



vhlcentral

Portfolio

Educator Guide

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Portfolios Instructor Guide

What is a Portfolio?

A portfolio refers to a collection of a student's work that showcase their language learning progress and achievements over a period of time. Language portfolios are often used as a form of assessment and self-reflection in language learning and teaching.

Terminology

- Portfolio – Portfolio is a tool that houses/hosts a collection of select students' work (files) created on the Supersite and exported to Portfolio, or uploaded by students.
- File – Each of the student's work that were created on the Supersite and are stored in My Files as assets, video or text.
- My Files – The repository of files that have been uploaded into Portfolio.
- Student Portfolios – Collections of work created by students in Portfolio to document learning or showcase favorite work.
- Page(s) - These are individual pages within each portfolio. Each portfolio can consist of one page or multiple pages.

Uses for Portfolios

1. Assessment: Portfolios can be used to assess a student's language proficiency and development. They provide a more holistic view of a student's abilities compared to traditional exams or standardized tests.
2. Self-assessment: Portfolios encourage students to reflect on their language learning journey. They can assess their strengths and weaknesses, set goals, and track their progress.
3. Goal-setting: Portfolios help students set specific language learning goals and monitor their progress towards achieving those goals.
4. Documentation: Language portfolios serve as a record of a student's work and progress over time, which can be useful for both the learner and the teacher.

What should be included in Portfolio

- Samples of written work, such as essays, reports, or journal entries, to demonstrate writing skills.
- Recordings of spoken language, such as oral presentations, conversations, or audio recordings, to showcase speaking and pronunciation skills.
- Reading materials, such as book reviews or summaries, to demonstrate reading comprehension and vocabulary acquisition.
- Self-assessment and reflection essays, where students can discuss their language learning experiences, challenges, and achievements.
- Evidence of vocabulary and grammar exercises, quizzes, or tests.
- Peer or teacher feedback, which can provide additional insights into a student's language proficiency.

View a Overview Video

Click the following link to view the recorded demo: [zm Video Conferencing, Web Conferencing, Webinars, Screen Sharing](#)

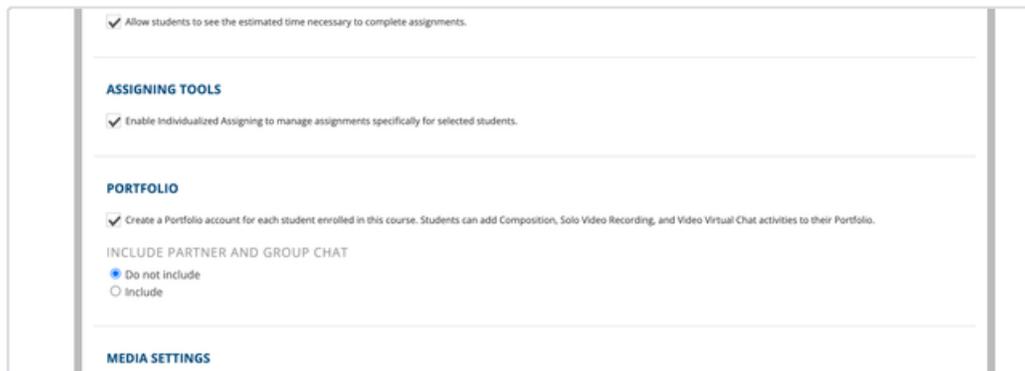
Passcode: 20F13d*p

Technical Requirements

Please review the [site technical requirements](#) for supported browsers and operating systems. Headset with mic or speakers and mic required for audio-enabled posts. Portfolios are available on VHL Central 3.0 platform programs in courses with "Portfolio" access.

Enable Portfolio

1. Begin Course creation. Under Content, check the box to enable Portfolio.
2. Decide whether you will allow Partner and Group Chats to be included, or not included in students' portfolios. Please consider the legalities of allowing students to include chats that show others in their portfolio. Be sure that consent has been granted by all parties involved. See FAQs below.
3. Complete the Course creation and add Sections for your course.
4. As students join your course section, they will automatically have a portfolio account created for them.



