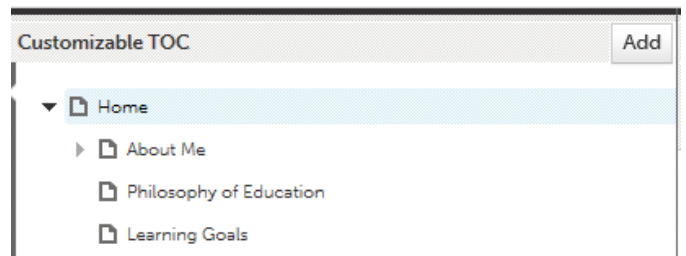


Professional Portfolio Instructions using Chalk and Wire

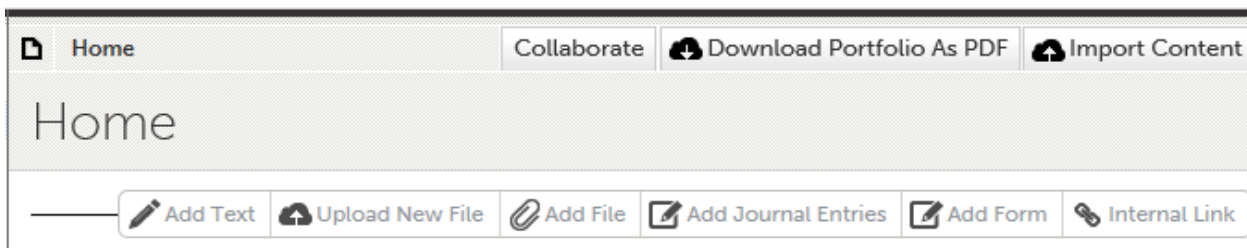
Create a Professional Portfolio

1. Go to **My Portfolios** under the Work menu.
2. **Create New Portfolio**
3. Enter a name for your portfolio
4. **Table of Contents:** Customizable (TOC)
5. **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.

What is a Professional Portfolio?

As a teacher, you need evidence of your growth and achievement over time, and a professional portfolio allows you to collect and present your evidence in an attractive and professional way. Creating a portfolio will help you to examine and reflect on your own practice, and is also helpful when it's time to renew your professional license.

What Should I Include in My Professional Portfolio?

A professional teaching portfolio is more than a list of lesson plans and professional activities. It should be a careful record of specific accomplishments attained over an extended period of time. Suggested items to include:

Background Information

- Resume
- Philosophy of Education
- Your personal teaching style and reason for teaching
- Learning goals

Professional Information

- List of professional activities
- Letters of recommendation
- Teaching licenses, certificates, and college degrees
- Awards, recognitions, honors, and evaluations

Teaching Artifacts and Reflections

- List of classes or grades taught, including school curriculum
- Lesson plans, photos, activities, student work examples, and videos of your class projects
- List of resources used
- Reflective commentary
- Parent newsletter

Plan to include your written explanation of the artifacts. (i.e. What is the purpose of the parent newsletter?) Be specific and be reflective. Each artifact should be accompanied by a brief explanation including: the title, date, description, purpose, comments

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.