



# Students

## 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. The College is held accountable for ensuring that students meet these standards in their education programs.

### ***What do I do first?***

1. Register and pay for your program's *eFolio* course through Wilmington University. (E.g. MEC 6102, MSE 6102, EDU 102).
2. Sign in and complete the *eFolio* Orientation on Blackboard [DIVS.EDUC.E-PORTFOLIO Orientation for Students](#).

### ***How will I demonstrate that I've met my program competencies?***

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

### ***Where will my artifacts be stored?***

You will store your artifacts and specified Structured External Assignments in a folder created for you on the *eFolio* system. This is a secure site not accessible to the public which you can access through WebCampus.

### ***What can I do at the E-Folio 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\*)
- View and update your personal information (optional\*)
- Upload an artifact to the *eFolio* system for a course (optional\*)
- View all of the artifacts you have uploaded to the system (optional\*)
- Upload a personal homepage and other Web pages you choose (optional\*)
- Select templates to personalize your digital portfolio (optional\*)
- Share your digital portfolio with individual faculty and/or potential employers (optional\*)

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

### ***When will I upload my artifacts to the eFolio system?***

Before the end of each required program course, you will submit your SEA to the appropriate Evaluation on the system by the due date obtained from your course instructor. NOTE: If by the end of the semester you have not submitted a satisfactory SEA, you could receive either an Incomplete or Failure in the course. This decision is at the sole discretion of the course instructor. Student selected artifacts demonstrating your strengths in other areas of your course work may be uploaded at anytime.

# A Step-by-Step Guide for Students - Working with Files on eFolio

**\*Note:** This guide uses graduate courses in the *eFolio* window examples. The steps are the same for all majors, but if you are in a different program, then you will see the courses for your major listed on eFolio.

Wilmington University WebCampus

WebCampus is your full-service student and faculty portal providing access to Blackboard, Email, Library Bill payment and more!

Please enter your Username, Password, and select the Term you wish to view.

WebCampus login

\* Username  Don't know your username?

\* Password  Forgot your password?

Term

Login

\* = required field

[Prospective Undergraduate students](#)  
[Prospective Graduate students](#)

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

Wilmington University

**Michele A. Brewer**  
Viewing Term: Fall 2009  
[Change Password](#) | [Logout](#)

Announcements  
Technical Support

**Faculty Services**

Academic Calendar  
University Email  
Blackboard (Bb)  
**My eFolio** ←  
University Services ▶

**Registration**

Course Offerings

**Academic**

My Schedule  
Course Roster  
Grade Entry  
Disability Accommodations

**Personal Settings**

Challenge Question  
Account Information ▶

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

Assessment Personal Files Messages Profile

WILMINGTON UNIVERSITY

**Masters of Elementary Education Portfolio (MEE 6102 E-Folio)**  
[change](#)

EDIT THIS PORTFOLIO

- ⊙ MEE 7601
- ⊙ MEE 7603
- ⊙ MEE 7604
- ⊙ MEE 7631
- ⊙ MEE 7633
- ⊙ MEE 7996
- ⊙ MEE 7997
- ⊙ MEE 8800
- ⊙ MEE 8801
- ⊙ Student Selected Artifacts

The Assessment portion of Foliotek is where you will work on adding and removing elements and files of your portfolio. You can begin working by clicking on a section beneath "Edit this portfolio" and add elements or adding files to those various elements. You can also preview any upcoming evaluations, resources for your portfolio or share your portfolio with peers. If you get stuck, use the help menu (the upper right of your screen).

**To-Do List**

➕ Add To-Do Item

No Current To-Do items. [Add a To-Do Item now.](#)

Read Announcement

3. Select the appropriate course to upload your SEA. The assignment will open in a new window (see Step 4).

Masters of Elementary Education Portfolio (MEE 6102 E-Folio)

The Assessment portion of Foliotek is where you will work on adding and removing elements and files of your portfolio. You can begin working by clicking on a section beneath "Edit this portfolio" and add elements or adding files to those various elements. You can also preview any upcoming evaluations, resources for your portfolio or share your portfolio with peers. If you get stuck, use the help menu (the upper right of your screen).

**To-Do List**

+ Add To-Do Item

No Current To-Do items. [Add a To-Do Item](#) now.