The screenshot shows a settings page for course creation. It includes sections for 'ASSIGNING TOOLS', 'PORTFOLIO', 'INCLUDE PARTNER AND GROUP CHAT', and 'MEDIA SETTINGS'. The 'PORTFOLIO' section is highlighted, showing a checked box for 'Create a Portfolio account for each student enrolled in this course. Students can add Composition, Solo Video Recording, and Video Virtual Chat activities to their Portfolio.' Below this, there are radio buttons for 'Do not include' (selected) and 'Include'.

Adding Assignments to Portfolio

Students and Instructors will see the portfolio icon under Activities on the Supersite. For all activities that can be included in a portfolio, students will see a Export to Portfolio option on the activity itself.

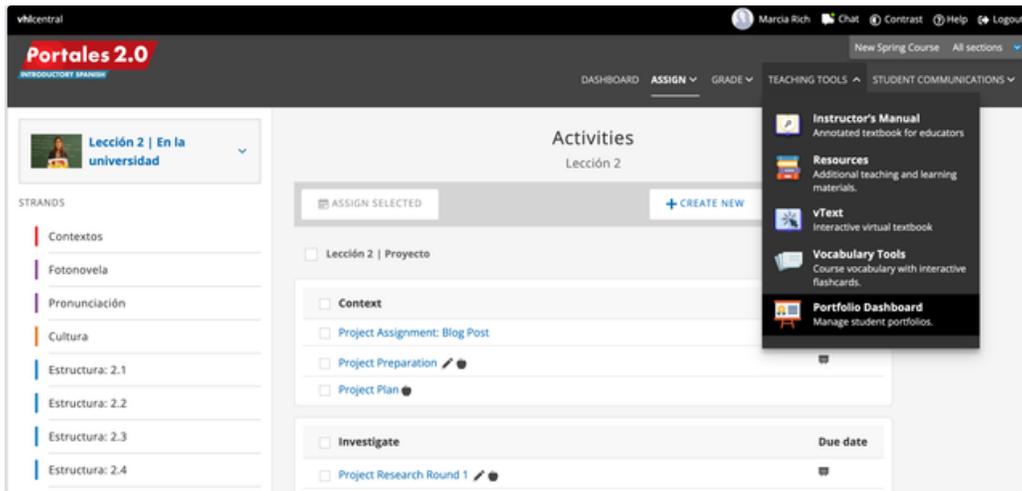


The screenshot shows a list of course activities. A tooltip is visible over the 'Escuchar C' activity, showing 'Partner chat', 'Escuchar C', 'Lección 1 | Contextos', and 'Points possible: 10'. The activity list includes various listening and reading exercises.

	Practice	Due date
<input type="checkbox"/>	Oraciones incompletas	Mon 10/9
<input type="checkbox"/>	¿Lógico o ilógico?	Mon 10/9
<input type="checkbox"/>	Palabras	Mon 10/9
<input type="checkbox"/>	Escuchar A	Mon 10/9
<input type="checkbox"/>	Escuchar B	Mon 10/9
<input type="checkbox"/>	Escuchar C	Mon 10/9
<input type="checkbox"/>	Opuestos	Mon 10/9
<input type="checkbox"/>	Analogías	Mon 10/9
<input type="checkbox"/>	Definiciones	Mon 10/9
<input type="checkbox"/>	Contrarios	Mon 10/9

