



SCHOOL OF EDUCATION

E-Portfolios Guide



Career Connections | Office of Teacher Education
WW Wright Building, Suite 1000
<https://edcareers.indiana.edu>

For an appointment with a Job Search Advisor, call 812-856-8506 or email
edcareer@indiana.edu

Revised Fall 2017 by Helena C. Flores, M.S., Graduate Assistant

Reasons to Build a Portfolio

Looking for a new Job

- Impress potential employers
- Shows what you can do/have done

Share what you learn from others

- Personal Learning Network (PLN)

Creates one channel of communication for parents, colleagues, and administrators

- Everyone goes to the same place for information

Upload teaching artifacts and evidence of student teaching

- Helps with teacher evaluations

What to Include?

Items you might include...

- Table of Contents
- Resume, including continuing education, special committee work, and awards and special recognition
- References
- Letters of recommendation, evaluations
- Transcripts
- Educational Philosophy
- Classroom management theory
- Personal goals
- Sample worksheets, games, tests
- Field trip ideas
- Examples of lessons – units or projects
- Photos of your classroom in action to illustrate your lesson examples
- Examples of students' work
- Final results of projects or committees you have been apart of
- Optional – short video showing you in action in front of the classroom and one-on-one with students
- Optional – screen shots and addresses of school or classroom websites you have created
- Optional – files and printouts of programs you have written or modified

Where to Start?

Document everything!

- Save all lesson plans
- Print/PDF articles and research
- Copy handouts and worksheets
- Take pictures (with permission)
 - Save them on flash drive
 - Shutterfly offers free storage for teachers
- Scrapbook of experiences

How to Organize a Teaching Portfolio

Table of Contents

I. Background Information.

- Resumé
- Background Information on Teacher and Teaching Context
- Educational Philosophy and Teaching Goals

II. Teaching Artifacts and Reflections. Documentation of an Extended Teaching Activity

- Overview of Unit Goals and Instructional Plan
- List of Resources Used in Unit
- Two Consecutive Lesson Plans
- Videotape of Teaching
- Student Work Samples
- Evaluation of Student Work
- Reflective Commentary by the Teacher
- Additional Units/Lessons/Student Work as Appropriate

III. Professional Information

- List of Professional Activities
- Letters of Recommendation
- Formal Evaluations

The “Must Have” Pages

If nothing else, be sure to include

- A home or About Me page
 - Welcome paragraph and a professional picture of you
- Your resume
- Your teaching philosophy
 - No more than a page, grammatically perfect and entirely your own
- Sample annotated lesson plans
 - Short versions of your most successful lessons
 - For self-created material, include a Creative Commons license at the bottom
- Links to social media profiles
 - Twitter and LinkedIn are great resources to use
 - No Facebook unless profile is strictly professional

Sample Teaching Philosophy

“Visitors to my classroom would see a supportive, risk-free environment in which the students have an active voice in their learning and in classroom decision making. Students would be engaged in a variety of individual and collaborative work designed to accommodate their diverse learning styles. Curriculum would combine basic skills, authentic learning, and critical thinking. Finally, visitors also would see parental involvement demonstrated in a variety of ways....

Students should help establish class rules, have a vote in the topics for the year, and have a voice in as much of their learning as possible. I believe it is important to use a variety of presentation styles and provide a range of learning experiences to support students' diverse learning styles...

In my classroom, language arts would pair phonics with literature enrichment. Math would combine basic skills and application. Science and social studies would emphasize application and problem-solving exercises while targeting basic area knowledge.

I would invite parents to share information about hobbies, skills, jobs, and cultures. I would communicate with them frequently, and would encourage them to become involved in their child's learning in as many ways as possible.”

Artifacts

The Essential Items

- Unit plans, work samples
 - Student work confirms your successes!

You must frame with explanations

- Brief Statements or captions
- Identify the context in which it was created

Sample Portfolio Caption

Title: Weekly Classroom Newsletter

Date: March 15, 1996

Name: John Stanford

Description of Context: Students write, edit, and publish this weekly newsletter in writer's workshop.

Interpretation: This newsletter is one way that I keep parents informed about classroom events. It is also an example of how I engage students in meaningful learning activities.

Additional Comments: Parents have told me how they use the newsletter to talk with their children about what is happening in school. I also learn more about what my students find important or newsworthy in class each week!

This is an example of the kinds of captions Colorado teachers use in License Renewal Portfolios.

Reflective Commentaries

Examines the documented teaching and reflects on what was learned

- What was learned by both teacher and student
- Justifies why item is included

Commentaries speak for you in your absence

- More personal than cover letters
- Can use "I"
- Shows what kind of teacher you are

Your Portfolio is your 21st Century Digital Business Card!

