alphabetical index at the top to select "E" and then "Electronic Portfolios." Click the "Login to eDoc via the iState Portal" link.

Click "**Login**" (left side of the page, near the top).

Enter your ISU NetID and password (the name and password you use to get ISU email) and click "Login."

Click the "**Personal**" tab. If you are a new e-portfolio user, you may need to click "initialize." If you have problems, try logging out, close the browser, open it again, go to https://portal.iastate.edu and log back in again.

You may have to click the "Personal" tab again.

Within the Personal Portfolios section, click "**Add**."

Enter a title for your portfolio in the space provided, e.g., Mary's Career Portfolio. Your final portfolio screen will show your ISU permanent record name (e.g., Mary Smith) in the middle of the top bar, your portfolio's title on the left and FSHN on the right. Choose your portfolio title carefully. You can title your portfolio whatever you want—remember that your name already appears on the center screen. You may change the title of your portfolio if you wish—by clicking on the drop down menu next to your portfolio name after it has been created and selecting "Rename."

Because you are logged into the system using your ISU NetID, no matter what you title your portfolio, the system will recognize and refer to you by using your ISU permanent record name and information.

Underneath the title box, you will see a drop down menu of portfolio types. Click on the drop down menu and **scroll down until you find "Food Science and Human Nutrition."** Select and click **"Save."**

You will now return to your "Personal" tab. The title of your new portfolio should now appear in blue text as a link.

To enter your portfolio and navigate to different areas

To get into your portfolio from the "Personal" tab, click the **title** of your portfolio. To move around in your portfolio, select options from the gray drop down menu located near the top of the page. The drop down menu options you should see are: "Options," "Overview," and "Core Abilities." After you add your major (from the Overview-Introduction link), you will also see "Technical Abilities" along the top gray drop down menu.

To allow other people to view your portfolio

Click on the "**Options**" drop down menu and select **"Share your portfolio."** Then, select **"Add User/Group."**

Enter the viewer's email address, e.g., username@iastate.edu. Click "**Save**." An email message will appear—you may modify it as you wish. Click "**Send**" to send a message to added user, or click "Skip."

Each viewer must be assigned a "role"—Guest or Evaluator. Click on the gray box next to the individual's name, select "**Set Role,**" choose one and click "**Save**." If you are adding an instructor to your list of viewers, ask the instructor which role and activities you should authorize.

Use the links in **red text** at the top left of your portfolio to return to your main portfolio page.

Adding introductory information and selecting your major

Click the "**Overview**" drop down menu and then select "**Introduction**." Next to the heading "Introduction," click "**Edit**." Now you may write or paste a welcome message to your viewer. This is an appropriate location to include information about your career goals and interests. Be sure to proofread and spell-check, then "**Save"** your message or you will lose your work when you close the window!

Next to the heading "Areas of Study," click "**Edit**." Use the drop down menu to select your "Major" and click "**Save**." Next to the heading "Other Information," you can select "Edit Biography" to add additional information and a link to your resume. When ready to upload your resume, click the small gray box to the left of the word **"Resume/Vita,"** select **"Upload,"** and click browse to select the appropriate document. Then, click on the gray box again to "Upload."

Click on the name of your portfolio in **red text** at the top left to return to the introduction page.

To upload artifacts (files) into ability areas in your portfolio

From the drop down menu along the top, select the ability area where you want your artifact to be linked. Check with your instructor for a recommendation.

When you click on the ability area, for example “Communication,” you are taken to the page where you will add your reflection about communication skills next to the title “Communication Reflection.” Click “**Edit**.” Now you may write your reflection. Be sure to proofread and spell-check, then **“Save”** your message or you will lose your work.

Scroll to the bottom of the “Communication” page, and click “**Add**” next to “Artifacts.”

A pop-up box will ask you to **enter the title of your artifact** and click “**Save**.”

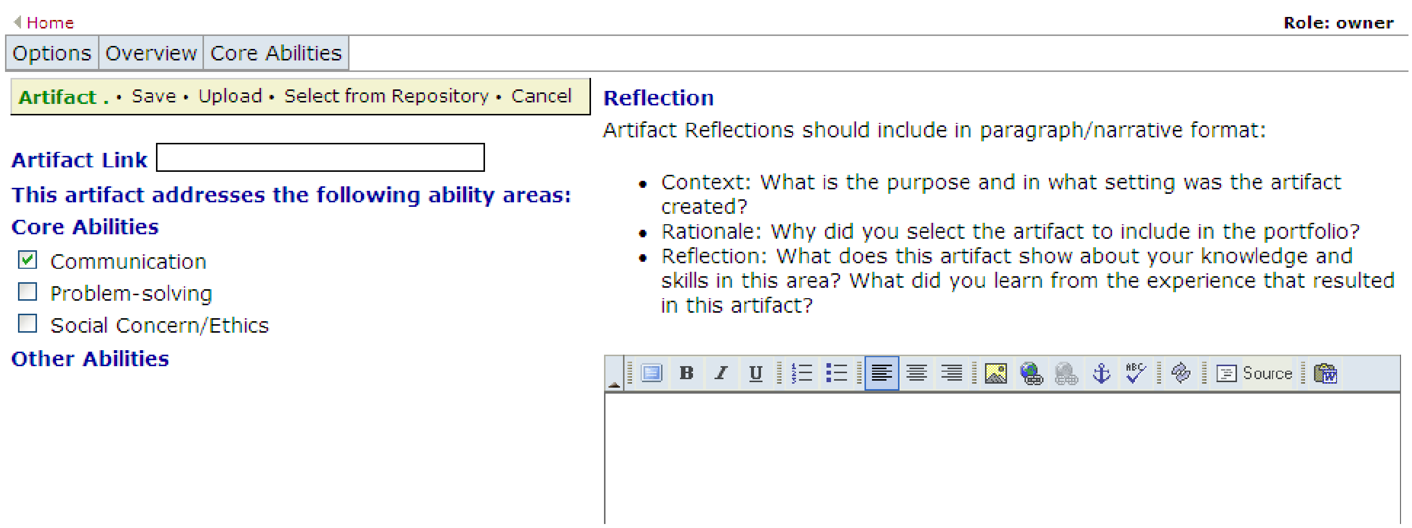
To upload a document, click the “**Upload**” link. (Or, to select a document you already uploaded into your repository, click the “**Select from Repository**” link; see directions below for adding to your repository. Then, click a file name to select or click a folder to expand and then select the file name.)