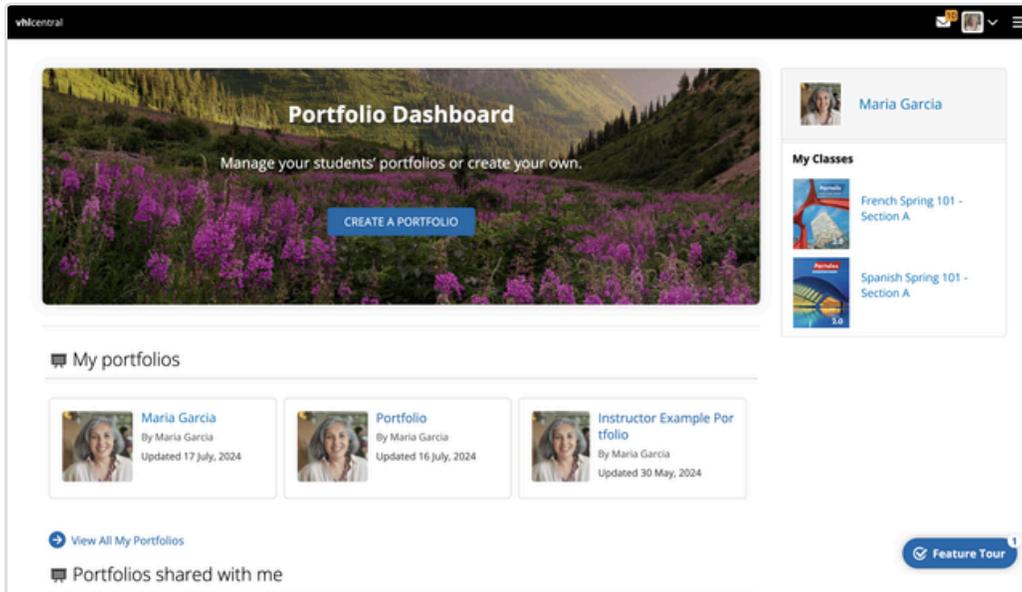
Accessing Portfolio

You can access Portfolio from the main navigation under Teaching Tools. This will open a new tab in the browser. There is no log in needed; all users will automatically be logged into Portfolio.



Dashboard

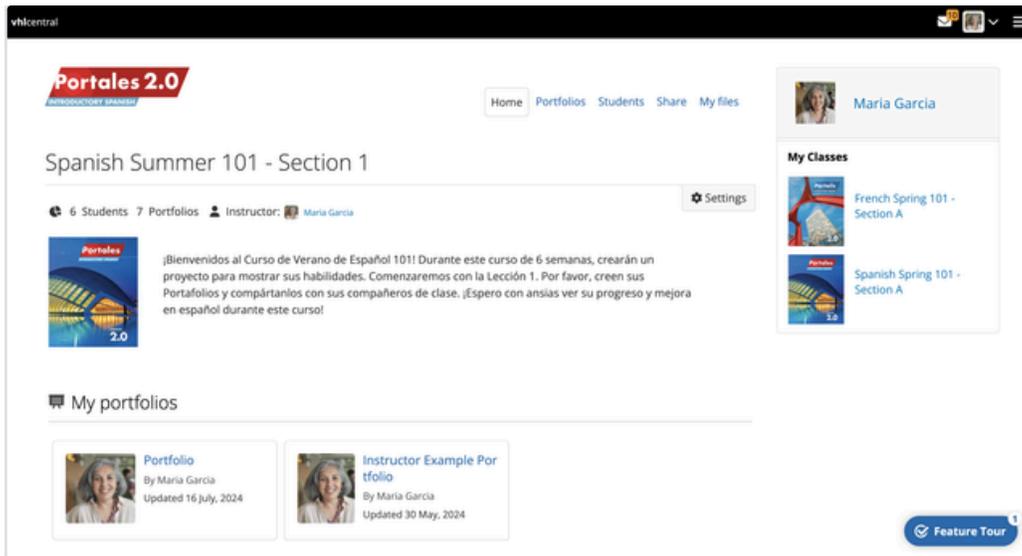
You will land on the Dashboard of the Portfolio site. From here, you can access classes, and begin creating Portfolios. Clicking a course name will take you to the course home page.



