

Completing a Professional Portfolio

College of Education & Human Development
University of Louisville

Why Do You Have to Complete a Portfolio?

- ❑ The State of Kentucky requires an exit assessment for all certification, advanced degree, and Rank I programs.
- ❑ U of L uses portfolios as the exit assessment for elementary, Special Education, M.Ed. and Rank I programs
- ❑ Portfolios are more authentic and are completed over time.
- ❑ Portfolios are performance-based and connected to what you do in your courses and in the classroom.

Standards and Frameworks

- ❑ Kentucky Teacher Standards
- ❑ CEHD Conceptual Framework
- ❑ Developmental Teacher Preparation Model

2008 Kentucky Teacher Standards

- All students beginning a program in fall 2008 are required to use the 2008 portfolio guidelines and LiveText Portfolio Template that contain the 2008 Kentucky Teacher Standards.
- Students beginning a program prior to fall 2008 may use either of the portfolio guidelines and LiveText templates.
- Crosswalks are available from your advisor or on the Portfolio Guidelines webpage.

2008 Kentucky Teacher Standards

- One set of teacher standards with two performance levels
 - Initial-Level Performance (ILP)
 - Advanced-Level Performance (ALP)
- 10 Standards
- University of Louisville Program Standard (Standard 11)

Standard 7: THE TEACHER REFLECTS ON AND EVALUATES TEACHING AND LEARNING.



Initial-Level Indicators

- 7.1: Reflects and accurately evaluates student learning using appropriate data.
- 7.2: Reflects on and appropriately evaluates instructional practice using appropriate data.

Advanced-Level Indicators

- 7.1: Uses formative and summative performance data to determine the learning needs of all students.
- 7.2: Uses performance data to collect an in-depth analysis and evaluation of instructional practices to inform future teaching.

FYI...

- 7.2 means standard 7 and indicator 2.



This symbol means you can find more information about the topic in the portfolio guidelines.

CEHD Conceptual Framework (green handout)

Shaping Tomorrow: Ideas to Action



Shaping Tomorrow: Ideas to Action

- This framework establishes the shared vision for the College's efforts in preparing educators to work effectively in P-12 schools.
- This framework provides direction for everything we do in the College: programs, courses, teaching, scholarship, service, candidate performance, & unit accountability.

3 Constructs of *Shaping Tomorrow: Ideas to Action*

□ *Inquiry*

- Applied in *Research*
- Candidates are *Critical Thinkers*



□ *Action*

- Applied in *Practice*
- Candidates are *Problem Solvers*

□ *Advocacy*

- Applied in *Service*
- Candidates are *Professional Leaders*

U of L Developmental Teacher Preparation Model

(Initial Certification Only)

Phase 4: Clinical Experience

[capstone, technology, and student teaching]

Phase 3: Pre-Clinical Experiences

[specialized courses, including content methods, reading in content areas]

Phase 2: Early Professional Experiences

[teaching profession, general methods, human growth & development]

Phase 1: Pre-professional Experiences

[content requirements and proficiencies]

U of L Developmental Teacher Preparation Model

Phase	Standard 1 Applies Content	Standard 2 Plans	Standard 3 Climate	Standard 4 Instruction	Standard 5 Assessment	Standard 6 Technology	Standard 7 Reflects	Standard 8 Collaborates	Standard 9 Prof. Growth	Standard 10 Leadership	Standard 11 Diversity
4	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
3	Red	Red	Light	Red	Red	Light	Red	Light	Red	Light	Red
2	Light	Light	Light	Light	Light	Light	Light	Light	Light	Light	Light
1	Light	Light	Light	Light	Light	Light	Light	Light	Light	Light	Light

Developmental Teacher Preparation Model

Phase	Standard 1 Applies Content	Standard 2 Plans	Standard 3 Climate	Standard 4 Instruction	Standard 5 Assessment	Standard 6 Technology	Standard 7 Reflects	Standard 8 Collaborates	Standard 9 Prof. Growth	Standard 10 Leadership	Standard 11 Diversity
4	Inquiry	Action	Action	Action	Advocacy	Action	Inquiry	Advocacy	Inquiry	Advocacy	Advocacy
3											
2											
1											

Creating a Portfolio

Portfolio Requirements

- ❑ The University Advisor/Supervisor will provide direction and set expectations for portfolio development.
- ❑ All portfolios must be submitted in LiveText.

