

2020/2021

# Communication Department ePortfolio

*Student Instruction Manual*

REVISED: 8/13/20

Welcome to the Department of Communication at the University of Colorado Colorado Springs. You are receiving this electronic portfolio manual because you have chosen to major in Communication at UCCS. To graduate with a degree from our department, you must submit a complete an ePortfolio for review\*\*. An ePortoflio will help you prepare for graduation and beyond.

\*Students graduating in FA 2020 or SP 2021 only need to submit a limited ePortfolio. See the website ([www.uccs.edu/cmm/eportfolio](http://www.uccs.edu/cmm/eportfolio)) for more specific information.

\*\* Sport Communication (SCM) and Online only students (COL) are *not* required to submit an ePortfolio in AY 20/21.

In the following pages, you will find:

- I. An explanation of the purposes and benefits of an electronic portfolio (ePortfolio)
- II. A brief description of an electronic portfolio
- III. Sections to be included in your ePortfolio
- IV. A list of departmental objectives for the five tracks
- V. An overview of other ePortfolio related requirements
- VI. Instructions to create, organize, and submit your ePortfolio

**Note:** These instructions are provided to help you get started creating your ePortfolio. Further detail can be found on the ePortfolio page on the Communication Department’s website at [www.uccs.edu/comm/eportfolio](http://www.uccs.edu/comm/eportfolio) .

## I. PURPOSE

The primary purposes of ePortfolios are:

- To assist you in articulating to potential employers and/or graduate schools the knowledge and skills that you have obtained during your tenure at UCCS.
- To demonstrate your learning in the classroom, in addition to other aspects of your life, including work and/or volunteer or community experiences.
- To assist the Department of Communication with assessing the curriculum and achievement of departmental objectives and goals for graduates.

## II. BENEFITS

- To generate a set of artifacts/products that you can use when developing your resume, searching for a job, and/or applying for graduate school.
- To track you learning and areas needing improvement
- To assess your competencies without standardized testing

### III. DESCRIPTION

*“Education is not preparation for life, education is life itself”*  
John Dewey

An ePortfolio is a way for you to document what you’ve learned during your time at UCCS and how your education aligns with your professional goals. You will create an ePortfolio using the Canvas tool, and submit artifacts (documents, presentations, papers, etc.) to your ePortfolio as assigned by instructors of your core courses. An overview of the sections of an ePortfolio is provided in Section IV.

### IV. DEPARTMENTAL LEARNING OBJECTIVES

Below is a list of the objectives for our tracks, however some objectives are specific to certain tracks:

*PSLO 1:* Students will demonstrate proficiency in public speaking

*PSLO 2:* Students will demonstrate competence in writing skills

*PSLO 3:* Students will demonstrate knowledge, and appropriate application of various communication theories as related to their specific track

*PSLO 4:* Students will demonstrate knowledge, and appropriate application of communication research methodologies and associated analysis tools

*PSLO 5:* Students will demonstrate the skills to communicate effectively using moving pictures and sound. (applicable to Digital Filmmaking majors only)

The website contains more specific learning [objectives for each track](#).

### V. ePORTFOLIO SECTIONS

Your portfolio should include 5 (or 6 depending on your track) pages. The sections are described below and instructions to create these pages are listed in Section VI.

#### 1. Home Page

In this section, you should include:

- a. A professional picture (headshot)
- b. Contact information – cell/email. Do not include your physical address.
- c. A Personal statement of professionalism (i.e., what it means to be a professional in your desired field).
- d. An electronic copy of your resume or curriculum vitae

#### 2. Track Objectives

You will create a separate page for each learning objective (as appropriate for your track). These pages should be named according to the learning objective you are addressing (not “Artifact” or the name of the course/assignment).

Each page should include:

1. At least 1 artifact\* that demonstrates your competency of that objective(s). Certain assignments in your core courses can be used in your ePortfolio.

Additional artifacts from work/life experiences could also be submitted (but are not required). These could include items such as supervisor's evaluation, work project (i.e. multi-media presentation, video clip, brochure of project, writings, or drawings, newspaper articles, certifications, etc. work.

2. A reflection paper (approximately ½-1 page) that describes how the artifact demonstrates your competency of that learning objective. Place your reflection essay directly into the Text Editor on the same page as your artifact.

**Note:** One artifact may demonstrate several objectives, and more than one artifact could be used for one objective ([See track specific artifacts.](#))

## VI. INSTRUCTIONS TO CREATE YOUR ePORTFOLIO

### Create your ePortfolio

1. Go to *Account* (on the Navigation bar).
2. Select *ePortfolios*.
3. Select *Create an ePortfolio*.
4. Name your ePortfolio using your last name.