Course Home Page

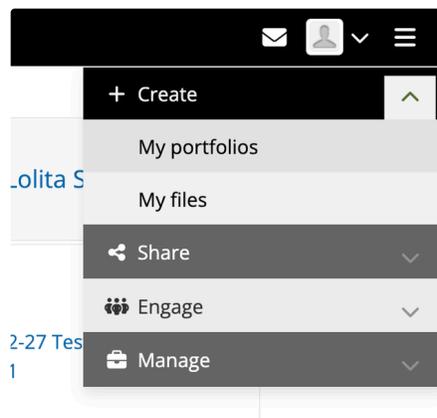
Each class/section has a top navigation with Home, Portfolios, Students, Share, and My Files.

As the instructor, you can click on 'Settings' and edit the description for the class. This will appear next to the image of the program cover (Portales 2.0 in this example).

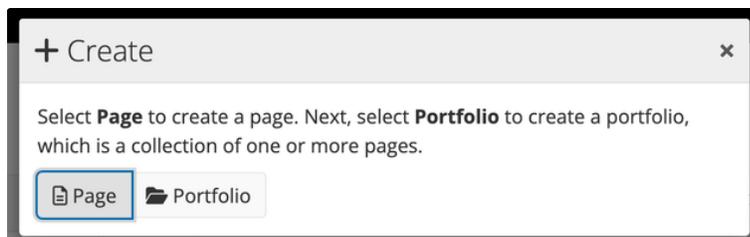


Setting Up The First Portfolio

Instructors should create a template that students can copy as a starting point for their Portfolio. To do this, use the main menu in the top right corner and select 'Create > My portfolios.'



1. Click 'Create' and select 'Page.'



2. Name the page, choose a name that lets your students know this is a template. Add a description that helps them understand what you expect them to create and add to their portfolios.

Page Settings

Fields marked by '*' are required.

Basics

Page name *

Untitled v.7

Page description

Tags

Type in a search term



Search for/enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Advanced

Save

3. Open 'Advanced,' and add instructions for students. This is optional, but highly recommended as a way to give directions to students on what you want them to include on this page of their portfolio. Save the page.

Advanced

Instructions

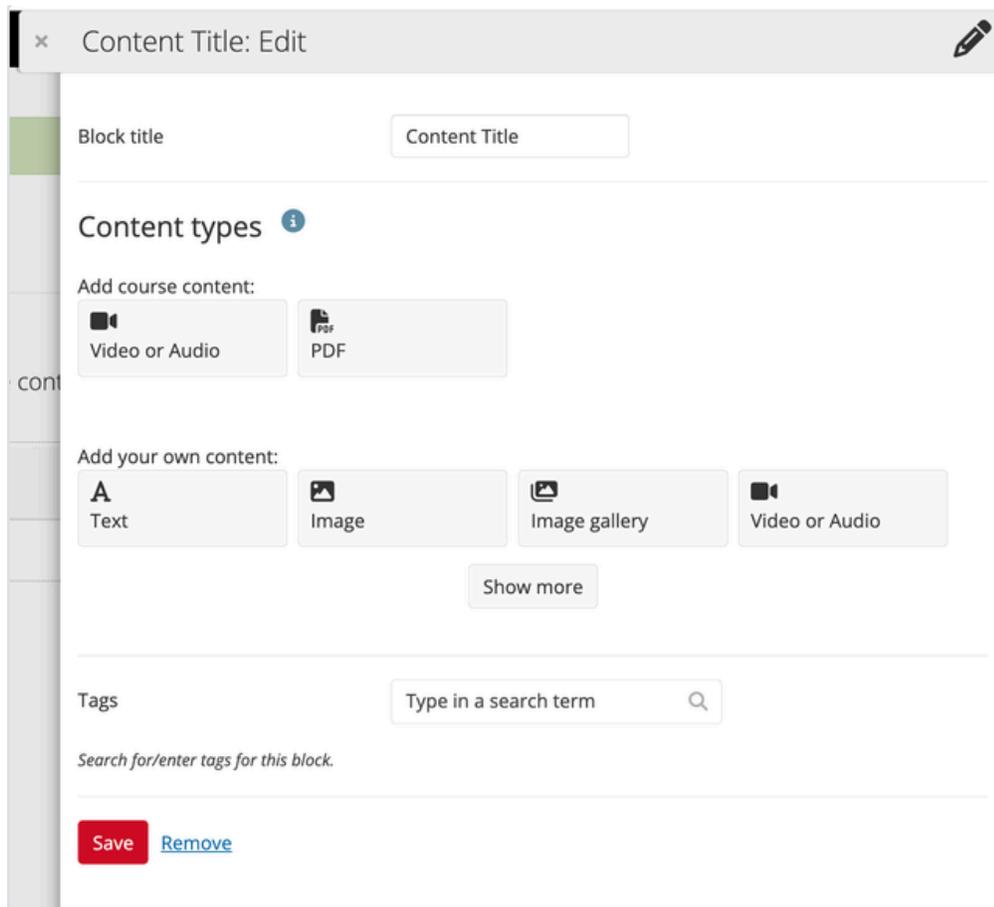
Provide guidance on the content that should be added to this page. Instructions are always visible.