After uploading or selecting your document, you will be taken back to a screen for the artifact.

Notice that under “This Artifact addresses the following ability areas:” the box to the left of “Communication” is checked. If you want to link the artifact to another area, check the box to the left of the additional area.

Write your reflection related to the artifact (file) in the space provided to the right (move your mouse to the reflection box, click once and the cursor will appear—then type in your reflection). You can also write the reflection in MS Word and then copy and paste the text into the space under “Reflection.” Use the guided questions to create a well-written reflection that is informative to individuals who view your portfolio.

When you are finished, click “**Save**”—this is important, if you don’t click “Save,” your reflection will be lost and the artifact (file) will not be linked.



To add artifacts to your repository (and manage files in your repository)

All files that are uploaded to your portfolio are saved in the repository. At any time, you can upload files to your repository and manage files, by creating folders and organizing files. Then, when adding information to the ability areas and artifacts sections, you can use the “Select from Repository” link to make the file viewable. (Upload important files from course projects and other examples of your work; then, if you lose the files from a flash drive or your computer, you still have the files saved in your portfolio’s repository!)

Click “**Options**” from the drop down menu at the top of the page and select **“Manage your Repository.”**

Along the top bar, select the “**Upload**” link. Click “**Browse**” to the right of the “file” text field (blank box) and navigate to the artifact (file) that you want to upload. Click the file name. Click “**Upload.**” You will be taken back to the “Manage Your Repository” page, and your newly uploaded artifact (file) will show up in the “File” list.

Click on your portfolio title in **red text** at the top left; you will return to the introduction page.

Adding information to an “Ability” area

Select an ability area from the gray drop down menu along the top of your portfolio. Next to the “Reflection” title, click on “**Edit**” and write a reflection about your skills/abilities that discusses your strengths and weaknesses in this area, as well as your future goals. This reflection is not about the artifacts (files) you will link to this section, but tells how you know that you have skills related to this ability area. The expected student learning outcomes for the ability area appear on the left hand side of the page; you can refer to your achievement of these outcomes within your reflection.

Click “**Edit**” next to “**Reflection**,” type your reflection, or copy and paste text from a document you have written in MS Word or another word processing program. Proofread and spell-check before you paste. Click “**Save**” when you are finished, or you will lose your work when you close the window!

See the section above on uploading files for instructions on how to link an artifact (file).

To delete an artifact and its reflection from a specific “Ability” area

Click the ability area where the artifact is located. Then, click on the gray box to the left of artifact (file) name.

When you click on “Delete”—this removes the link to the artifact (file) and its reflection from this specific section but does NOT remove the artifact (file) from your repository. (Note—this is really important to remember!).

Notes about artifacts (files)

Artifacts (files) can be in any format: pdf or word or powerpoint slides or video clips.

When you put artifacts (files) into more than one ability area, the artifact will be listed in the places you’ve selected. When you select “Overview” and “Artifact and Ability Overview,” artifacts will show up in each of the ability areas.

Adding a new “Ability” area

Click “**Options**” from the drop down menu at the top of the page and select **“Add Ability.”**

Type in a title, such as Leadership, and click “**Save**.” Along the drop down menu at the top of the page, you will now see “Other Abilities” and can scroll down to the newly created ability area.

Add your own outcomes for this area by clicking on “**Edit**” next to “Outcomes.” Next, add a reflection and artifacts within this area (following the same instructions as given above).

Adding an “Assessment”

Click “**Options**” from the drop down menu at the top of the page and select **“Add Assessment**.”

Then, a new “Assessments” header will appear along the drop down menu, and you can complete a self assessment.

Click in the words “Achievement Levels” to review and identify your level of achievement for each criterion. Next, use the drop down menu to select “Beginner,” “Intermediate,” or “Advanced.” When done, click “**Save**.”

Use the “View Rubric” link and print the full rubric, if this is helpful while completing your self assessment.

After completing the self assessment, instructors from specific courses will complete the evaluator assessment and may also add comments related to the strengths of your portfolio and suggestions for ways to enhance your portfolio. After you add more than one assessment (in future years), you can select a specific assessment or select “View all” from the drop down menu. Your instructor may ask you to use the “Print Assessment” link to submit a completed assessment.

To log out

Click on the red “**Home**” link at the top of the page. Click “**Logout**” in the top right corner.

To log back in to your e-portfolio

Enter the URL: https://portal.iastate.edu in the browser window and log in to the portal.

At the “iState” page, select the “Personal” tab. You will see your portfolio’s title listed. Click on the title of your portfolio.

If you have problems

Try logging out of the portal, closing the browser program, opening the browser program, and then logging back in.

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