

## STEP-BY-STEP GUIDE TO IMPLEMENT AN EPORTFOLIO PROGRAM

# 1

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### **Determine if the ePortfolio will be used for program-level assessment.**

If yes, create an ePortfolio program assessment plan that includes:

- A program rubric based on the program's outcomes;
- A schedule of when the portfolios will be assessed (usually twice);
- A list of who will be responsible for the portfolio reviews;
- Assessment logistics that address:
  - How rubric scores (and feedback) will be collected;
  - How data will be compiled;
  - How results will be disseminated to students, faculty, advisors, directors, etc.
- An instructional plan that ensures students will know how to:
  - Create rhetorical arguments using their artifacts as evidence that they have met the program learning outcomes;
  - Work with the chosen e-portfolio platform.

❖ *CDLI can help program directors create an ePortfolio assessment plan and rubric.*

# 2

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### **Select an e-Portfolio platform.** Consider the following characteristics:

- Student ownership/portability
- Privacy controls/ability to share
- Stability of company/platform
- Ease of use for students
- Ease of use for faculty and administrators
- Ability to categorize artifacts
- Administrative reporting requirements
- Cost

❖ *CDLI can consult regarding pros/cons of various platforms; department owns any vendor contracts, financial responsibilities and technical support.*

# 3

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### **Appoint a department/college ePortfolio coordinator** whose responsibilities include interfacing with the platform vendor and coordinating:

- Trainings for faculty and students;
- Technical support for faculty and students if the vendor does not provide it;

- Assessment review schedule;
- Distribution of review results to students and administrators;
- Sharing of assignments amongst faculty to avoid gaps and redundancies.

❖ *CDLI can work closely with the coordinator to develop training and help guides.*

## 4

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### **Design assignments that students can use as evidence.**

- It is important to ensure that there are a sufficient number of assignments to choose from as students compile their evidence for meeting program outcomes. It is also important to avoid gaps and redundancies.
- Assignment rubrics should incorporate applicable elements from the program rubric.
- To avoid gaps and redundancies, faculty should share assignments with each other.

❖ *CDLI can facilitate faculty assignment design workshops.*

## 5

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### **Implement platform.**

- Set up system to meet program requirements.
- Schedule and conduct faculty training.
- Provide ongoing technical support for faculty and students.

❖ *CDLI provides assistance integrating platform with Canvas if applicable.*

## 6

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### **Communicate the ePortfolio process to the students.**

- Explain why an ePortfolio is useful.
- Inform students when and how portfolios will be evaluated (share schedule and rubric).
- Show students how to create compelling arguments using artifacts of their work and experience.
- Instruct them how to submit work to their ePortfolios.

❖ *CDLI can provide instructional resources for department coordinator to use.*