Rich text editor toolbar with icons for undo, redo, paragraph, bold, italic, bulleted list, numbered list, link, and unlink.

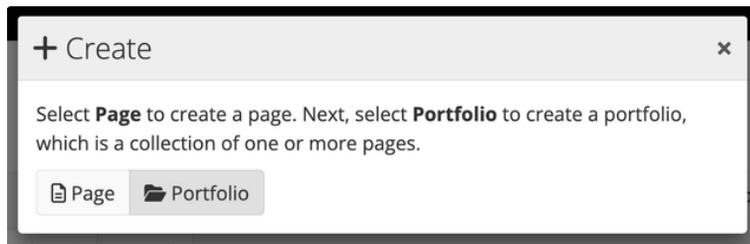
P

0 WORDS

4. On the page you have just created, add blocks of content to demonstrate what you would like students to display in their portfolio. For example, they may include image, text, VHL activities, or other files they add from their computer.



5. Add as much content to the page as you would like. The page will save automatically.
6. Continue creating as many pages as you would like students to include in their portfolios (steps 1-4).
7. Next, navigate to My portfolios and click 'Create.' Choose 'Portfolio.'



8. Name the Portfolio, and add tags if you could like. Tags are descriptive labels that allow you to find your content later on more easily. Add a cover image if you would like. This image will display on the Portfolios page and is a great way to differentiate portfolios from one another, and to add visual interest. Continue to the next step.

Create Portfolio

Fields marked by '' are required.*

Portfolio name *

Portfolio description

Tags

Search for/enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Page navigation bar Yes

Add a horizontal navigation bar to every page in this portfolio by default.

Cover image No files found

The recommended dimensions are 180px wide by 130px high.

[Cancel](#)

9. Add pages to the Portfolio you just created. This groups the pages together into one collection for easy viewing and sharing. You can drag and drop or use the checkboxes to add the pages. Adjust the order of the pages, and continue to 'Share.'

Edit portfolio pages

Drag and drop your pages to the Portfolio box. Or, tick the check boxes and click Add pages. To re-order pages in the Portfolio box, drag and drop the pages or use the arrow buttons.

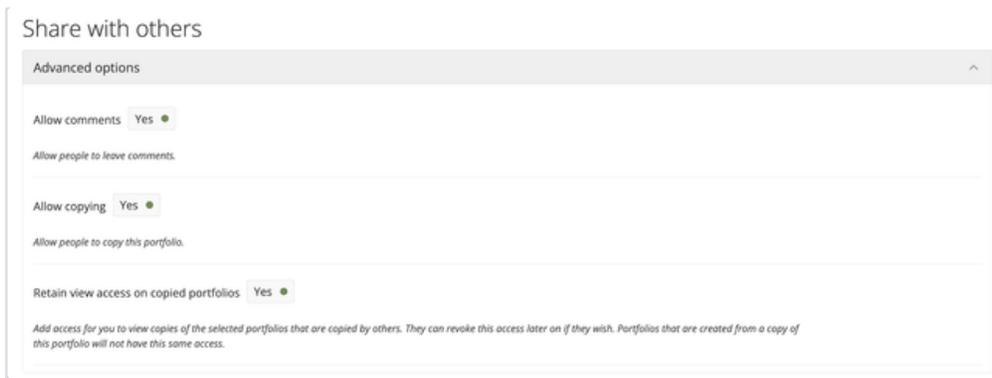
Add pages to portfolio	All	None
<input checked="" type="checkbox"/> Page 1	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Page 1	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Test Page Description Error Message	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Try 101	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="+ Add pages"/>		

