

How to Create your Professional Portfolio in Chalk and Wire for Student Teaching

Your professional portfolio will be shared with school districts when the Graceland Field Office requests a student teaching placement for you. Your professional introduction to the school should demonstrate that you can effectively communicate both through carefully constructed documents and by using visually appealing media. You will create, revise, and improve this portfolio throughout the program before the field office will request your student teaching placement.

One very important step is making sure your professional portfolio is complete and meets the expected quality levels so that you make a great first impression. The approval process described below for student teaching ensures that your portfolio has a professional appearance and that you have demonstrated quality writing with good grammar, punctuation, and spelling.

BEFORE you submit the application: Meet with your advisor to discuss your grad plan and make sure all required courses are or will be completed before student teaching. Your advisor will review your portfolio and let you know if you need any corrections as indicated on their checklist before submitting your application. Prepare for the application by discussing the EDUC student teaching course you will need for your major and endorsement area(s), as well as your top three school district choices. After making any portfolio changes suggested by your advisor, you may go ahead and submit your online application (including your portfolio URL) for an initial field office review. If the field office director suggests further changes, fix your portfolio and then resubmit it to coulthar@graceland.edu for final approval. Once your portfolio is deemed satisfactory, the field office will communicate with the school district to request a placement for you.

To create your Field Experience Portfolio.

Log into Chalk and Wire [LOG IN](#)

Menu (left column)

Work

My Coursework

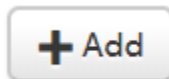
Click the blue Create New Portfolio button



Name it **Field Experience Portfolio**

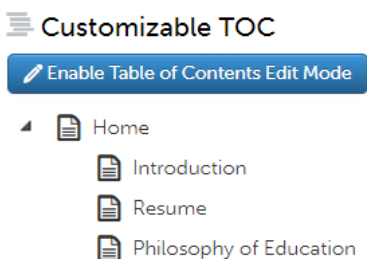
Table of contents is on the drop down menu- **Make sure Customizable TOC is your choice, and then click Create.**

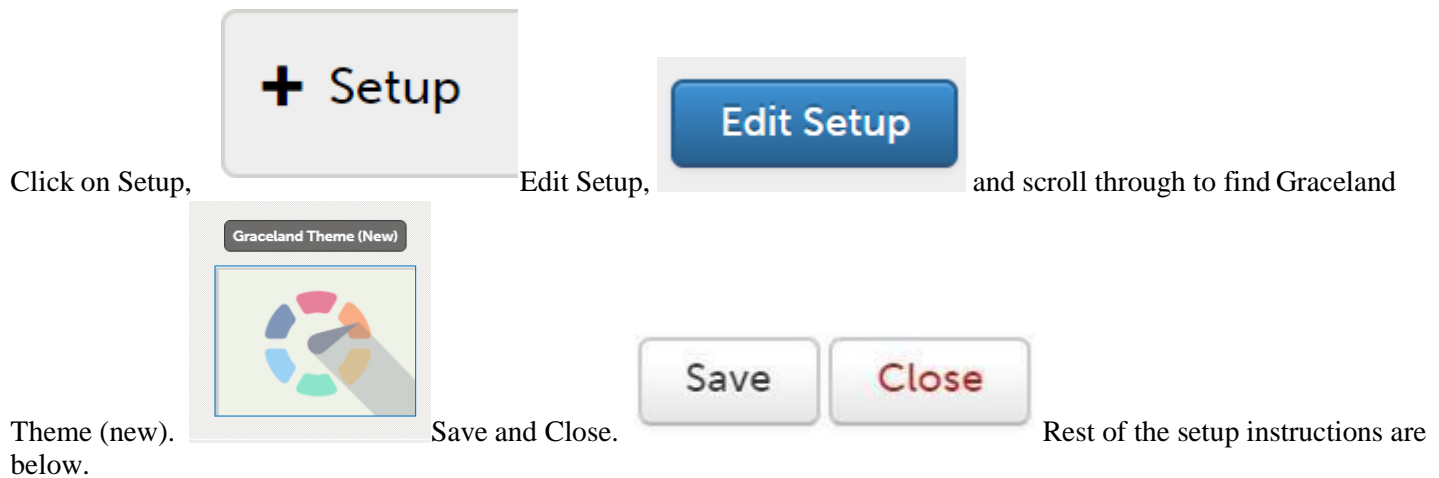
Click on blue **Enable Table of Contents.**



Click on Home button, then click add to create each page to the Customizable TOC. You will add an Introduction page, Philosophy of Education page, and Resume page. **You will need to go back and click on the home page each time to make sure it adds the next page under Home.** Then click the green Done Editing Button.

Your Customizable TOC should look like this:





1. Home

This is the first page that people will see when they open your portfolio, so it is important that this page be professional, attractive, and welcoming. Keep it clean and simple. Clip art or an inspiring quote is fine. Centered under your name, include your Education major and areas of endorsement using the official language and grade levels listed on the Academics page in My Graceland (i.e. Elementary SPED is officially listed as Instructional Strategist I Mild/Mod K-8)

2. Introduction*

Page Title Suggestions: About Me, My Personal Journey, Introduction

This page should include one or two short paragraphs describing yourself and your educational journey (after high school) leading to student teaching, including previous work with children and what has inspired you to become a teacher. Other information such as interests, family information, where you have lived, should be very brief or not added at all.

