Portfolio Script for Software Demonstration

1. Display a finished sample portfolio that permits a student to demonstrate achievement of learning outcomes.

2. Demonstrate how a departmental administrator would configure a portfolio “shell” for students in that program to populate. Show how the administrator can designate particular assignments from particular courses as required components of the portfolio.

3. Demonstrate how particular assignments can be linked to course level, departmental, and general education learning outcomes, both by the administrator building the shell, and by the student using his/her own discretion.

4. Demonstrate step-by-step how a student would encounter, configure, and populate the shell with a) evidence, including written documents, pictures, audio, and video from multiple courses and experiences b) supplementary material and captions such titles and explanations of items c) reflection on each component or the portfolio as a whole, either as an attached document or in text boxes d) customization such as graphics, color, font, etc.

5. Show us how student work submitted for assessment (i.e. in the course portion of the assessment software) can be linked or copied to the student’s portfolio.

6. Demonstrate the process of review and evaluation, using rubrics, of the individual items in the portfolio, and of the portfolio as a whole, by someone internal to the institution (a faculty member) or someone external to the institution (internship supervisor).

7. Demonstrate how feedback is given from the reviewer to the student and from the student to the reviewer.

8. Show us the workflow queue of portfolio ratings seen by a reviewer.

9. Demonstrate how the results of the rubric ratings of several portfolios are compiled and reported to a departmental administrator.

10. Demonstrate how the student can give access to the finished portfolio to a potential employer, including a student-selected portfolio subset.

11. Demonstrate how the University can select and showcase selected portfolios a) on the university website b) linked to the public view of a departmental Academic Learning Compact (see item 12.f. in assessment script)