Pages already in portfolio

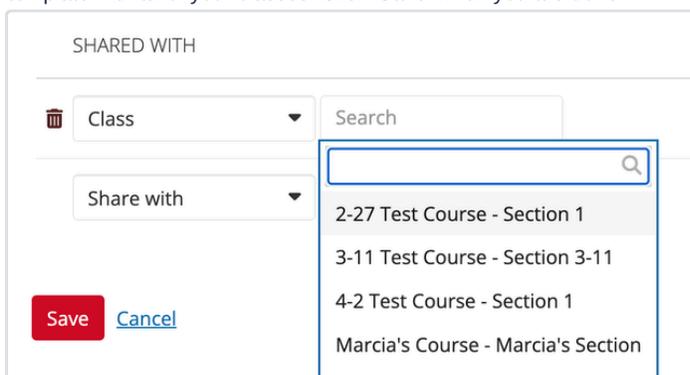
No pages.

[Cancel](#)

10. Share with others and view 'Advanced options.' Because this is your template or example portfolio, you will want to set 'Allow copying' to 'Yes,' to allow students to copy this portfolio to use as their own starting point. Next, set 'Retain view access on copied portfolios' to 'Yes,' so that you will have easy access to view any portfolio made using your template.



11. Scroll down, and under 'Shared With' select 'Class' and a course section listed below. Continue adding Classes to share this portfolio template with all of your classes. Click 'Save' when you are done.



Reviewing Student Portfolios

Once you have students enrolled in your course, they will be able to access the Portfolio site from VHL Central via the menu link under Learning Tools. They can copy the portfolio you created, or create their own pages and add them to a portfolio.

IMPORTANT: Students must share the portfolio with you or the group in order for you to be able to view and comments on the portfolio. They control this under 'Edit access > Share with others' for the Portfolio.

Navigating Portfolios

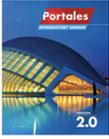
To view every Portfolio you have access to, ones created by you or shared with you, use the main menu in the top right corner and select 'Create > My portfolios.'

To view only Portfolios created in a specific course, click Manage Portfolios under 'My classes:' in the right hand list. This will take you to the Home page for that course.