LiveText

- Katie Hunt – 852-1360 or katie.hunt@louisville.edu

Portfolio Resources

- Portfolio Guidelines Webpage
- <http://louisville.edu/education/departments/mise/portfolios>

Includes:

Portfolio Guidelines

Portfolio Information Session Dates

Portfolio Due Dates

Contents of a Portfolio

- Demographic Sheet
- Authenticity Form
- Letter to the Reader
- Portfolio Guidelines (read only)
- Conceptual Framework (read only)
- Standards (Rationales for Indicators)
- Artifact Collection
- Portfolio Review Decision Form (reviewers)
- CEHD Student Information Form

What is an Artifact?

- ❑ Assignments from your courses and activities from your classroom.
- ❑ An artifact is a collection of documents related to a single professional “event.”
- ❑ Artifacts can be text documents, scanned items, digital photos, digital video, LiveText documents, etc.
- ❑ All artifacts must be created during the time the candidate is in the program.

Portfolio Requirements

Final Review

□ Initial Certification

- All indicators of Standards 1-9
- One indicator from Standard 10
- Indicators 1, 2, 3, 8, & 9 OR 10 from Standard 11 (U of L Program Standard)

□ Advanced Certification

- All indicators of all Standards (1-10)
- Indicators 1, 2, 3, 8, & 9 OR 10 from Standard 11 (U of L Program Standard)

Portfolio Requirements

Mid-Program Review

- At least five standards must be addressed at the mid-program review
 - Initial Certification: standards addressed must be from Phase 3 of the Teacher Preparation Model
- At least one standard from each Conceptual Framework Construct must be addressed

Developmental Teacher Preparation Model: Mid-Program Review

Initial Certification Only

Phase	Standard 1 Applies Content	Standard 2 Plans	Standard 3 Climate	Standard 4 Instruction	Standard 5 Assessment	Standard 6 Technology	Standard 7 Reflects	Standard 8 Collaborates	Standard 9 Prof. Growth	Standard 10 Leadership	Standard 11 Diversity
4											
3	Inquiry	Action		Action	Advocacy		Inquiry		Inquiry		Advocacy
2											
1											

Recommended Mid-Program Standards

Initial Certification

- 2 (action)
 - 5 (advocacy)
 - 7 (inquiry)
- and two more from
- 1 (inquiry)
 - 4 (action)
 - 9 (advocacy)
 - 11 (advocacy)

Advanced Programs

- At least one standard from each Conceptual Framework Construct

Writing Rationales (blue handout)



-
- Tell the reader three things in the rationale:
 - What indicator is being met
 - Indicator number
 - Indicator words in bold
 - How the indicator was met
 - Specific evidence from the artifact
 - Where the evidence can be found in the artifact
 - insert the indicator number & highlight (5.3)
 - highlight the evidence
 - It is your job to convince the reader that you have met the indicator!
-

Letter to the Reader



- A first draft of the *Letter to the Reader* will be assessed at the mid-program portfolio review and the final draft at the exit portfolio review.
- The *Letter to the Reader* and rationales for each indicator will provide evidence of understanding of the Conceptual Framework Constructs.
- The Ideas to Action Holistic Rubric and Dispositions Rubric will be used to evaluate the *Letter to the Reader* and the rationales for each indicator.

Smart Tips

- A portfolio is not extra work! It is simply showcasing the work you are already doing in the program!
 - Save **EVERYTHING!**
 - Look at your course syllabi
 - Use the planning matrix

Portfolio Planning Matrix (yellow handout)



- ❑ Completed Matrix
- ❑ You can include 7-10 artifacts in your final portfolio.
- ❑ Portfolio Artifacts –assignments from your courses and activities from your classroom.
- ❑ I (5) - Standard I has 5 indicators.
- ❑ Identify which artifacts give you the most “bang for the buck”

Portfolio Matrix

Kentucky Teacher Standards and the U of L Program Standard

* Minimum of seven, maximum of ten.

