


Creating a Professional Portfolio



Sharing Your Portfolio

- On any page of your portfolio, click the **Share** button 
- Click **Share This Page**
- Choose to share specific pages or the entire portfolio
- Click the **Generate Secure URL** button
- The new URL will display for you to copy and paste elsewhere. You also have the option to send in an email, or share with social networking sites like Facebook and Twitter.

Saving Your Portfolio

- On any page of your portfolio, click the **Download Portfolio As PDF** button
- This saves a copy of your portfolio with all links and attached artifacts



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Administrators will be interested in reviewing electronic portfolios before the interview takes place. This allows the opportunity to review at their convenience and will also give them some insight into the job applicant. In general, administrators are impressed when job applicants demonstrate their understanding of the state's standards as well as their own technical abilities.

Include a link to your portfolio in the resume or introductory letter you send to the school district when first applying for a position. You may also include the link as added information about you in your thank you letter after the interview.

ePortfolio Support

Contact Debbie Young
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[My Graceland Support Resources](#)

Join our

[Facebook Support Group](#)

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What is a Professional Portfolio?

A **Professional Portfolio** will showcase your abilities and demonstrate your competencies in teaching. It is intended to be a place to highlight your strengths by including a variety of artifacts/documents which demonstrate both the depth and breadth of your preparation for the career of teaching. It can be useful during the interview process and then



Create a portfolio that reflects who YOU are as an educator.

continue to be updated as you progress through your professional career. First, think about the organization of the portfolio and who your audience will be. If you plan to work in Iowa or Missouri, you might want to organize your portfolio around the Missouri GLE or Iowa Teaching Standards. Or you might prefer starting with a blank portfolio to create your own organization and content.

You may also choose to create a **Working Portfolio** to store and organize your lesson plans, learning theories, & teaching strategies.

Questions to Ask

- What, how, when, and why did I learn?
- What have I accomplished with my learning?
- What products and/or outcomes do I have to demonstrate my learning?
- What measures and accounting do I have of my learning?
- What difference has learning made in my life?
- What plans do I have to continue learning?
- What supporting evidence do I have?

Possible Content

Philosophy of Learning

a reflective narrative on the learning process

Achievements in Learning

transcripts, resume, awards, internships

Evidence of Learning

research papers, essays, field experience logs

Assessment of Learning

instructor feedback, test scores, evaluations

Learning Goals

plans to enhance, connect, and apply learning

Possible Artifacts

Photographs
Reference Letters
Philosophy of Education
Media/Computer Competencies
Problem-solving logs
Resume
Self-Assessment Instruments
Professional Development Plan
Journals / Field Experience Reflections
Case Studies
Lesson Plans
Curriculum Plans
Classroom Management Philosophy
Professional Organization Memberships
Work Experience Descriptions

How To Create a Professional Portfolio

1. Choose My Portfolios under the Work menu. Click **Create New Portfolio**.
2. Enter a name in the **Name** box
3. Choose the **Customizable** Table of Contents

Design your own organization by creating main sections which will appear on your Home page.

1. Open your new portfolio. Select **Home**, then click **Add** to add a main section page.
2. Enter a **Name** for the page.
3. To create subsequent main sections, select **Home** and click **Add**. (all main sections must be created from the Home page)
4. To create a sub-page, select a page first, then click **Add** to add a page beneath the selected page.

Adding Content

Page content can be many things. You can add documents, text, photographs, scanned images, video, or a web address.

1. Choose **Upload New File** to upload a new file or image from your computer.
2. Choose **Add File** to attach a file or image from the File Library or Image Gallery.
3. To add text, choose **Add Text**

Image Gallery

Under the Work menu, choose Image Gallery. Choose one of the professional images provided, or upload your own photographs.

Artifacts

Under the Work menu, choose File Library. Save your documents and web addresses here.