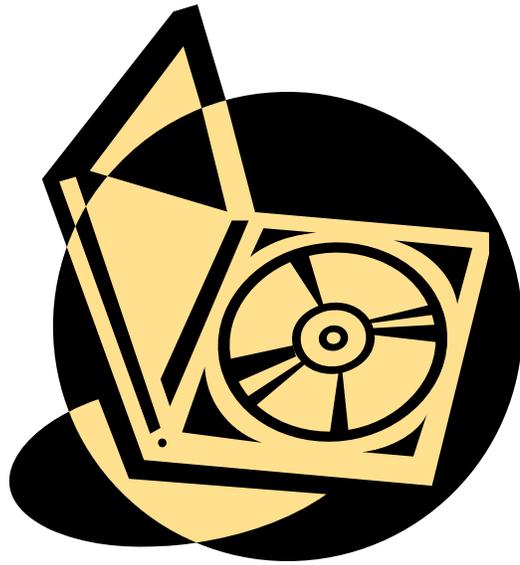


Instructional Technology



Professional Portfolio Student Guide

File Management

The first step to creating an Instructional Technology Professional Portfolio is saving and managing your files. Think of your disk drive as one big file cabinet. You will stash your work in the file cabinet. But you can't just throw documents in willy-nilly. You have to have an organizational structure to your filing system. You can get headaches if you don't do it properly! It is recommended that you go through the links in order. You can skip any section you feel comfortable with, or go back through a section a second time if you do not feel that you are at mastery level of that skill.

[1.1 Create Folders](#)

[1.2 Backup Files](#)

1.1 Create Folders

Creating a Folder

1. Right click on any blank space on the desktop, select **New**, and then **Folder**.
2. A new folder will appear on the desktop with the folder name (New Folder) highlighted. Type the name you want to give the folder.
3. Repeat steps 1 and 2 for each additional folder you'd like to create.
4. To create a folder within a folder, double-click the folder within which you want to create a subfolder (to open that folder) before repeating steps 1 and 2.

Go to the following link for a video tutorial:

http://www.valdosta.edu/coe/clt/Instructional_Technology/Portfolio/TutorialsforPortfolio.shtml

1.2 Backup Files

A very important step in File Management is making backup files of all of your documents and artifacts. A *back-up* involves copying your files (and the file structure) to another location that can be reached in an emergency. If you *back-up* your files regularly, you can restore all your information if your computer crashes. There are a lot of options for File and Folder backup. You can backup to:

- A CD
- A Flash Drive

Backing up Files and Folders to a CD

- In order to backup files to a CD, you need a clean, unused CD.
- Insert the CD into the burner.
- For additional help for windows visit this link: [Burning a data CD](#)

Backing up Files and Folders to a flash drive

- Backing up your files to a flash drive is an excellent idea.
- First, put your flash drive into an open USB port.
- Double click on the drive to open the drive.
- Then select the folders you want to place in the drive.
- Drag the folders over the drive and the folders will appear in jump drive.
- Click [here](#) for additional help.

Go to the following link for a video tutorial:

http://www.valdosta.edu/coe/clt/Instructional_Technology/Portfolio/TutorialsforPortfolio.shtml

If you are ready for the next step in creating your Professional Portfolio [click here](#). If you need to review how to backup files, [click here](#) to return to the beginning of the section.

Adobe Acrobat Tutorial

The next step when creating an Instructional Technology Professional Portfolio is converting your currently saved files to PDF form. To do this, the Curriculum, Leadership, and Instructional Technology Department at Valdosta State University recommends using Adobe Acrobat. The provided links below will teach you step by step how to use Adobe Acrobat. It is recommended that you go through the links in sequential order. You can skip any section you feel comfortable with, or review any section(s) until you master the skill.

[2.1 File Conversion](#)

[2.2. Basic Navigation](#)

[2.3 Editing Text](#)

[2.4 Working with Pages](#)

[2.5 Saving Changes](#)

2.1 File Conversion

- 1 - Open Adobe Acrobat
- 2 - Left Click on Help
- 3 - Scroll down to How To...
- 4 - Click on Create PDF
- 5 - Click on Create a PDF file from multiple files

Go to the following link for a video tutorial:

http://www.valdosta.edu/coe/clt/Instructional_Technology/Portfolio/TutorialsforPortfolio.shtml

2.2 Basic Navigation

- 1 - Open Adobe Acrobat
- 2 - Left Click on Help
- 3 - Scroll down to How To...
- 4 - Click on Acrobat Essentials
- 5 - Click on Navigate a PDF Document
- 6 - If you need more help click on Navigate in Documents in complete Help