The image shows two parts of the user interface. On the left is the 'Make an ePortfolio' form, and on the right is a screenshot of the user account menu. Both are annotated with numbered circles (1-5) indicating the steps.

**Make an ePortfolio** (4)

ePortfolio Name: THORPE- COMM ePortfolio

Make it Public

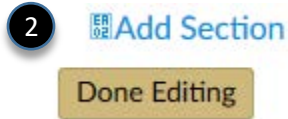
5 Make ePortfolio Cancel

**Account Menu:** Account (1), Emily Boone, Logout, Profile, Settings, Notifications, Files, ePortfolios (2), + Create an ePortfolio (3), Dashboard, Courses, Groups, Calendar, Inbox (2), Help.

5. Click *Make ePortfolio*. This will bring up the *Welcome to Your ePortfolio* page.

## Add pages

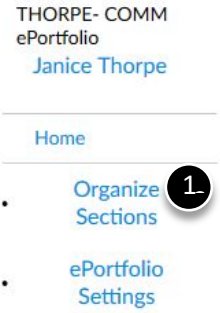
1. Once at the *Welcome* page, select *Organize Pages* on the right.
2. Click *Organize/Manage Pages* and assign a Page Name (you can always change this later). Page names should reflect the learning objective.



For example, depending on your track, you should have pages named *Oral communication*, *Written Communication*, *Application of Theory*, etc.

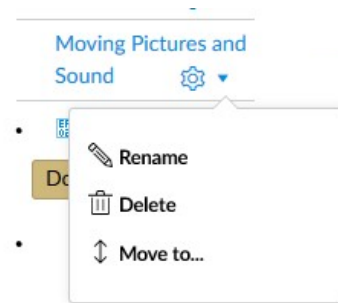


3. Continue to add as many pages as appropriate for your track. Your layout should look similar to the image on the left.
4. Click *Done Editing* when you have entered all of your page headings.



## Edit Page Names or Reorder pages

1. Select *Organize/Manage Pages*.
2. Click on the gear icon next to page you want to revise and select the appropriate task.
3. Click *Done Editing* when you are finished making changes.

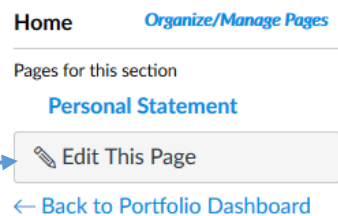


## Add Content to your ePortfolio

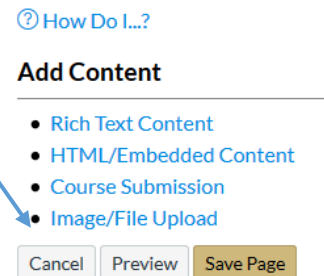
The first section of your ePortfolio is your *HOME* page.

To add content:

1. Navigate to your ePortfolio.
2. Select the *HOME* page.
3. Select *Edit This Page*.

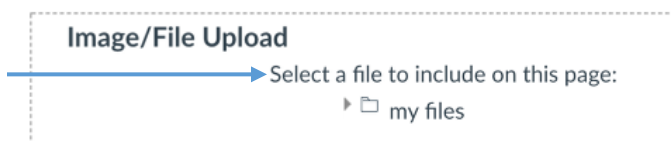
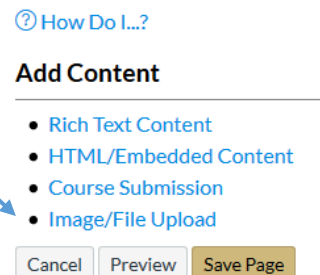
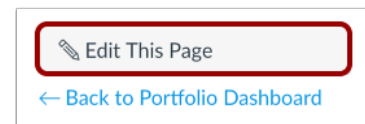


4. In the window, add content which should include (but is not necessarily limited to) the following:
  - a. A professional headshot (Use the *Embed Image* icon).
  - b. A statement describing your professional interests and goals.
  - c. About me/biography – this should be a summary of professional achievements which may include work experience and significant class projects and/or volunteer activity. Do not include non-relevant work experience. You may also want to add attributes that help the viewer better understand what you bring to an organization.
  - d. Preferred contact method
  - e. An electronic copy of your resume (Choose *Image/File Upload* on the *Add Content* list) to the right of your screen.



