

Viewing FSHN Electronic Portfolios

To view a portfolio

Go to URL: <https://portal.iastate.edu>, or go to <http://www.fshn.hs.iastate.edu>, click “Current Students” in the navigation section at the left of the page, click “Electronic Portfolios,” and then click “Login to eDoc.” OR, use the alphabetical index from the ISU homepage, select “E” and then “Electronic Portfolios” and “Login to eDoc.”

Click the “Please **Login**” text (on the left side of the screen).

Enter your ISU NetID and password; 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, closing the browser, opening it again, going to <https://portal.iastate.edu> and logging back in again.

Click on “**Shared**,” which appears to the right of “Portfolios.”

When you first view shared portfolios, they appear alphabetically by last name. You may sort any column in ascending order by clicking the column heading. Click again to see a descending list.

Click the name of the portfolio to view it. To return to the “Shared Portfolios” page, click “Exit portfolio” –small red text under the name of the portfolio. Tip: If you are viewing multiple portfolios, you can select portfolios by clicking to make a $\sqrt{\quad}$ next to the portfolios to view (or Select All); then, click on the name of the first portfolio to view it, and use the small red text to go to the “Next Portfolio.”

To view artifacts (files–papers, presentations, video clips, and images) in ability areas

The owner of the portfolio (student) must have linked their artifacts (files) to an ability area such as “Communication” or “Problem-solving”–these ability areas show along the top gray bar under Core Abilities–for you to be able to see the artifact. If the owner has uploaded an artifact (file) and has not linked the artifact (file), you will not be able to see it.

Click on one of the ability areas, e.g., “Communication,” and if the owner has linked artifacts (files), they will appear under “Artifacts” with the title of the artifact as a link.

To see the artifact (file), click the name of the artifact (file). If you are using Internet Explorer, a blank window will pop up that has a yellow bar under the top blue heading bar–“To help protect your security...” Click the bar and select and click download file. You can click “Open” to view the file or “Save” to download the file to your computer.

Click on the paper icon next to the artifact title to view the student’s reflection about the artifact.

To view artifacts and reflections from the Overview screen

To see all of the artifacts (files) and the areas to which they have been linked, click “Overview” along the top gray bar of the portfolio window. An artifact (file) will be listed more than once if it is linked to more than one ability area.

To see reflections that the owner has written about artifacts (files), click on “Overview” along the top gray bar. To the right of each linked artifact (file) is an icon that looks like a piece of paper. Click the icon, and the reflection for that artifact should appear if a reflection has been written.

To comment on an ability area in a portfolio

The owner of the portfolio must have made your role “evaluator” in order for you to be able to make comments. If they have designated you as a “guest,” you will be able to view the portfolio but cannot make comments.

Click an ability area (e.g., “Communication”). A link to “View Comments” should be visible at the top. Click on “View” and in the window that appears, click “New.” You can type a comment into the window or you can copy and paste a comment from another place (e.g., write the comment in MS Word and copy and paste into the window). To save the comment as a draft version, click “Save.” When you have proofread the comment and want to release it for the owner and other viewers to see, unclick the box to the left of “Draft” and click “Save.”

To complete an assessment

The owner of the portfolio must have made your role “evaluator” in order for you to complete an assessment. If the student has already completed a self-assessment, then you will be able to link to the assessment from the “Assessment” heading along the top gray bar. (If not, use the Options-Add Assessment feature from the top gray bar first.) Click in the words “Achievement Levels” to review and identify 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 the assessment. You may also choose to add a comment related to the portfolio evaluation.