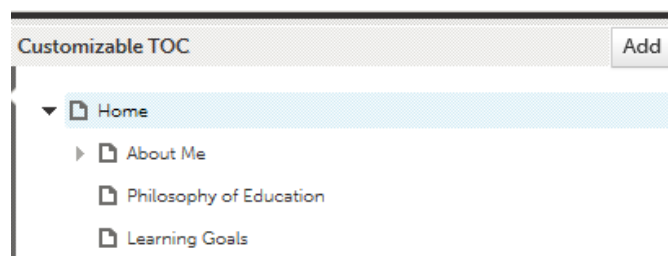


Professional Portfolio Instructions

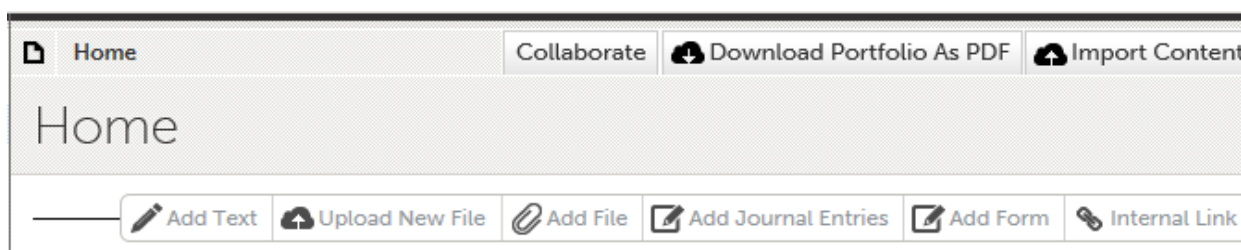
Create a Professional Portfolio

1. Choose My Portfolios under the Work menu.
2. Choose **Create New Portfolio**
3. Enter a name for your portfolio in the **Name** box
4. **Select Table of Contents:** Customizable (TOC)
5. Click **Create**



Add Pages

1. Click the **Add** button to add a main section page
2. Enter a name for the page
3. To create additional main sections, return to the **Home** page and click **Add**. (*All main sections must be created from the Home page*)
4. To create a subpage(s) underneath a main section, click **Add** from the selected section page




Add Content

1. Choose the **Add Text** button to add text
2. Choose **Add File** to add documents from the File Library storage area
3. Choose **Upload New File** to attach a new document from your computer

Add Photos

1. Under the Work menu, choose Image Gallery and upload your photographs
2. Go to the appropriate page in your portfolio, and choose **Add Text**
3. If you want text to appear with your image, enter the text in the text box
4. In the toolbar directly above your text, choose the image you want from the **Images** dropdown menu. You'll see the image appear within the text box.
5. If the image is too large, click on the image once to select it, and drag diagonally to make it smaller.
6. You may also double click the image (in the Text window), and a formatting window will appear.
7. Change the width to 500 (or smaller). (The height will automatically resize.) In the formatting window you also have the option to place a border around your photograph.
8. Save and close. You should now see the image in your portfolio. Repeat the steps to add more images

Share Your Portfolio

1. On any page of your portfolio, click the **Share** button (to the left) 
2. Click **Share This Page**
3. Choose to share the entire portfolio
4. Click the **Generate Secure URL** button
5. 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.

Save Your Portfolio

Open your portfolio and choose the **Download Portfolio as PDF** button. All links and attached files will be included.

Portfolio Options

Portfolios can be created for a variety of reasons. Some of the most common are described below:

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 continue to be updated as you progress through your professional career.

A **Developmental Portfolio** can also be a place to reflect and document your continued growth as an effective educator. It should reflect a logical pattern, one that mirrors sound practice for both improvement and assessment. As you create your portfolio, ask yourself these questions:

- 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 difference has learning made in my life?
- What plans do I have to continue learning?
- What supporting evidence do I have?

A **Working Portfolio** allows you to store and organize your lesson plans, classroom management plans, learning theories, classroom activities, teaching strategies, etc.

Plan Your Portfolio

First, think about the organization of the portfolio and who your audience will be. If you plan to work in Missouri or Iowa, you might want to organize your portfolio around the Missouri GLE or Iowa Teaching standards. You might prefer starting with a blank portfolio to create your own organization and content. You are encouraged to create a portfolio that reflects who YOU are as an educator.

Possible Content

- **Philosophy of Learning**
a reflective narrative on the learning process
- **Achievements in Learning**
transcripts, course descriptions, resume, honors, awards, internships, tutoring
- **Evidence of Learning**
research papers, critical essays, field experience logs, creative displays/performances, data/spreadsheet analyses
- **Assessment of Learning**
instructor feedback, course test scores, exit/board exams, research project results, field experience evaluations
- **Learning Goals**
plans to enhance, connect, and apply learning

What Should I Include?

These are suggested artifacts, but each person is unique and your portfolio should reflect your own teaching style and philosophy.

Personal Data	Artifacts	Artifacts
Introduction	Work experience descriptions	Bulletin board ideas
Photographs	Volunteer experience descriptions	Case studies
Resume	Professional organizations list	Classroom management philosophy
Reference letters	Professional development plan	Community resources
Transcripts	Article summaries or critiques	Curriculum plans
Philosophy of Education	Essays	Collaboration strategies
Awards/certificates	Journals	Lesson plans
Evaluations	Video or audio of teaching	Letters to parents
Goal statements	Research papers	Field trip reflections

Use a Portfolio in My Job Search

It is possible that administrators will not have time to view your portfolio during the job interview itself, but there are other options for you in sharing your portfolio.

Before the Interview

Administrators have said they would be very interested in having electronic portfolios sent to them before the interview takes place. This gives them the opportunity to review if when they have the time to do so and also will 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 technical abilities.

In Your Resume

Include a link to your portfolio in the resume you send to the school district when first applying for a position.

After the Interview

It is generally acceptable practice to send a thank you note to the administrator after your job interview with them. In the thank you note, a link could be included to your portfolio as additional information about you.

How to Use the URL

The web address (URL) created by Chalk and Wire is generally long and complex. There are a few ways to make it easier for your target audience:

1. Provide an electronic version of your resume, letter of introduction, or thank you letter by sending it as an email attachment. This will allow you to include hyperlinks within the document. The administrator can then simply click the link to open your portfolio.
 - a. In Microsoft Word, highlight the text that will act as the portfolio link
 - b. In the Insert menu, choose Hyperlink
 - c. Paste the URL that Chalk and Wire gave you into the Address box.
 - d. Click Ok
2. You may also consider shortening the URL by using a free online service such as Tiny URL (tinyurl.com). Paste the original URL into the box, click a button, and it gives you a new, much shorter URL that will never expire.
3. If you plan to submit your documents in hard copy form, include the entire URL into the text of your resume, letter of introduction, or thank you letter. The administrator can type the URL into the address bar of his/her web browser.
4. If you already have a personal website, include a link to your portfolio.
5. Instead of sharing the URL, consider saving the portfolio as pdf and sending that as an email attachment along with your resume and letter of introduction.