### Add Artifacts to your ePortfolio

1. To *add* artifacts to your ePortfolio
  - a. Open your ePortfolio (*Account -> ePortfolio*).
  - b. Select the page associated with the Learning Objective where you would like this assignment to appear and click *Edit This Page*.
2. To link to an assignment submitted to Canvas from a previous course:
  - a. Click *Image/File Upload* to link an assignment from a previous course. This will bring up a dialog box.
  - b. Select *my files* and locate the course and file you submitted for the assignment.



- c. Once the file has uploaded to the page, click *Select/Upload File*.

- d. Click *Save Page*.

3. To add a file or video recording that was **NOT** submitted as an assignment:

- a. Click *Image/File Upload* from the Add Content list to add a file from your computer.

- b. Click *Choose File*, then navigate to and select the file you wish to add to your ePortfolio page.

Or upload a new file:

Choose File

- c. Click *Open*.

- d. Once the file has uploaded to the page, click *Select/Upload File*.

- e. Click the *Save Page* button to add your selections to the page.

Cancel

Preview

Save Page

4. To add a file that was part of a **Group** submission:

- a. If you were the “owner” of the file (i.e., the person who submitted it for the group), then you can follow the instructions for Step #2 (above).
- b. If you were not the “owner”, then please obtain a copy from the “owner”, download it to your desktop and follow the instructions for Step #3 (above).

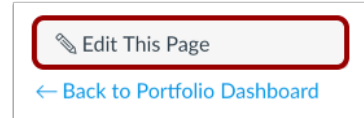
### Add a Reflection Essay to your ePortfolio submission

Each learning objective requires a corresponding *Reflection Essay* indicating how this artifact meets the learning objective.

Reflection essays should:

- a. Reference a specific corresponding assignment
- b. Reference the specific learning objective you are writing about
- c. Describe how the corresponding assignment demonstrates your competency of the learning objective.

1. Navigate to your ePortfolio (*Account -> ePortfolio*).
2. Select the Learning Objective page where you would like the Reflection essay to appear and click *Edit This Page*.
3. Add your reflection essay directly to the text box.



**Note:** We recommend that you first write your reflection essay in a Word document on your computer and *then* copy and paste the essay into the text box. This will help catch spelling errors and ensure you have a backup copy of your essays in case of any issues.

4. Click *Save Page* to save your changes.

## VII. Submit your ePortfolio for Review

You can submit your ePortfolio for review once it contains the required examples of each of the stated learning objectives for your track. You **MUST** submit an ePortfolio at least 14 business days before your intended graduation date to ensure you have met all graduation requirements and your Degree Audit can be updated.

**Note:** Undergraduate students who have earned 90 credit hours should meet with their academic advisor and complete a senior audit *prior* to applying for graduation. You can apply for graduation using your UCCS Portal.

Follow the steps below to *submit* your ePortfolio.

1. Approximately 10 days after you apply for graduation, you will receive an email containing an invitation to enroll in the *COMM ePortfolio 20-21* course.
2. Click on the *Get Started* button in the email to be directed to the Canvas shell.
3. Once in the *COMM ePortfolio* course, you will see a confirmation at the top of the screen indicating that you have been successfully enrolled in the course.
4. Navigate to your individual ePortfolio (*Account ->ePortfolio*) and open your ePortfolio.





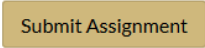
5. Copy the link to your ePortfolio as shown below:

### Your ePortfolio is Private

That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:

→ <https://canvas.uccs.edu/eportfolios/237?verifier=EIZOeLu5Xm3qsEKHkqAOekoDeTP8WXj7msoUp8IU>

6. Go back into the *COMM ePortfolio 20-21* course and *Paste* the link into the assignment.
7. Click the *Submit Assignment* button and paste the ePortfolio link into the assignment submission box. 
8. Click *Submit Assignment* to submit your ePortfolio.
9. Take a screenshot of the assignment submission conformation page.
10. Email the screenshot to [jthorpe@uccs.edu](mailto:jthorpe@uccs.edu) for review. You will receive an email if any revisions are necessary. If no changes are needed, allow two weeks for your degree audit to be updated to indicate that you have fulfilled this requirement.

### Export your ePortfolio

If you would like to export the contents for use beyond graduation, you can download the contents into a zip file.

1. Navigate to your ePortfolio (*Account -> ePortfolio*).
2. Scroll to the bottom and select *Download the contents of this ePortfolio as a zip file*. Depending on the size of your ePortfolio, this may take a few minutes.
3. When prompted, save the zip file on your computer.