Record the **indicators** within each standard that you believe each artifact illustrates.

Standards (number of indicators)		I (5)	II (5)	III (5)	IV (5)	V (6)	VI (5)	VII (3)	VIII (4)	IX (4)	X (4)	XI (12)
Portfolio Artifacts *	Course	Content Know.	Designs Plans	Learning Climate	Manages Instruct	Assess Comm	Tech	Reflect Evaluate	Collab	Prof Dev	Leader	Complex Lives
A.												
B.												
C.												
D.												
E.												
F.												
G.												
H.												
I.												
J.												

Smart Tips

- Read the Indicators carefully!
 - Some indicators can only be met by interacting with students in a classroom.
 - This will determine the type of artifact that can be used to meet the indicator.

Artifacts That Could Be Included in the Portfolio



- Standard 2: Designs & Plans Instruction
 - Lesson Plans
 - Unit Plans
 - Course assignments
- Standard 4: Implements & Manages Instruction
 - Implemented lesson plan with candidates' reflections and/or observation notes

Cautions

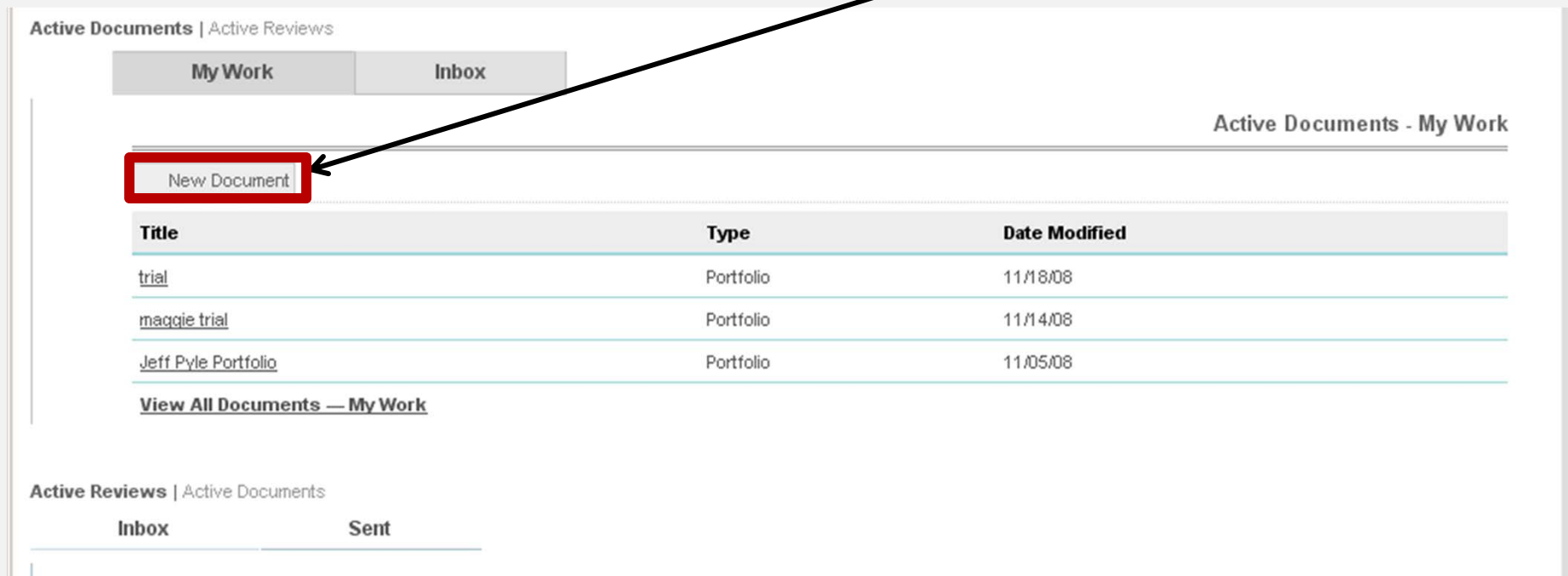
- ❑ If you have a question about your portfolio, check with your ADVISOR/LIAISON, not your classmates.