Do your best to present a coherent picture of your professional self and leave out any irrelevant or personal information pertaining to your hobbies or family

Where do I build one?

Select your format

- Blog
 - Wordpress, Blogger, EduBlogs
- Website creation tools
 - SnapPages, GoogleSites, Weebly
- Digital Mediums
 - LiveBinders, Portfoliogen, Shutterfly

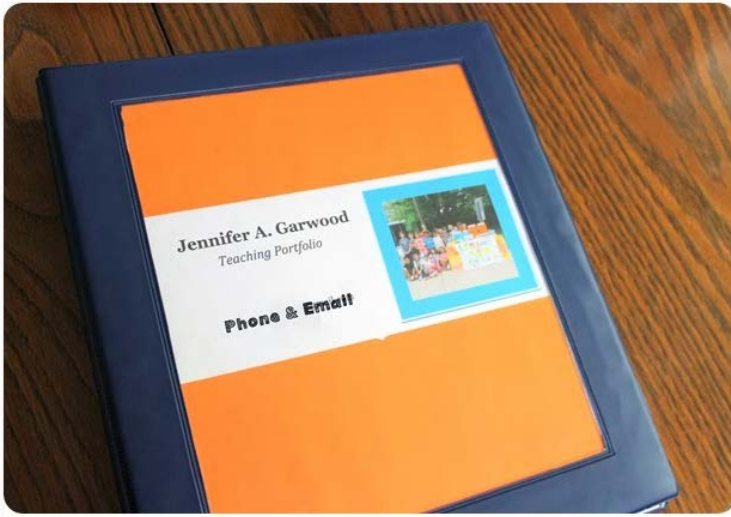
Keep it Simple

Once you have invested time in your format, here are a few things to consider:

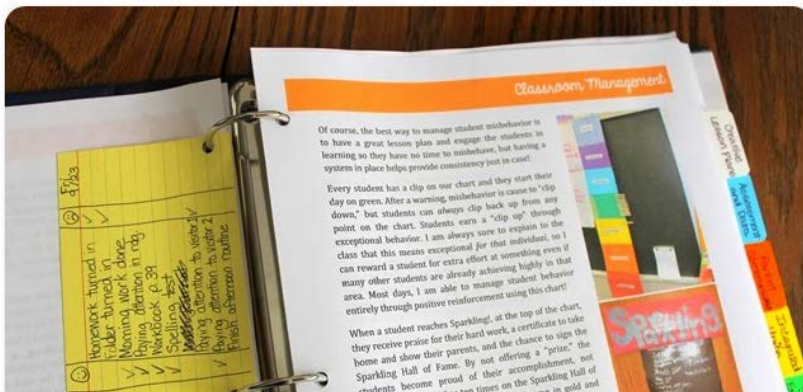
- Choose a URL that's easy to remember
 - Preferably with your name
- Templates can be great tools
 - Custom banners can also personalize your site
- Bright and clean color schemes
- You must have the legal rights for every image you use

Some Samples

The Hard Copy
 Images from luckeyfroglearning.com



I wanted to showcase classroom management, and again, I already had the photos. It's a great way to not just *tell* what I would do, but *show* it. I want principals to be able to imagine me and my classroom in their school!



PDF

Images from <https://www.mcgill.ca/edu-e3ftoption/files/edue3ftoption/cindyportfolio.pdf>



Table of Contents

- 1- All about Me
 - Resume
 - Personal Statement
 - Philosophy of Teaching
 - Achievements
 - Transcript
- 2- Teaching - In the Act
 - Field Experience Evaluations
 - 1st Year Field Experience
 - 2nd Year Field Experience
 - 3rd Year Field Experience
- 3- Welcome to My Classroom
 - Starting the School Year
 - Classroom Management
 - Specialties I Can Offer My Students
 - Drama & Movement
 - Moral & Religious Education
 - Sports Coach & Choir Director
- 4- My Teaching Style
 - Brilliant Ideas I Intend to Steal
 - Technology in the Classroom
 - Samples of Students' Work - Measurement Unit

Google Sites

Images from <https://sites.google.com/site/stephanieladner/>

Navigation
About Me
Resumé
My Philosophy of Education
Professional Competencies
Physical Education
Handwriting Without Tears
Experience
Sitemap

About Me

"Unless someone like you cares a whole awful lot, nothing is going to get better. It's not."
-Dr. Seuss

Hello,

Welcome to my digital portfolio. My name is Stéphanie Ladner and I am a recent graduate of McGill's BEd, Kindergarten and Elementary program.

