BASIC QUESTIONS THAT NEED TO BE ANSWERED BEFORE AN EPORTFOLIO CAN BE BUILT
Revised 10/20/2005

Why (Function, Purpose)

What is the eportfolio’s purpose? What is it’s intended use?
Will it be for external audits of effectiveness? Internal reflection on effectiveness and self-improvement? To get a job or for contract renewal or promotion?

What are the alternatives to accomplishing the purpose and is the use of an eportfolio the best solution? Should it be used in conjunction with other tools or means? If so, which ones and how are they interrelated?

Is the use of an eportfolio the best solution under all circumstances? If not, what are the exceptions for its use?

What criteria will be used to determine if the use of eportfolios in fact results in satisfying the intended use?

Who and how and when will these criteria be measured?

Who (eportfolio owners)

Who specifically is targeted to have eportfolios for this purpose? Students? Full time faculty? Adjuncts? Staff?

Who will be required and who will be optional and who will be excluded from its use? Will there be a grandfather clause?

If required, how will it be enforced?

If a targeted eportfolio owner is computer illiterate, will they still be required? If yes, who will assist them?

Will they have time to build and maintain their portfolio(s)?

Will they or do they need to be paid for the effort?
Who (eportfolio reviewers)

Who will be the eportfolio reviewers?

Will comments/critiques be allowed and if so, for which sections?

If there is a comments/critique rubric, what is it?

Will there be grading and what will be the grading rubric?

What (Structure)

What will be the structure and sections of the eportfolio?

Which sections are optional and which are required?

Can additional major headings (I, II, III) be added by individuals?

Can additional subsections (A, B, C) be added by individuals?

What (Form)

Will the sections be horizontal or vertical?

Tabular or outline format?

What (Content)

What will be the scope of the data placed into each of the portfolio’s sections?
ALL XXX (exams, syllabus,...) or only selected YYY?

How will paper (non electronic) documents work with the eportfolio?

How will eportfolio owners know exactly what content is required of them to place into the eportfolio? Separate document? Embedded in the eportfolio template itself? Web link?

When

In what timeframe will they be built? Every semester, once a year, once a career...
Training

Who and how will both eportfolio owners and reviewers be trained?

Will experienced mentors be used for new eportfolio owners?

Timing

Will there be a pilot and over what timeframe? For building? For reviewing?

How will the use of eportfolios’s be phased in and over what timeframe? For building? For reviewing?

Support?

Who and how will both eportfolio owners and reviewers be supported?
FREQUENTLY ASKED QUESTIONS ABOUT EPORFOLIOS Revised
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What it is

What is an eportfolio?

It is a predefined structure that can be used to organize electronic data for viewing and commenting by others. The structure of an eportfolio is based upon a generic template that is copied by the eportfolio owner in order to add their content. This is done by moving it to the eportfolio website.

Can I have one eportfolio for the faculty personnel committee, another one focused on student learning outcomes, and another one on…

yes

Building it

How do I get documents from my computer into my eportfolios?

You can upload them or your computer can be configured so you can drag and drop them to the website.

If I want to use the same document in each of my eportfolios, can I upload them only once?

yes

MUST I upload my content to the eportfolio web site or can I keep it on my computer or a server and point to it from the appropriate place in the eportfolio?

You can keep the file local. However, the computer it is on must be connected to the Internet (DSL or above connection) and turned on when the file is being accessed by eportfolio reviewers.

Can I copy and paste or just type directly into one of my eportfolio pages so I don’t have to create it elsewhere and upload it?

yes
File format?

All popular file types are supported (doc, pdf, jpg,...). The only limitation is if your file comes from an application using a proprietary file type, one that has not met widespread acceptance in the marketplace. For these files applications normally have built in conversion programs to convert to a common format.

File size?

If a file is very large (more than a couple hundred megabytes), it makes more sense to leave it on a server where it can be easily changed. Why? So you don’t have to spend the time to upload it.

If I upload my files, how much storage can I have?

At present, the limit is 500 megabytes AVERAGE per Woodbury eportfolio subscriber. Being based on averages, this allows some individuals to have 5 gigabytes or more because others will use far less than the 500 megabytes. And very large files should not be stored on the web site to begin with.

What are the options for getting paper documents (non electronic) into a portfolio, especially if there is a large volume?

They can be scanned into one or more files and then uploaded.

If some content MUST be on paper (non electronic), how can paper and the electronic document be used together?

This must be decided by the sponsor of the eportfolio. The portfolio could be on paper with references to the electronic sections OR the portfolio could be electronic with references to the paper sections.

If I choose to upload my documents, will they be backed up or should I maintain a copy of what I uploaded?

It is always wise to maintain your source document.

Can I add more major sections (I, II, III...) to an eportfolio? More subheadings (A, B, C...)?

Yes if the template that the eportfolio is based upon is created to allow it. Allowing or not allowing is determined based upon who is sponsoring the creation of the eportfolio.
Reviewing and commenting by others

Can I control who looks at my eportfolio by name?

yes

Can I know who looked at my portfolio and when?

yes

Can I control who is allowed to make comments within my portfolio?

yes

Can I see those comments?

yes

Can others see the comments?

Only if you choose to make comments public.

Can my uploaded content be altered in any way by anyone including viewers?

no

How it looks

Is my content (what I show in my eportfolio) limited in any way?

You are limited only by whatever limitations are inherent in the applications you use to create the files. The look of the content is totally up to you.

What can I do so that I am not limited in the look of the overall eportfolio structure (colors, tab shapes, horizontal versus vertical orientation, etc.)?

You have total control of the look and feel of your content. But typically an eportfolio’s overall structural look is chosen by the eportfolio sponsor. Why? This consistent structure makes it very easy for reviewers to view many eportfolios without having to take the time to get oriented to each new presentational approach puts all eportfolio owners on the same level playing field because not everyone can be expected to be an expert in graphic design prevents an additional layer of visual flash from interfering with the proper assessment of the quality of the eportfolio’s content
However, if allowed by the eportfolio sponsor, the eportfolio product has some predefined formatting choices that can be made such as the use of tabs, the shape of tabs, horizontal versus vertical structure, and different colors.

For complete and total presentation freedom the eportfolio would have to be built outside the eportfolio product. It would be a policy decision to allow this. If done, it would have to conform to the eportfolio’s requirements in terms of format, content, and the ability for the electronic reviewing and commenting by others. In some ways this would essentially be creating another eportfolio system.

Ownership

What are the options if I leave the university?

You can keep your eportfolio by paying the annual charge of the eportfolio vendor.

Or you can delete all the data in your eportfolio when you leave.

Or you can abandon your data. In this case the data will eventually be deleted by the eportfolio vendor.