CLASSESMATES



Creating A Portfolio in LiveText (C1) for BS. , M.Ed. and Rank I

1. From the My Work page, select **New Document** ...



Active Documents | Active Reviews

My Work | Inbox

Active Documents - My Work

New Document

Title	Type	Date Modified
trial	Portfolio	11/18/08
maggie trial	Portfolio	11/14/08
Jeff Pyle Portfolio	Portfolio	11/05/08

[View All Documents — My Work](#)

Active Reviews | Active Documents

Inbox | Sent

New Document Screen

There are 4 steps to create the portfolio.

The screenshot shows a web interface for creating a new document. At the top left, there is a breadcrumb trail: "Documents Main Page". Below this is the heading "Create a Document". The form contains the following fields:

- Folder:** A dropdown menu with the text "Choose a folder..." and a downward arrow.
- Template:** A dropdown menu with the text "Choose a template..." and a downward arrow.
- Title:** A single-line text input field.
- Description:** A larger multi-line text input field.

At the bottom right of the form area, there is a green button with a floppy disk icon and the text "Save as New Document".

At the bottom of the page, there is a footer with the text "© 1997-2009 LiveText, Inc. All rights reserved." on the left and a support link "support@livetext.com" with a question mark icon on the right.

1. Choose a Folder

In the dropdown menu, select **portfolio** under University of Louisville.

Create a Document

Folder	Choose a folder... ▼
Template	Choose a folder...
Title	<i>University of Louisville</i>
Description	Assessments
	Courses
	ECPY Templates
	EDAP Templates
	EDSP Templates
	EDTP Templates
	ELFH Templates
	HSS Templates
	Lesson Plans
	Portfolios
	Projects
	Striving Readers
	<i>LiveText</i>
	Assessments
Courses	
Lesson Plans	

2. Choose a Template

In the dropdown menu select the template that matches your program.



Advanced Programs-2008
Kentucky Teacher Standard
Portfolio Template

Initial Certification-2008
Kentucky Teacher Standard
Portfolio Template

Template	Title	Description
	Choose a template...	
	Choose a template...	
	Advanced Program - 2008 Kentucky Teacher Standard ...	
	B.S. in Workforce Leadership Portfolio	
	Curriculum Vita	
	EDAP 694-97 - Environmental Education Portfolio	
	EDSP 626 - HAT - Electronic Portfolio	
	EDSP 629-HAT	
	ESL Portfolio 2008	
	HSS - MAT Exit Standards Portfolio - HAT - Spring ...	
	HSS MAT Entrance Standards Portfolio - Spring 2007	
	Initial Certification - 2008 Kentucky Teacher Stan...	
	KY-ETS: M.Ed./Rank I Portfolio (Revised Fall 07)	
	KY-NTS Initial Certification Portfolio Template (R...	
	Leadership Rationale Page	
	M.S. in Human Resource Education Portfolio	
	MED / Rank I Instructional Technology Portfolio (R...	
	O&M Portfolio (Revised Sept. 2007)	
	OTD Portfolio	
	Reading Portfolio M.Ed./Rank I	
-2009 LiveText, I	T&L - Dual Certification P-5 IECE Portfolio (Revis...	