Go to the following link for a video tutorial:

http://www.valdosta.edu/coe/clt/Instructional_Technology/Portfolio/TutorialsforPortfolio.shtml

2.3 Editing Text

- 1 - Open Adobe Acrobat
- 2 - Left Click on Help
- 3 - Scroll down to Complete Acrobat Help
- 4 - Click on the Search Tab
- 5 - Type in "Edit Text"
- 6 - The third link explains how to edit text within Adobe Acrobat

Go to the following link for a video tutorial:

http://www.valdosta.edu/coe/ct/Instructional_Technology/Portfolio/TutorialsforPortfolio.shtml

2.4 Working with Pages

- 1 - Open Adobe Acrobat
- 2 - Left Click on Help
- 3 - Scroll down to How To...
- 4 - Click on Acrobat Essentials
- 5 - Click on Insert Pages
- 6 - If you need more help click on Extracting, Moving and Copying Pages in complete Help

Go to the following link for a video tutorial:

http://www.valdosta.edu/coe/clt/Instructional_Technology/Portfolio/TutorialsforPortfolio.shtml

2.5 Saving Changes

- 1 – Click on File
 - 2 – Scroll down to Save As and name your document
- * If you have named your document already, you can scroll down to save or use “Ctrl + S” to save your document.

Go to the following link for a video tutorial:

http://www.valdosta.edu/coe/clt/Instructional_Technology/Portfolio/TutorialsforPortfolio.shtml

If you are ready for the next step in creating your Professional Portfolio [click here](#). If you need to review how to use Adobe Acrobat [click here](#) to return to the beginning of the section.

Organization

While completing courses to obtain a Master's Degree in Instructional Technology, all students are required to create an electronic professional portfolio. The portfolio is a showcase of the student's work done throughout their graduate courses at Valdosta State University. The portfolio has to be organized in a certain manner and the following steps will assist students with these guidelines. It is recommended that the steps be viewed in the given order.

[3.1 – Structuring the Portfolio](#)

[3.2 – Create PDF file](#)

[3.3 – Working With Bookmarks](#)

[3.4 - Setting View](#)

3.1 Structuring a portfolio

When beginning the portfolio, each student needs to understand what should be included and how it should be structured. Review the following links to obtain the necessary information.

- [Professional Portfolio Guidelines](#)
- [IT Professional Portfolio Student Guide](#)
- [Domains Document](#)
- [Portfolio Tutorials](#)

3.2 Create a PDF File

- 1 - Open Adobe Acrobat
- 2 - Left Click on Help
- 3 - Scroll down to How To...
- 4 - Click on Create PDF
- 5 - Click on Create a PDF file from multiple files

Go to the following link for a video tutorial:

http://www.valdosta.edu/coe/clt/Instructional_Technology/Portfolio/TutorialsforPortfolio.shtml

3.3 Working with Bookmarks

- 1 - Open Adobe Acrobat
- 2 - Left Click on Help
- 3 - Scroll down to How To...
- 4 - Click on Acrobat Essentials
- 5 - Click on Create a bookmark

Go to the following link for a video tutorial:

http://www.valdosta.edu/coe/clt/Instructional_Technology/Portfolio/TutorialsforPortfolio.shtml

3.4 Setting View

- 1 - Open Adobe Acrobat
- 2 - Click on File
- 3 - Scroll to Document Properties and Click
- 4 - Select the Initial View Tab
- 5 - Show: Bookmarks Panel and Page
- 6 - Page layout: Single Page
- 7 - Magnification: Fit Width

Go to the following link for a video tutorial:

http://www.valdosta.edu/coe/clt/Instructional_Technology/Portfolio/TutorialsforPortfolio.shtml

If you are ready for the next step in creating your Professional Portfolio [click here](#). If you need to review how to organize your portfolio [click here](#) to return to the beginning of the section.

Captions

A caption is a standardized attachment to an artifact. The artifact is the physical evidence of your skills, knowledge, and experiences. Each caption will be written on a separate paper that precedes the artifact in the Professional Portfolio. The caption should follow the following format:

- Artifact number
- Descriptor(s) with the primary IT domain exemplified by the artifact listed first
- Title of artifact
- The course (number and name) or professional experience in which the product originated
- Approximate date when the product originated
- Rationale that focuses on the pertinent domain and sub domains.

Further explanations of artifacts and captions may be found on the Curriculum, Leadership, and Technology Program homepage.