Read Announcement

4. Click on the assignment. A new window will open where you will be prompted to upload your file.

Masters of Elementary Education Portfolio (MEE 6102 E-Folio) » MEE 7601

Please upload your portfolio assignments to the appropriate element.

Assignments	Last Modified
<a href="#">MEE 7601 Structured External Assignment for Competency #3</a>	8/26/2009

Masters of Elementary Education Portfolio (MEE 6102 E-Folio) » MEE 7601 »

### MEE 7601 Structured External Assignment for Competency #3

Teacher candidates will write a paper that demonstrates knowledge and understanding of how student learning is influenced by factors such as; individual experiences, talents, and prior learning, as well as language, culture, gender, health, family, and community. Teacher candidates will describe, analyze, and reflect on the different approaches to learning, increasing cultural diversity, strategies to support learning for students whose first language is not English, and other areas of exceptionalism in learning, and how to access resources/services to meet special learning needs as well as to adapt instruction to successfully meet the needs of those students who have been so identified. For Fall 2008 program starters, this Structured External Assignment is to be completed on your MEE 6102 E-Folio site (the ePortfolio) under the course MEE 7601.

**Assignment** Competencies

Manage the files associated with this assignment by using the "Add" and "Remove" buttons below. Files can be added from the "Files" work area or uploaded directly from your local hard drive.

+ Add File - Remove Selected File(s) ⇄ Reorder Files

Assessment Personal Files M

WILMINGTON UNIVERSITY

Masters of Elementary Education Portfolio (MEE 6102 E-Folio) Competency #3 >

## Add File

Choose File Type > ...

Cancel

Specify what kind of file you would like to add.

- Upload new file
- Add existing file
- Link to external file or website (URL)
- Upload new zipped website

Back Next

Masters of Elementary Education Portfolio (MEE 6102 E-Folio) change

EDIT THIS PORTFOLIO

- MEE 7601
- MEE 7603
- MEE 7604
- MEE 7631
- MEE 7633
- MEE 7996
- MEE 7997
- MEE 8800
- MEE 8801
- Student Selected Artifacts

VIEW THIS PORTFOLIO

- By Topic
- By Competency

5. Decide what type of file you are uploading by clicking on the appropriate circle (new file, existing file or website, or zipped website) and click next.

Assessment Personal Files Messages Profile Sign-Out Help

Masters of Elementary Education Portfolio (MEE 6102 E-Folio) > MEE 7601 > MEE 7601 Structured External Assignment for Competency #3 >

## Add File

Choose File Type > Upload New File

Cancel

Add a new file to this assignment by selecting the file from your local hard drive using the "Browse" button. You can rename a file, giving it a "Friendly Name" to help you remember what the file consists of. To conserve file space, you can compress files prior to uploading them. For example, Microsoft Word documents containing images can be compressed using Microsoft Word. Review this document to learn more about conserving your file space.

Excluded file types: wpd,wpd,wks

Select file to upload: C:\Program Files\Buzan ( Browse...

Friendly Name: Sample File

Upload another file

Back OK

6. Use the Browse button to locate the file you wish to upload. Give your file a friendly name and click OK.

Assessment Personal Files Messages Profile Sign-Out Help

Masters of Elementary Education Portfolio (MEE 6102 E-Folio) > MEE 7601 >

## MEE 7601 Structured External Assignment for Competency #3

Teacher candidates will write a paper that demonstrates knowledge and understanding of how student learning is influenced by factors such as: individual experiences, talents, and prior learning, as well as language, culture, gender, health, family, and community. Teacher candidates will describe, analyze, and reflect on the different approaches to learning, increasing cultural diversity, strategies to support learning for students whose first language is not English, and other areas of exceptionality in learning, and how to access resources/services to meet special learning needs as well as to adapt instruction to successfully meet the needs of those students who have been so identified. For Fall 2008 program starters, this Structured External Assignment is to be completed on your MEE 6102 E-Folio site (the ePortfolio) under the course MEE 7601.

Assignment Competencies

Manage the files associated with this assignment by using the "Add" and "Remove" buttons below. Files can be added from the "Files" work area or uploaded directly from your local hard drive.

Add File Remove Selected File(s) Reorder Files

Type	Files	Modified
	Sample File Details	10/5/2009

7. S-U-C-C-E-S-S  
Here you will see that you have successfully uploaded your file!

**IMPORTANT NOTE:**  
It is your responsibility to know the due date for your SEA in your particular course (check with your instructor).