Home Page in Your E-Portfolio

The image below is an example of an Introduction page in a LBCC E-Portfolio.

This is a page for you to introduce yourself, your portfolio’s style, and to outline your educational and career goals. This space will provide the first impression that you will give to others with whom you share this e-portfolio. Notice the elements of the page described below.

Welcome and About Me sections welcome viewers to your site and tell them what they’ll find there. It also reveals a little bit about you. Think about your primary audiences as you write this: instructors, scholarship committees, employers. What do you want them to know about you? Introduce yourself in a professional manner and provide information about your goals and the purpose of your e-portfolio. Make a positive first impression!

Include short-term and long-term goals. These can be written as educational, career and/or personal goals. Write your goal statements such that they are specific, measurable, realistic, and include an intended completion date.

A balance of text and images makes it pleasing. You’re not required to put a photo of yourself in the portfolio, but you can. You could also include some photos you’ve taken... perhaps photos of some of your favorite things, photos pertaining to your hobbies, volunteer events, etc.
Coursework Pages in Your E-Portfolio

This is what an individual course page within the Coursework tab in an LBCC E-Portfolio may look like.

The three main sections in this tab of your e-portfolio showcase “signature” or key assignments completed in particular courses as well as **written reflections** about your learning. These **artifacts** should demonstrate the depth and breadth of your learning here at LBCC and the reflections should describe what you learned by completing them.

Organize your artifacts by course into one of the three sections listed below:

- **My Major courses** Upload artifacts that reflect your learning in your major. You do not need to include artifacts from all of your major courses, but you should include at least one artifact from **each** of the required courses in your major’s curriculum guide.

- **My General Education courses** Here you should also upload artifacts for classes that fulfill all of the areas found on the general education pattern you are following. Not sure what these are? Refer to the “Coursework” section in this handbook.

Here you see a link to an artifact a student uploaded to demonstrate learning in a General Education course, Psych 2.

The student has also included a written reflection on this particular piece of work.
• **My Elective courses** Here you would upload artifacts from classes listed as “elective” or “recommended but not required” in your curriculum or transfer guide. Elective courses can also be enrichment type courses that you choose to include.

If you are a General Studies major or are undecided, you’ll need only include artifacts under the General Education and Electives sections. If you have chosen a major, or your goal is earning a certificate or retraining, upload artifacts under My Major.

If you are not sure where a particular course falls, refer to the “Coursework” section in this handbook.

**You must also include a written reflection** for each artifact you upload. When you upload the artifact as an attachment, you can type your reflection directly into the “Description” box. Your instructor may provide guidelines for how to structure your reflection or you may use the format below.

In your reflections of your coursework, you can answer the following questions:

- Describe the assignment or activity as presented to you.
- What were your success and failures in completing this assignment?
- How does what you learned through completing this assignment connects to the learning outcomes of this course?
- How might you improve on this assignment in the future?
- How has completing this assignment contributed to your academic, personal or professional growth?

See the Reflections section of this Handbook for more information about reflections and reflective writing.

**Add an Area for each course.** For the Coursework section of your e-portfolio, you’ll need to add the courses you take as separate “areas.” In the editing screen, click on the appropriate section (Major, GE or Electives) in the left navigation bar. Then click on “Add Area.” You should then see the pop up shown below. Follow the steps indicated to add classes.
It will look like this in web view:

![Web view of a portfolio page](image)

**Upload your artifacts.** When you want to upload artifacts under one of the course areas you have created, click on the course abbreviation in the left navigation bar and use the buttons along the bottom of the screen.

**To title your artifacts,** indicate the course and semester and year in which you completed it as follows: “Artifact Title-Course Designator-Semester-Year”. Use the abbreviated course designators as seen in the schedule of classes. For example, Accounting 1A should be listed as “ACCTG 1A.” After the title, include a two-letter and two-number abbreviation for the semester and year you took the course, such as “FA12” to indicate the fall 2012 semester (spring semester is “SP” and summer is “SU”).

For example, if the title you give your artifact from Accounting 1 is “General Ledger,” the file name you should give your artifact when you upload it to your e-portfolio would be “General Ledger-ACCTG1A-FA12.” More examples are shown in the table below.

<table>
<thead>
<tr>
<th>Artifact Title</th>
<th>Course Designator</th>
<th>Semester</th>
<th>Year</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ledger</td>
<td>ACCTG 1A</td>
<td>FA</td>
<td>12</td>
<td>General Ledger-ACCTG1A-FA12</td>
</tr>
<tr>
<td>Greek Architectural Influences</td>
<td>ART 1</td>
<td>SP</td>
<td>13</td>
<td>Greek Architectural Influences-ART1-SP13</td>
</tr>
<tr>
<td>Electrical Diagram HVAC Unit</td>
<td>AC_R 212</td>
<td>SU</td>
<td>13</td>
<td>Electrical Diagram HAVC Unit-AC_R212-SU13</td>
</tr>
</tbody>
</table>

**Include an image or graphic.** Web sites look better if they contain graphics as well as text. If your artifact doesn't already contain a graphic element, try to find public domain images to include in your site or your own images that pertain to the course or the assignments. Credit the creator of the image. If you cannot find a public domain image, you can still use a graphic if you cite its source and claim fair education use.
Outside the Classroom Page in Your E-Portfolio

The image below is an example of an Outside the Classroom page in an LBCC E-Portfolio.