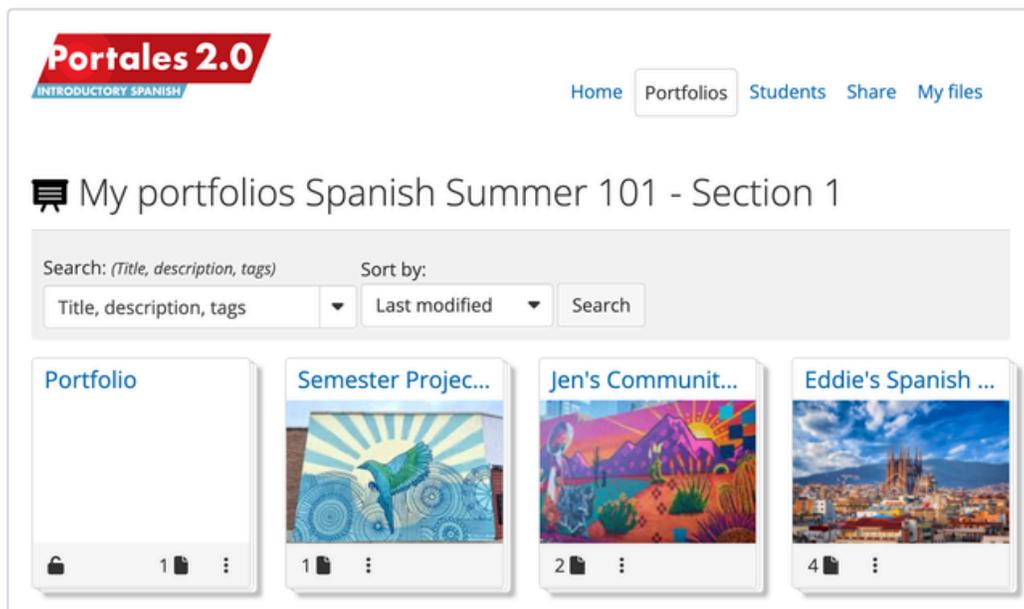


Maria Garcia

My Classes

- 
 French Spring 101 - Section A
- 
 Spanish Spring 101 - Section A

Use the top navigation and click Portfolios. Click on the name of the portfolio you want to view.



Portales 2.0
INTRODUCTORY SPANISH

Home **Portfolios** Students Share My files

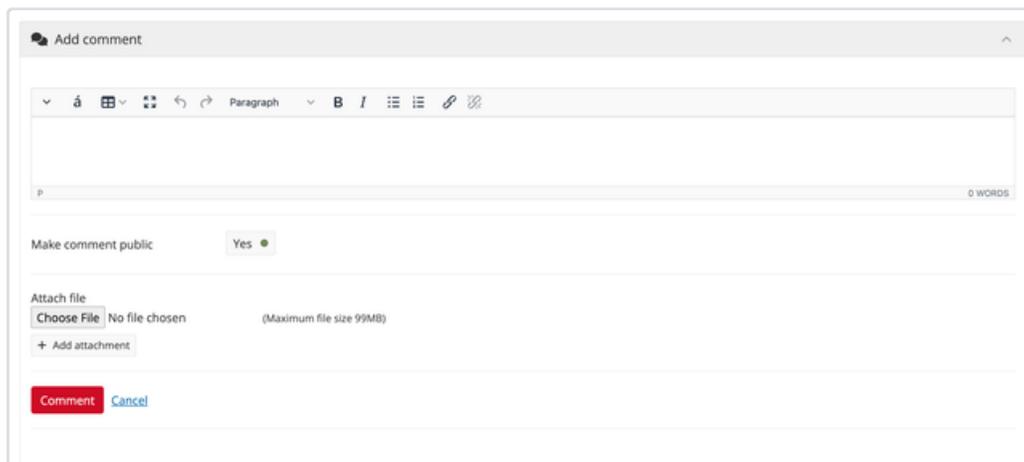
My portfolios Spanish Summer 101 - Section 1

Search: (Title, description, tags) Sort by:

Title, description, tags Last modified Search

- Portfolio
- Semester Projec... (1 file)
- Jen's Communit... (2 files)
- Eddie's Spanish ... (4 files)

You can leave comments on any page in the student's portfolio. Their classmates whom they have shared their portfolio with can do the same. You can choose to make the comments public, meaning anyone viewing the portfolio can also see the comments, or private, meaning only you and the creator of the portfolio can see them.



Add comment

Rich text editor toolbar: Paragraph, Bold, Italic, Bulleted list, Numbered list, Link, Unlink