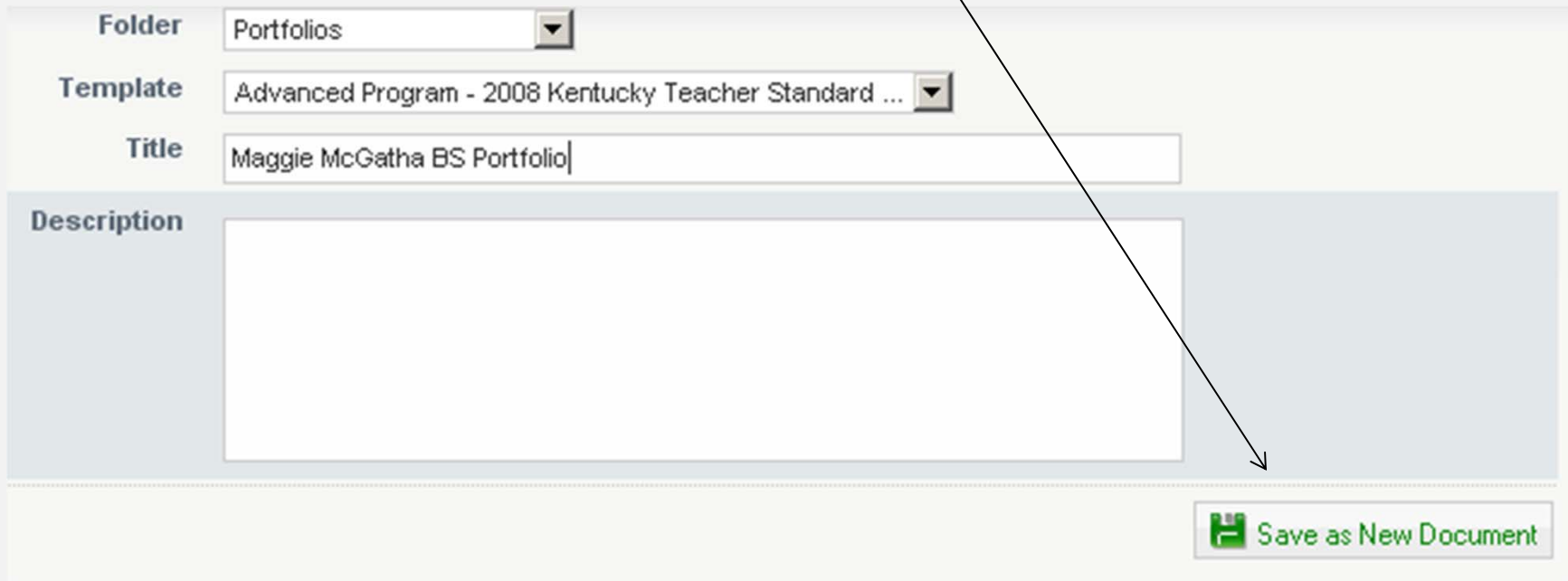
3. Enter Title

Enter title, description and course: Enter your **name, program (M.Ed., RANK I, BS, etc)** and the word **Portfolio**.

Folder	Portfolios 
Template	Advanced Program - 2008 Kentucky Teacher Standard ... 
Title	Maggie McGatha BS Portfolio
Description	

4. Create Document

Click on **Save as New Document** to create the portfolio. The portfolio will open.



The screenshot shows a form for creating a document. It includes the following fields:

- Folder:** A dropdown menu with "Portfolios" selected.
- Template:** A dropdown menu with "Advanced Program - 2008 Kentucky Teacher Standard ..." selected.
- Title:** A text input field containing "Maggie McGatha BS Portfolio".
- Description:** A large empty text area.

At the bottom right of the form, there is a button labeled "Save as New Document" with a green document icon. A black arrow points from the text "Save as New Document" in the instruction above to this button.

Newly Created Portfolio

LiveText | Dashboard | Documents | Reviews | Forms | Community | ExhibitCenter | Tools

Documents Main Page

Maggie McGatha BS Portfolio

by Maggie McG

Show Properties

Document View | Edit Properties | Manage Pages

Send for Review | Share | Copy | Print | Export

Demographic Form

Next Page | Manage Sections

Name [Edit]

ID [Edit]

UofL Student ID:

Contact Information [Edit]

Home Telephone:
Other Telephone:
Address:
City, State, ZIP
Email Address:
Personal Web Page Address:

Table of Contents

Hide

- Demographic Form
- Statement of Authenticity
- Portfolio Review Requirement
- Scoring Criteria
- Conceptual Framework Constructs
- Letter to Reader
- Standard 1 (Inquiry)
- Standard 2 (Action)
- Standard 3 (Action)
- Standard 4 (Action)
- Standard 5 (Advocacy)
- Standard 6 (Action)
- Standard 7 (Inquiry)
- Standard 8 (Advocacy)
- Standard 9 (Inquiry)
- Standard 10 (Advocacy)

Dashboard

Click on the **Dashboard** tab to see the portfolio in you're my Work Folder.

