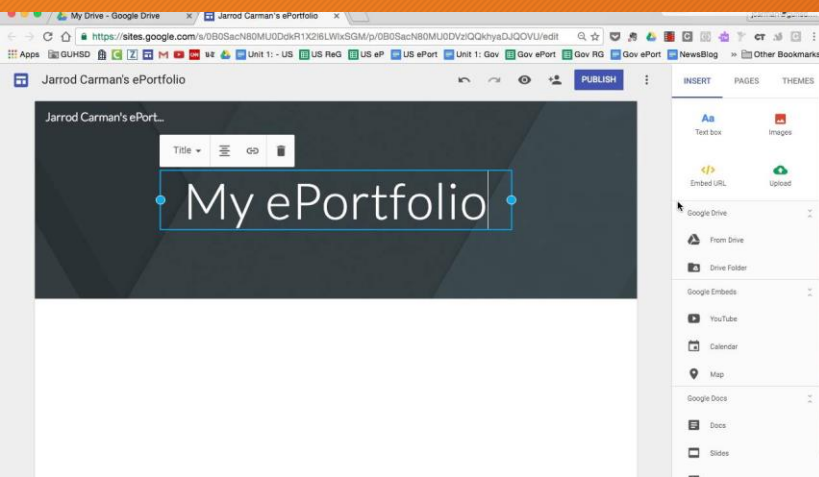
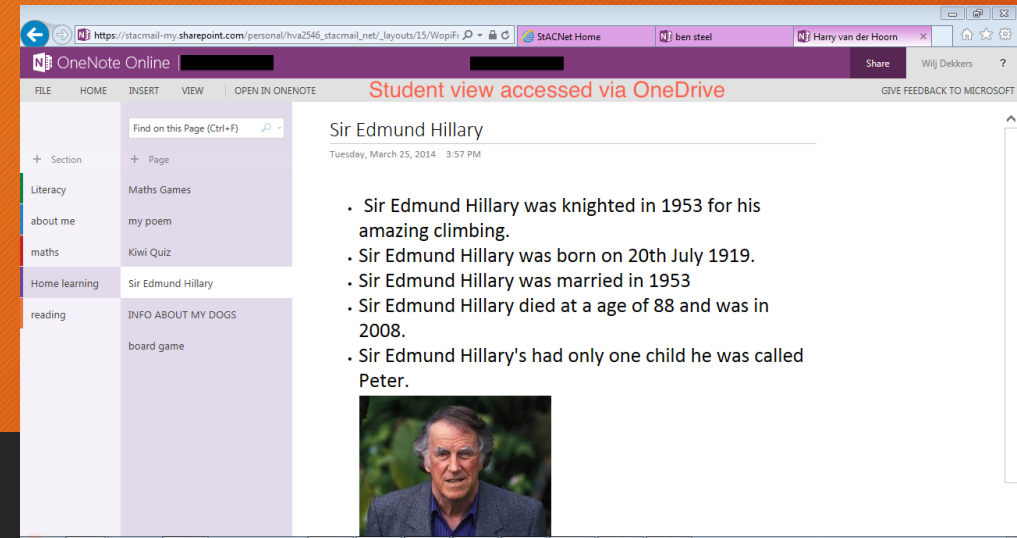


# exploring ePortfolios

-Mr.Lonergan



# Learning Outcomes

- We will learn about ePortfolios and their advantages
- We will explore how to set up an ePortfolio
- We will familiarise ourselves more with ePortfolios
- We will investigate how feedback can be given to students via ePortfolios



“If we don’t model what we teach, we are teaching something else.” - Abraham Maslow

# Challenge 1

- Work together in pairs
- You have ONE MINUTE to complete this challenge
- Answer the following question “ What are the common issues facing teachers when they want to collect homework from their students?”



# ePortfolios - What are they?

An ePortfolio (electronic portfolio) is an electronic collection of evidence that shows your learning journey over time. Portfolios can relate to specific academic fields or your lifelong learning.

# ePortfolios - How can they benefit me ?

- 1 - Accessibility
- 2 - Interactivity
- 3 - Time management
- 4 - Cost
- 5 - Planning
- 6- Keeps a record of growth and accomplishment over time
- 7- ePortfolios encourage students to become active and self-reliant learners, assessors, and planners, it allows them to develop their reflective thinking skills.

# ePortfolios - Setting it up

- You can access them via the program on your computer but I will show you how to access them via your email .