I became a teacher for a very simple (albeit perhaps somewhat cliché) reason - I want to make a difference. While there are many fields in which I could accomplish this goal, I feel that education is the one in which I can have the greatest impact. Every day, children around the world are being told that they aren't good enough, or that they just "can't". As a teacher, I feel I have a positive platform from which to dispel that fallacy. I realize that teaching is a profession that can be supremely exhausting, but I know in my heart that the benefits outweigh the fatigue ten times over. Teaching requires patience, understanding, compassion, and enthusiasm - all things that I am more than willing to provide on a daily basis.

In this portfolio, I hope you will find everything you want to know about my philosophy and views of education, my teaching style, and many aspects of the learning I have completed so far. Hopefully, in navigating this page, you will come to understand who I am as a teacher. My goal is to highlight the strengths that make me a passionate, efficient and useful addition to any teaching team.

Enjoy!

[Resumé](#)
[My Philosophy of Education](#)


Eduportfolio images from <http://eduportfolio.org/3160>

Outline

The link marked [+] allows you to show/hide the subsections of the corresponding section.

- [Biographie](#)
- [THE FACTS](#)
- [\[+\] WHO I AM AS A TEACHER](#)
- [PLANNING AND IMPLEMENTING INSTRUCTION](#)
- [THE INCLUSIVE CLASSROOM](#)
- [PART OF THE TEAM](#)
- [\[+\] PROFESSIONAL DEVELOPMENT](#)
- [ASSESSMENT](#)
- [ACADEMIC ACHIEVEMENTS](#)

Biography



Danielle E. Van Patter
McGill University
Bachelor of Education: Kindergarten/Elem.
•J. W. McConnell Award 2006 & 2007
•Dean's Honour List
•Norah E. Holcomb Prize

Welcome to my portfolio. This portfolio is aimed at giving future employers and colleagues a better sense of who I am as a person and a teacher. It is also intended to operate as a running record of my professional development, accomplishments, and future goals as an educator.

Please understand this portfolio is under constant revision.

To contact me: danielle.vanpatter@mail.mcgill.ca

Website images from <http://ostergrenm.weebly.com/>

Online Teaching Portfolio- Monica Östergren

[Welcome](#) | [About Me](#) | [Sample Work](#) | [Experience](#) | [My Approach on...](#) | [Other Components](#) | [Blog](#) | [more...](#)



Welcome to my online teaching portfolio!

This website reflects who I am as a classroom teacher. Look around to get to know more about me, read about my experiences as well as some of the lesson plans I have made and executed.

Some Samples

There are merits to each form

- Blog
 - Good for updates and stories
 - Works well for established teachers
- Websites
 - Professional Looking
 - Great way to highlight content and resources
- Digital Mediums (Like LiveBinders)
 - Easy to organize
 - Less time worrying about widgets and flare

Pick the one that Works Best for you!

- Create multiple accounts and experiment
- Like resumes, no one format is correct
 - Variety is the spice of life
- The key thing to remember is that your portfolio should be a reflection of **you!**

Not just a job hunting tool

- Once your portfolio is built, keeping it updated is a great way to document what you've accomplished and share those resources with others

Indiana University Resources

- Edcareers.Indiana.edu
- [Find a job Page](#)

Here are some more helpful resources as you prepare:

- [Resume Guide](#)
- [Interviewing Guide](#)
- [Cover Letter and Letter of Inquiry Guide](#)
- [CV Guide](#)
- [ePortfolio Guidelines](#)
- [Online Job Posting Sites \(including state-specific links\)](#)
- [Licensing Information by State](#)
- [Professional Networking Associations, Sites & Guidelines](#)
- [Indiana Department of Education Site Guide](#)
- [Teaching Overseas](#)
- <http://www.nemnet.com> – Minority Recruitment Resources



School of Education

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Office of Teacher Education

E-Portfolios

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About Teacher ePortfolios:

Teaching ePortfolios
Electronic Portfolios: Students, Teachers, and Life Long Learners
Teaching Portfolios
The Teaching Portfolio

Guidelines:

A Guide to Building Your Ownline Teaching Portfolio

Free Sites:

PortfolioGen
Folio for me
Weebly
Wix
Wordpress
Google Sites
Teachers Support Network
Live Binders

Examples:

<http://cassiecaccavo.wix.com/eportfolio>
http://sitemaker.umich.edu/amandafletcher/welcome_to_my_eportfolio_
<http://melamedportfolio.weebly.com/>

Questions?

- Call 856-8500 and ask to speak to a job search advisor or email hcflores@indiana.edu or dmelnick@indiana.edu
- To make an appointment, request an advising appointment in Career Connections Online or call or stop by Suite 1000