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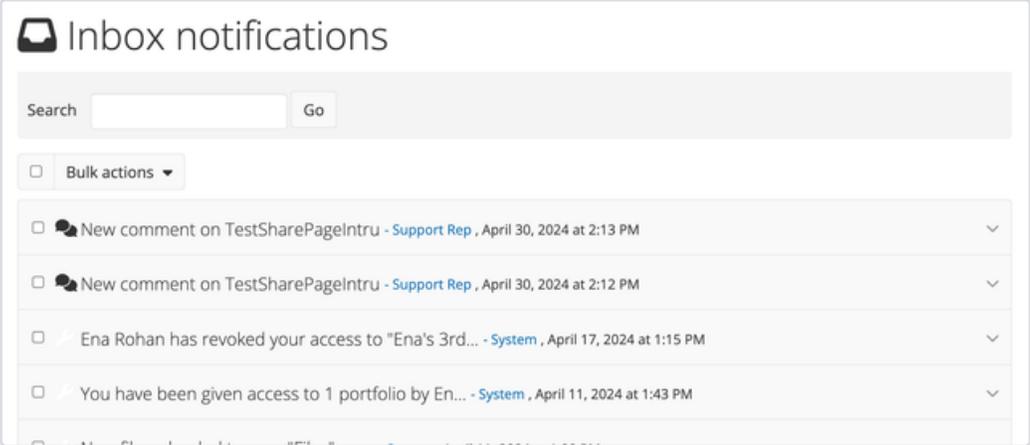
Make comment public: Yes

Attach file: Choose File | No file chosen (Maximum file size 99MB)

+ Add attachment

Comment Cancel

Students will see an in-app notification that a comment has been received. Likewise, you will get a notification if a student responds to your comment. The notification count shown in the top bar of the site. There are no email notifications for comments to you nor the students.



Summary

As Portfolios becomes populated, it will begin to look something like the below image, with students and portfolios existing in each Course Section.

You can navigate between your classes using the links on the right under 'My classes,' or from the Dashboard.

The screenshot displays the vhlcentral Portales 2.0 interface for a course titled "Spanish Summer 101 - Section 1". The page features a navigation bar with "Home", "Portfolios", "Students", "Share", and "My files". A sidebar on the right shows the user's profile "Maria Garcia" and a "My Classes" list including "French Spring 101 - Section 101" and "Spanish Summer 101 - Section 1". The main content area includes a welcome message in Spanish: "¡Bienvenidos al Curso de Verano de Español 101! Durante este curso de 6 semanas, crearán un proyecto para mostrar sus habilidades. Comenzaremos con la Lección 1. Por favor, creen sus Portafolios y compártanlos con sus compañeros de clase. ¡Espero con ansias ver su progreso y mejora en español durante este curso!". Below this, there are sections for "My portfolios" and "Class portfolios". "My portfolios" shows an "Instructor Example Portfolio" and a "Portfolio" by Maria Garcia. "Class portfolios" displays three example portfolios: "COPIED Instructor Example Portfolio" by Donna Student24, "Eddie's Spanish Summer Portfolio" by Eddie Student 3, and another "Instructor Example Portfolio" by Maria Garcia. A "Students" section at the bottom lists six student profiles: Dan O'Reilly, Eddie Student 3, Donna Student26, Donna Student24, Amanda Students, and Jennifer Student.

Frequently Asked Questions

How long can I access students portfolios once a course ends?

Any portfolios that have been shared with you will continue to be visible for up to three years after the course ends. The original creator, the student, controls the sharing access and existence of the portfolio. They could delete their portfolio or revoke the sharing access once the course has ended. If there is a student portfolio you would like to use as an example for future classes, or save for any reason, ask the student to export it and send it to you. Save it in a place you can reference it for future use, like in your LMS or on your local computer.

How long can I view classes on the portfolio site after a course ends?

Courses are visible in the class list in chronological order, with the most recent or current classes being listed at the top. You will be able to view up to two years of past courses here.

Can I export student's portfolios?

No, you will not have access to export a student's portfolio. The original creator of the portfolio is the only user who can export it. Be sure to remind students of this, and encourage them to export their portfolio as soon as it is finished or when the course is ending. It may be a good idea to have them upload their exported portfolio to your LMS for storage (in addition to their local copy).

Can I delete comments?

The only comments you can delete are ones you have written. Only the original creator of the comment can edit or delete it. You cannot delete any students' comments.