This area should be all about information convincing them YOU are a great student teaching candidate to put with their students and teachers. Detailed descriptions are not necessary, and you should stay away from politics, religion, or other topics that can be divisive or unprofessional like boyfriends or pets. Add this as text on the page, not an attached file.

**This page will be looked at by districts to evaluate how you write and what makes you passionate about teaching.*

3. Philosophy of Education*

This page includes the Philosophy of Education that you began creating in your introductory course to education. At Graceland, this course is EDUC1400 Introduction to Education. This document is meant to evolve as you go through the Teacher Education program, so be sure it is updated before you submit your student teaching application. Add this as text on the page, not an attached file. Format the text so it is attractive and easily read. Separate statements or paragraphs with an extra space. Avoid multiple colors, extra-large or centered text. The generally accepted format should be a “belief statement” followed by an “action statement” of what the belief statement will look like in your classroom.

** This page will be evaluated by districts and teachers to make sure you realize the important issues facing teachers and how you will address them. Remember that a teacher’s main job is to “insure high levels of academic achievement for ALL students.”*

Page Title Suggestions: My Teaching Philosophy, Philosophy of Education

Philosophy of Education Example:

I believe teachers should treat all students fairly (Belief Statement). *There will be no favorites in my classroom, I will ask for input from all students and will work hard to make everyone feel included* (Action Statement).

4. Resume*

This page contains your resume that describes your employment and education history. An emphasis should be on any and all experience you have working with children. These could be paid or volunteer positions, and you should include a short description of your role in that position or what your duties entailed. You may also include other employment, if appropriate. The resume should be no longer than one page in length. Add this as text on the page, not an attached file. See the resume example for a suggested template, but feel free to use whatever formatting and design you prefer. You might find it easier to create your resume in Word first and then copy and paste into the portfolio text block.

Make sure your “Objective” tells them you are “seeking a student teaching placement” in one way or another. Follow this with any experience you have had working with children and then list your previous employment. You do not need to add references as this is not that kind of resume.

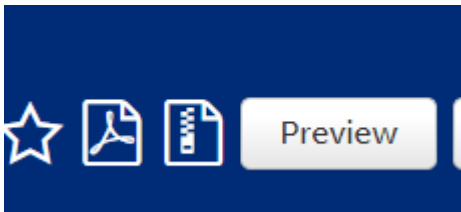
**This area will show districts your educational background and experience. This is where you can highlight and describe your work with children if you have any.*

Some items to include:

- your major and endorsement area(s) | contact information
- your education (most recent first), including degrees completed or working towards | GPA (if 3.00 or above)
- Prior work experience, especially anything where you have worked in a classroom or with kids.

5. Preview your portfolio

At any time, you can go to the upper right side of your page and click the Preview button.



This will show you what your portfolio will look like to school administrators. Go through each page and look at it. Is the font large enough to read? Is the font color black or grey? (black is easier to read). When you feel like your portfolio is ready for review, follow the instruction to Share this page.

Share Your Portfolio

You will create a web link (URL) in Chalk and Wire to share your portfolio with others. In the Entry Workshop, you will copy and paste the URL into an email to the workshop instructors. For student teaching, you will copy and paste the URL into the textbox provided in the online student teaching application. This is the link the Field Office will send to the school district when your placement is requested.

1. **First Step** – Make sure the Home page is the first page that will open when you share your portfolio with others.
 - a. Open your portfolio so you can see the table of contents on the left.
 - b. Select the Home page first and then return to the Table of Contents.
 - c. You should see the Home page highlighted blue to indicate it is selected. This will ensure the Home page is the first page people will see when you share your portfolio.
2. **Second Step** – Create the URL you will share with others
 - a. On the right side click the blue button, “Share this Page”
 - b. Click the blue button, “Generate Share URL”



3. **Third Step – Share the URL**

- a. Select the URL that appears in the text box by clicking and dragging from the far left all the way to the right, being careful to get the entire address. The URL is a little longer than what you can see in the box so keep dragging to the right until you have selected the entire thing. You may also triple-click in the box, which automatically selects the entire address. The URL will look like this and ends with the number '48':

https://ep.chalkandwire.com/ep2_graceland/SecureUrlPage.aspx?urlId=18596852&u=guest&cus=48

- b. Copy the entire url and paste it into a new browser window to be sure it opens to your home page and it looks nice.

- c. Then copy and paste your url to the Field Office for initial review and feedback. Make changes to your portfolio as directed by the Field Office and will let them know when you have done so.

***As long as your portfolio opens to your home page, you will not need to create a new url unless directed to do so by the Field Office.

****Remember, always test your portfolio url by cutting and pasting it in a new browser.**