The screenshot shows the LiveText interface. At the top, there is a navigation bar with several tabs: Dashboard, Documents, Reviews, Forms, Community, ExhibitCenter, and Tools. The 'Dashboard' tab is highlighted with a red rectangular box. Below the navigation bar, the page title is 'Documents Main Page'. The main content area displays 'Maggie McGatha BS Portfolio'. Underneath, there are three sub-tabs: 'Document View', 'Edit Properties', and 'Manage Pages'. Below these sub-tabs is a toolbar with icons for 'Send for Review', 'Share', 'Copy', 'Print', and 'Export'. The main content area shows a 'Demographic Form' with a 'Name' field and an 'Edit' button. To the right of the form, there are 'Next Page' and 'Manage Sections' buttons.

Portfolio in My Work Folder

The screenshot shows the LiveText interface. At the top, there is a navigation bar with the LiveText logo and several menu items: Dashboard, Documents, Reviews, Forms, Community, ExhibitCenter, and Tools. Below the navigation bar, there is a section titled 'Active Documents | Active Reviews'. Underneath, there are two tabs: 'My Work' (which is selected) and 'Inbox'. On the right side of this section, there is a label 'Active I'. Below the tabs, there is a 'New Document' button. A table with three columns is displayed: 'Title', 'Type', and 'Date Modified'. The first row of the table is highlighted with a red border and contains the text 'Maggie McGatha BS Portfolio', 'Portfolio', and '10:05AM'. The second row contains 'Maggie McGatha BS Portfolio', 'Portfolio', and '10:00AM'. The third row contains 'trial', 'Portfolio', and '11/18/08'. At the bottom of the table, there is a link that says 'View All Documents — My Work'.

Title	Type	Date Modified
<u>Maggie McGatha BS Portfolio</u>	Portfolio	10:05AM
<u>Maggie McGatha BS Portfolio</u>	Portfolio	10:00AM
<u>trial</u>	Portfolio	11/18/08

Creating a Portfolio on Dashboard for MAT Students

The screenshot displays a dashboard interface for MAT students. On the left, a sidebar menu under the heading "About" includes links for "Basic Navigations", "How-Tos", "Start an Assignment", "Submit an Assignment", "View Assignment Submission Assessments", and "Assessments". A red arrow points from the "Basic Navigations" link to the "Kentucky Teaching Standard Portfolio" section of the main content area.

The main content area features two portfolio creation options, each with a "View template(s) and details" link:

- Kentucky Teaching Standard Portfolio
- Professional Growth Plan

Below these is a link for "View All MAT Mid-Portfolio - Section 11223344 Assignments".

Navigation links for "Active Documents", "Active Assignments", and "Active Reviews" are present. The "Active Documents" section is active, showing tabs for "My Work" and "Inbox". A "New Document" button is located in the top right of this section.

Title	Type	Date Modified
Official U of L KTIP adapted Lesson Plan Format (C...	Lesson Plan	06/29/09
edtp 201 ethnography of a classroom-Bryant	Project	11/24/08
Ethnography of a Classroom - Trevor Powell	Project	11/24/08

A link for "View All Documents — My Work" is located below the table.

At the bottom, there are navigation links for "Active Reviews", "Active Assignments", and "Active Documents", along with tabs for "Inbox" and "Sent".

B.S., MED, and Rank I programs use the "Send for Review" button.

Elementary and IECE MAT students will use the "Submit Assignment" button.

Initial Certification - 2008 Kentucky Teacher Standard Portfolio Template

by CEHD Test2

Show Properties

Document View Edit Properties Manage Pages

UNIVERSITY OF LOUISVILLE

Hide

Send for Review Share Copy Print Export Apply Style Visitor Preview Submit Assignment

Table of Contents

- Demographic Form
- Statement of Authenticity
- Portfolio Review Requirements

Demographic Form

Next Page Manage Sections

Name Edit

Questions