# ePortfolios - setting them up

- Open up your internet explorer
- Type in [login.microsoftonline.com](http://login.microsoftonline.com)





## Sign in

Back

Next

No account? [Create one!](#)

[Can't access your account?](#)


You're seeing our **new sign-in experience**  
[Go back to the old one](#)



# ePortfolios - setting them up

- Then you should see something like this

Good evening



Search online documents

Apps

Install Office apps 



Mail



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams




Class Notebook




Sway



Forms

Explore all your apps 

Documents

 Upload and Open

New 






Recent

Pinned

Shared with me

Discover




	Name	Last opened by you	Sharing	Activity
	JCT MFL (Notebook) jctie-my.sharepoint.com » ... » Documents » Class Notebooks	Sun at 16:49	 Shared	
	Associate Details jctie.sharepoint.com » ... » Shared Documents » MFL Associates	6 May 2017	 Shared	

See more in OneDrive 

OneDrive

SharePoint

 Feedback

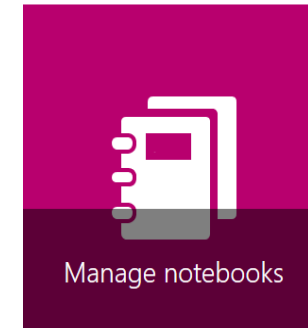
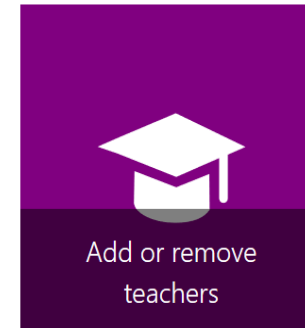
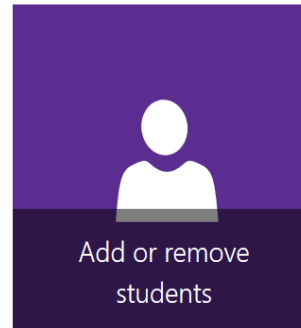
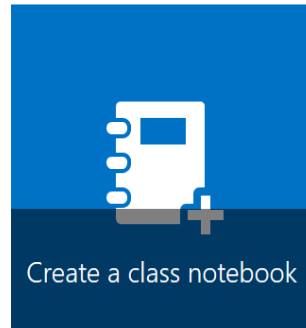
# ePortfolios - setting them up

- Click on the class notebook icon
- Once you click on the class notebook icon you should come see an icon such as this



# Welcome to the OneNote Class Notebook

We will help you create a notebook you can use in the classroom



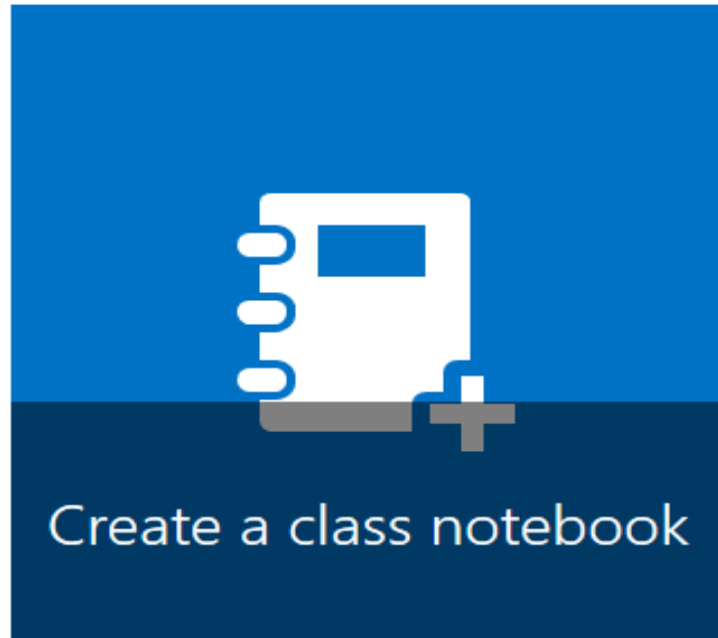
[View user guide](#)

[Download the Class Notebook Add-in](#)

# ePortfolio - setting them up

- Once you reach the this window , this is where you start your journey making your eportfolio
- It is really easy!
- We will go through each of the windows in order to gain a better understanding

# ePortfolios - setting them up



# ePortfolios - setting them up

- You will be greeted by this window





✓ 1 Add Notebook Name

2 Notebook Overview

3 Add Another Teacher

4 Add Student Names

5 Design Student Spaces

6 Preview

7 Done



# What's the name of your class?

This will be the name of your class notebook

For example, Biology 3 period 2

Next

# ePortfolios - setting them up

- On this window you need to decide what you are going to call your ePortfolio
- Once this is done , you can click on the button that says next
- This will then bring you to the a page that should look like this












- ✓ 1 Add Notebook Name
- ✓ 2 Notebook Overview
- 3 Add Another Teacher
- 4 Add Student Names
- 5 Design Student Spaces
- 6 Preview
- 7 Done