Follow this link:

http://www.valdosta.edu/coe/clt/Instructional_Technology/ProfessionalPortfolio.shtml

[4.1 - Viewing Sample Captions](#)

[4.2 - Linking Core Courses](#)

[4.3 - Applying Domains/Sub-Domains](#)

4.1 Viewing Sample Captions

The rationale is the most important part of your caption, it allows you to express in your own words, why this specific artifact has been chosen for inclusion in your Professional Portfolio. In your own words you will explain the artifact's importance, reflect on what you learned from producing the artifact, and link your evidence to your professional goals statement.

You can view or download two PDF files from the professional portfolio guidelines located on the Curriculum, Leadership, and Instructional Technology Program home page.

Follow this link:

http://www.valdosta.edu/coe/clt/Instructional_Technology/ProfessionalPortfolio.shtml

4.2 Linking Core Courses

Domains are defined separately, but we find that each domain contributes to the other domains. You will experience the interrelatedness of each domain and their sub-domains during your core classes.

For your review, whether you are a Library Media or Technology Application student you can view the list of core courses from the Curriculum, Leadership, and Technology Application Program home page.

Follow this link:

Instructional Technology Programs [Master of Education \(M. Ed.\)](#) with options in Technology Applications and Library/Media Technology.

4.3 Applying Domains and Sub-Domains

"Instructional Technology is the theory and practice of design, development, utilization, management and evaluation of processes and resources for learning." (Association for Educational Communication and Technology)

As you progress through your instructional technology courses, you are continually gaining knowledge and skills in the use of the theory and practice of the instructional technology domains. You can review the objective of each course to find the specific domain being taught for that specific course or you can review the [domains document](#) for a thorough explanation of the definition and description of each domain and sub-domain.

Your caption will be specific to one domain and that domain's accompanying sub-domains. The caption allows you to explain in your own words how the domain and sub-domains are linked. The artifact supports your caption, which becomes your evidence to be included in your Professional Portfolio.

Follow this link:

http://www.valdosta.edu/coe/clt/Instructional_Technology/ProfessionalPortfolio.shtml

If you are ready for the next step in creating your Professional Portfolio [click here](#). If you need to review how to write captions [click here](#) to return to the beginning of the section.

Portfolio Guidelines

Congratulations! You are now ready for the final step in creating an Instructional Technology Professional Portfolio. You will need to complete the final checklist and create professional looking CD labels. A complete document outlines the Portfolio Guidelines can be accessed at:

http://www.valdosta.edu/coe/clt/Instructional_Technology/ProfessionalPortfolio.shtml

5.1 Creating CD Labels

5.2 Completing Final Checklist

5.1 Creating CD Labels

Students will submit two CD based copies of the Portfolio. These CD's must be labeled with a professional-looking description of the portfolio: author, title (including "M.Ed. Capstone Professional Portfolio") and date. This work will be used as a documentary record only and may not be reproduced without the consent of the original author.



The following website

<http://www.fellowes.com/Fellowes/site/products/ProductDetails.aspx?Id=99940>

has products for labeling CD's. This kit can be purchased at Target.

Another option is using the PowerPoint templates below:

[Link 1](#)

[Link 2](#)

5.2 Completing Final Checklist

Your portfolio should be a distinctive document, one which represents **YOU** as well as your skills, knowledge, and experience. The following checklist includes some general characteristics of good portfolios which may help you to plan and assess your own document.

Look at your artifacts, captions, and rationales...

- _____ Knowledge of theory, research, and practice are represented.
- _____ Competence in design, development, utilization, management and evaluation is demonstrated.
- _____ Reflections show growth, insight, and/or a widening of perspectives.
- _____ Motivation for professional practice and continued growth is demonstrated.
- _____ Flexibility in approaches to problems and issues is demonstrated.
- _____ Respect and concern for other people is demonstrated.

Look at your portfolio format and style...

- _____ Logical organization, clearly explained in the introduction, is used throughout.
- _____ Dividers or title slides are used to separate sections.
- _____ Products and materials which are linked to or attached are clearly labeled.
- _____ Grammar/spelling are **absolutely** correct and writing style follows accepted professional standards.
- _____ An overall professional appearance is maintained.
- _____ Required features for the electronic portfolio, such as correctly linked bookmarks, are included.

This checklist can also be found in the Portfolio Guidelines at:

http://www.valdosta.edu/coe/clt/Instructional_Technology/ProfessionalPortfolio.shtml

This was the final step in creating your Professional Portfolio. If you need to review the Professional Portfolio guidelines [click here](#) to return to the beginning of the section.

Professional Portfolio Student Guide

Developed by

Evelyn Eiland
Anna Hamilton
Jason Peterson
Jennifer Sublett
Lena White

Valdosta State University
ITED 7500
Management and Production of Multimedia Projects
Spring 2007