This is your opportunity to share what you do outside of the classroom. It's a space for you to showcase your passions and learning beyond your coursework. This area gives you time and space to illustrate the activities, interests, projects, service, training, and life learning that makes you... you. The possibilities are endless in this section of your e-portfolio; just ensure that whatever you share is relevant to the audience of your e-portfolio.

When thinking about what artifacts to upload, consider the following questions:

- How are you involved at LBCC?
- How is your participation in outside-of-class activities helping you grow as a learner and as a person?
- How does your experience outside the classroom connect with your learning at LBCC and with your goals?

These questions can also help you as you write reflections for these artifacts. See more on this subject in the Reflections section in this Handbook.

Students can post participation in clubs, sports, on- and off-campus organizations, leadership experiences, jobs, service-learning, internships, volunteer work, honor societies, professional organizations, etc.

Here you see two links to an artifact a student uploaded to demonstrate learning and goal-related experiences occurring outside of the classroom.

File Attachments:
1. **Viking Article**
   Viking Article I was interviewed for "Join a Club" day by a reporter from the LBCC Viking. At this event I worked with two other club members and talked to a lot of students about interesting how we all worked together to recruit new members. This must be what it's like to be a team on developing computer programs.

Web Links:
1. **Habitat for Humanity Project**
   Here is a video for a Habitat for Humanity project I worked on back in 2009.
Career & Professional Page in Your E-Portfolio

Below you’ll see an example of a Work Samples page within the Career/Professional tab in an LBCC E-Portfolio.

In this section of your e-portfolio, you can create a personal career development package by uploading work and documents that reflect your individual career plan. Showcase documents which reflect how you are progressing along your career pathway. Of course every student is at a different point and will have more or less to share. Your e-portfolio is an excellent opportunity to establish a professional presence on the web and show prospective employers, admissions officers and others the skills and abilities you are learning and can bring to the table.

Here are the sub-sections of the Career & Professional page in which you upload the various career-related documents.

In this section of your e-portfolio, you should include the following:

• resume
• work samples - including descriptions of your mastery of important career-related skills
• writing samples - that demonstrate your knowledge of subject matter and writing ability
• letter of introduction (AKA cover letter)
• reflection on your writing and work samples
Also consider including documents such as your Curriculum Vitae, certificates and licensures required for your profession, an application for employment, letters of reference, and/or descriptions of your work experience. When naming artifacts in this area of your portfolio, it’s a good idea to include your name.

What exactly is a work sample? What kinds of writing samples are appropriate for this section of your e-portfolio? Find out by reading more in the Work & Writing Samples for the Career & Professional Page section of this handbook.

Although you may not have much employment history, you can still create a resume. For assistance with your resume, you can access the Career & Professional Handbook on the Students page of the LBCC E-Portfolio website. You can also contact the LBCC Career Center.
Outcomes Page in Your E-Portfolio

Below you’ll see an example of a Critical Thinking page within the Outcomes tab in an LBCC E-Portfolio.

On this page you will demonstrate how your work and other experiences at LBCC connect to LBCC’s Instructional Program Learning Outcomes.

Student Learning Outcomes outline the expected learning in a particular course or program – in other words, the skills, knowledge and abilities you should have acquired by the time you reach the end of a course, your major or program, etc. Course outcomes are usually found on your course syllabus and program outcomes on the curriculum guide for your major or certificate.

However, there are also a special set of outcomes called Instructional Program Learning Outcomes (IPLOs) which list the broader range of skills, knowledge and abilities that any student who has completed an Associate Degree, transfer or Certificate of Achievement should have attained during their time of study at LBCC.

These six IPLOs appear in the left side navigation bar on this page. As you complete your LBCC education, you will upload artifacts in this area that demonstrate how you are achieving these outcomes and making connections to your learning in all your courses. As you develop this section of your e-portfolio, you will begin to see the “big picture” of your learning and growth. You’ll see, for example, how what you learned in your speech communication class helped you with an oral presentation in your fashion
design class. Or how the statistical model you learned in math supported your economics analysis. You can also connect how your work experience or other outside of class activities reinforced the professional skills introduced in classes you’ve taken.

Familiarize yourself with the list of LBCC’s Instructional Program Learning Outcomes by reading about them in the LBCC’s Learning Outcomes section of this handbook and review them each semester. Then, as you complete assignments or projects which you feel demonstrate your mastery of the outcomes, add artifacts or links to artifacts below each outcome. Don’t forget to also include reflections on the artifacts you have uploaded or linked to in this section. There is section on writing reflections specific to outcomes in the Reflections section of this handbook.

For more information about LBCC’s Institutional Program Learning Outcomes, read the “LBCC’s Learning Outcomes” section in this handbook. To learn more about course and student learning outcomes and how they apply to students, view the Student Guide to Learning Outcomes at the College website.