Great! We'll create JCT MFL for you. Here's what will be inside:

These areas will be section groups of your class notebook

 <b>Collaboration Space</b> Students and teachers can work together	 Teacher can edit the content  Student can edit the content
 <b>Content Library</b> Publish course materials to students	 Teacher can edit the content  Student can only view the content
 <b>Student Notebooks</b> A private space for each student	 Teacher can edit the content  Student can edit his or her own content and can't view others' notebooks

Next

# ePortfolios - setting them up

- On the the page that you have just seen , it gives you an overview of the ePortfolio that you have just created
- Click the “next button” on the and it will bring you to the next window
- The next window should look something like this





# ePortfolios - setting them up

- You can put in any other teachers in this ePortfolio that you have set up
- Once you do that , they will have admin access to this ePortfolio
- That have to have the same hostname is the email that is creating this ePortfolio (e.g. if created by jct email , only those who have jct email can be added to it)
- You do not have to write the teachers emails , just search for their names
- Once this has been completed , click next and the next window should look like this



- ✓ 1 Add Notebook Name
- ✓ 2 Notebook Overview
- ✓ 3 Add Another Teacher
- ✓ 4 Add Student Names
- 5 Design Student Spaces
- 6 Preview
- 7 Done



# Now, what are your students' names?

Type or paste your students' names (separated by semicolon) to add them to the class notebook

Enter names, email addresses or groups...

Next

# ePortfolio - setting them up

- This window that you have just seen is where you add the students to the ePortfolio
- Just search for their names to add them to the ePortfolio
- Students will only be able to see their own ePortfolios
- As admin , you will be able to see them all at once , you will be able to edit them too
- Once you are done , click next and move to the next window which should look like this





- ✓ 1 Add Notebook Name
- ✓ 2 Notebook Overview
- ✓ 3 Add Another Teacher
- ✓ 4 Add Student Names
- ✓ 5 Design Student Spaces
- 6 Preview
- 7 Done





## Almost there! What should be inside each student's private space?

These sections will be created in every student's private notebook. Here are a few suggestions:

☒  Handouts

☒  Class Notes

☒  Homework

☒  Quizzes

 Add more

Next

# ePortfolios - setting them up

- This page will allow you as admin to add different sections to your ePortfolio
- Reduces heaving load of different copies etc
- Can access a multitude of information quickly
- Click next once youre finished and it will bring you to a preview of what the portfolio will look like for you and your student. It should look something like this

Office 365

Did we get this right? Please confirm with the visual preview

Teacher's notebook Student's notebook

JCT MFL

Welcome

\_Collaboration Space

\_Content Library

1 Add Notebook Name

2 Notebook Overview

3 Add Another Teacher

4 Add Student Names

5 Design Student Spaces

6 Preview

7 Done

Create

Office 365

Did we get this right? Please confirm with the visual preview

Teacher's notebook Student's notebook

JCT MFL

Welcome

\_Collaboration Space

\_Content Library

Student's section group

Handouts

Class Notes

Homework

Quizzes

1 Add Notebook Name

2 Notebook Overview

3 Add Another Teacher

4 Add Student Names

5 Design Student Spaces

6 Preview

7 Done

Create

# ePortfolios - Setting them up

- Once you have seen what both are like , click the create button and then your ePortfolio is created and ready to use!!!



# ePortfolio - Reflection

- How do you feel about the process?
- Do you think it is easier now you have been guided through it step by step?
- For those familiar with the process already , do you think those creating ePortfolios for the first time would respond well to this resource?

# ePortfolios - getting to know them

- Go to your JCT email
- You have recently got an email saying that I shared an email with you .
- It should give you an email to view a notebook called JCT MFL (Notebook)
- Click on it to view it
- On the left handside , click on the homework tab

## Challenge 2 - Create a Unit of learning

- Work in groups for this challenge
- Look at the Learning Outcomes
- Plan a unit of learning for your class
- This needs to be done in the homework tab

# ePortfolios - getting to know them

- Feedback
- Tap or click a location on the page where you want to place the recording
- Tap or click on the insert tab, and then in the recording group , tap or click record audio
- Click stop when you are finished



# ePortfolios

- While OneNote is recording, you can type notes to be associated with the recording
- When you have finished recording , tap or click the stop button button on the audio / video top
- To play back the recording / tap or click the media icon on the page and then tap or click Play on the audio / video tab

# ePortfolio - Google Sites

- <https://www.youtube.com/watch?v=oCSZGnqD544>

# Learning Outcomes - Revisted

- Have we learn about ePortfolios and their advantages?
- Have we explored how to set up an ePortfolio?
- Have we familiarised ourselves more with ePortfolios?
- Have we investigated how feedback can be given to students via ePortfolios?

*Thank  
you*

