Faculty and Coordinators

Getting Started with

eFolio

What is the eFolio System?

The eFolio system is the College of Education’s electronic portfolio system used for documenting and tracking student mastery of program competencies. Candidates upload core program assessments into eFolio and faculty determine whether a candidate has met, not met, or reached the target on the identified elements/standards.

How will students demonstrate that they’ve met their program competencies?

As students complete their program, they will create a set of artifacts from coursework that will be archived in the eFolio system. In specified program courses, there will be one Structured External Assignment (SEA) designated for eFolio. This is designed to evidence their accomplishment of one or more program competencies. By the time they are ready for their internship/practicum/student teaching, they will have compiled a set of artifacts that demonstrate competency in their program.

Why is this so important?

The College is held accountable for ensuring that students meet program competencies as outlined by the professional accrediting organization for each program. After faculty has scored the course assessments/evaluations, data can then be aggregated in various ways.

To ensure that these activities can be accomplished in a timely manner, faculty, staff, and coordinators must collaborate on the assessment process. Therefore, the following procedures will preclude problems in the data collection process.

1. **Coordinators:** Any time a change is made to a program name, faculty member’s teaching assignment, or SEA, you must notify the eFolio Coordinator via email. Since assessments are linked to this information, any changes must be transparent to students, faculty, administration, and staff.

2. **Faculty:** There may be an SEA designated for eFolio in your course (check your syllabus). It is your responsibility to facilitate the data collection for this assignment on the eFolio system. It is also critical that you have your students’ SEAs scored in eFolio prior to the last day of each block/modular/semester.

What else can students do at the eFolio Web Site?

- Upload a Structured External Assignment (SEA) to the eFolio system for a course (required)
- View the curriculum – the performance tasks and rubrics for all program courses (optional*)
- View the Wilmington University Graduation Competencies (optional*)
- Upload an artifact to the eFolio system for a course (optional*)
- View all of the artifacts they have uploaded to the system (optional*)
- Upload a personal homepage and other Web pages they choose (optional*)
- Select templates to personalize their digital portfolio (optional*)
- Share their digital portfolio with individual faculty and/or potential employers (optional*)

*Individual Instructors may require additional work on eFolio as part of their coursework.

Extra HELP may also be obtained by contacting the Foliotek Helpline M-F 8-5 @ 1-888-365-4639
A Step-by-Step Guide for Faculty – Scoring Students’ Work on eFolio

*Note: This guide uses a mock tutorial evaluation in the eFolio window examples. The steps are the same for all programs.

1. Open the Wilmington University website and login to WebCampus https://webcampus.wilmu.edu/.

2. Click on “My eFolio.” This will take you directly to your eFolio dashboard.

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3. Click on the Course SEAs

4. Click on the name of the course to open the student evaluations.

5. After the due date for your course SEA has passed (which you set in class), click on “Begin Now” to capture any work the student has submitted for your course.

6. Open the student’s work and score it. You can either choose to leave comments within the student’s document or you can leave comments in a text box located at the bottom of the rubric. If you choose to leave comments within the student’s document, be sure to save the student’s file to your desktop so that it may be attached to the rubric in the final step and sent back to the student.

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7. WHAT HAPPENS IF THE STUDENT’S WORK IS NOT THERE?

As the instructor, you have the ability to reset the student’s SEA and allow the student more time to submit his/her work. You can do this by clicking the “reset” button next to the student’s name within the SEA.

8. When you have completed providing comments (if you chose to do so) and evaluating the student’s work, you are ready to place his/her score on the rubric. The rubric is located directly below the student’s document.
9. You can leave overall comments in the comments box and/or skip these comments if you have left comments directly on the student’s document.

10. If you have left comments on the student’s document, you would attach it now by selecting the Browse button, selecting the file from your desktop, and clicking OK. Be sure to submit and publish the scores.

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A Step-by-Step Guide for Faculty – Adding Comments to a Word Document

The ability to insert comments in Word documents is one of the program’s best features. It is an easy and effective way to collaborate and comment on a student’s document, without the hassle and waste of paper copies. This is especially convenient when the collaboration is taking place via eFolio.

To insert a comment into your document, follow these steps:

1) Select the text you want to comment on.
   Be specific; although you may be tempted to select the entire document, just the first few words of a longer chunk are all that’s necessary.

2) Click the Review tab.

3) Click the New Comment button from the Comments group.

Immediately, the document shrinks a tad to make room for the markup area, on the right. Your selected text is hugged by red parentheses and highlighted in pink. Off to the right, in the markup area, appears a comment bubble, inside of which are the comment number and your initials.

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4) Type your comment. The bubble expands to contain all your comment text. Comments can be endless, although short and to the point is best.

5) Continue reading or reviewing the document. The comments and the markup area stay visible until you hide them. To hide any comments, click on Show Markup and toggle off the check mark next to Comments.

Comments are best made in Print Layout view, as just described, but it’s possible to add comments in Full Screen Reading view by using the Insert Comment button on the small toolbar in the upper-left hand corner.

NOTE: In Draft view, comments appear highlighted and numbered in the text; to see the actual comments, however, you must show the Reviewing pane. Click the Reviewing Pane button to see the comments; click the button again to hide the Reviewing Pane.

Deleting comments

To delete a comment, point at it and click the right mouse button. Choose Delete Comment from the pop-up menu.

To delete all comments from your document at one time, use the Delete button’s menu; choose Delete > Delete All Comments in Document.
FACTS

- Comments are labeled with your initials and a number.
- Comment numbers are sequential, starting with 1 for the first comment in a document.
- When new comments are inserted, the numbering changes so that the comments are always sequential.
- When someone else reviews your document and makes comments, their initials are used. Furthermore, their comments appear in a different color.
- You can edit the comments the same as you edit any text in Word.
- Comment text has its own style: Comment Text.
- The initials you see next to the comment are supposed to be your initials, which you entered when Word was first configured. To change the initials, choose Word Options from the Office Button menu to display the Word Options dialog box. Choose the Personalize category on the left side of the window. On the right side, near the bottom, enter your user name and initials. Click OK. (bdanley 7/01/2009)