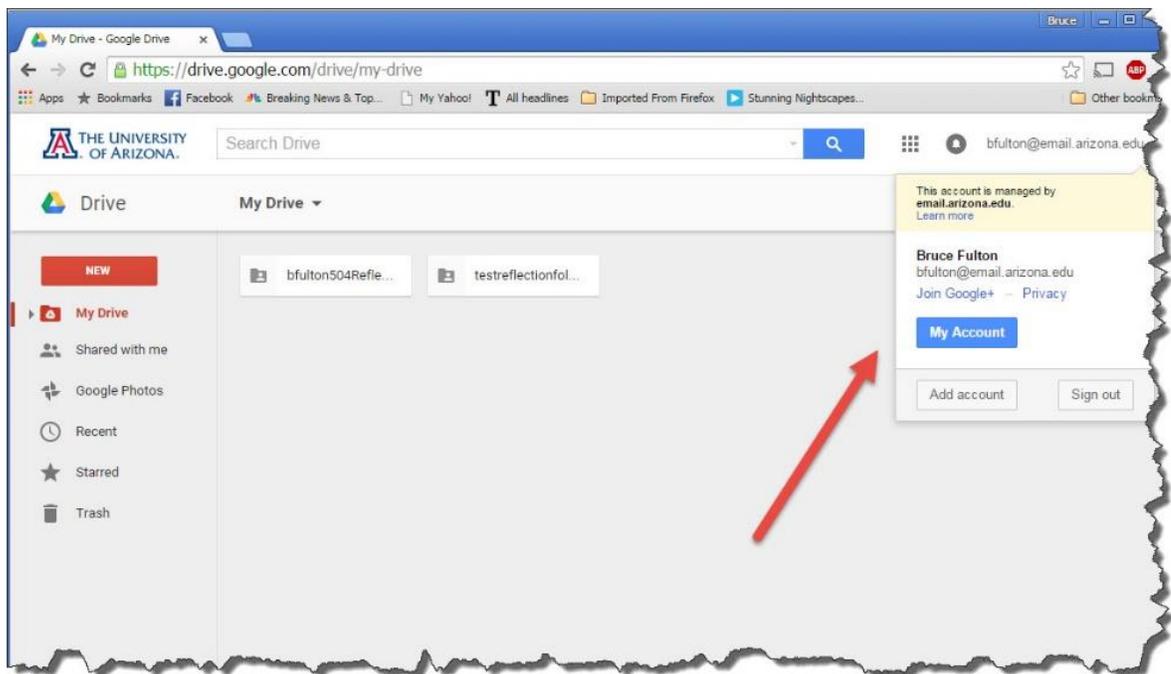


Create Your ePortfolio System

Students will create and maintain their ePortfolio reflections using Google Apps provided by the UA as part of the Google Apps for Education and Catmail Service. The reflections and artifacts will be stored in the cloud using Google Drive. The content and purpose of the ePortfolio reflections are described in a separate document. This document describes how to create the Google Drive folders that will manage the reflections and artifacts.

1. Open Google Drive

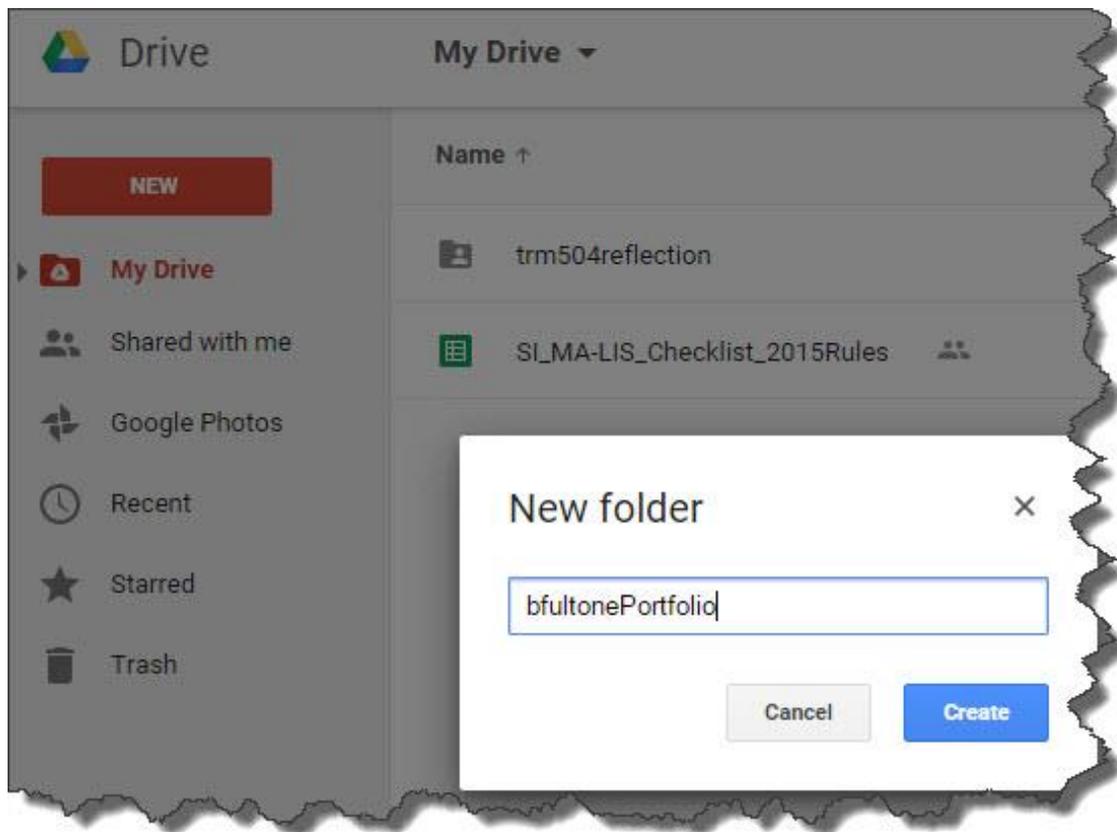
In your browser, navigate to Google Drive at <http://drive.google.com>. Make sure to login using your catmail email address. If you have a personal account, log out, or click Add Account, and log back in using your catmail address ending in .email.arizona.edu.



2. Create a Reflection Folder

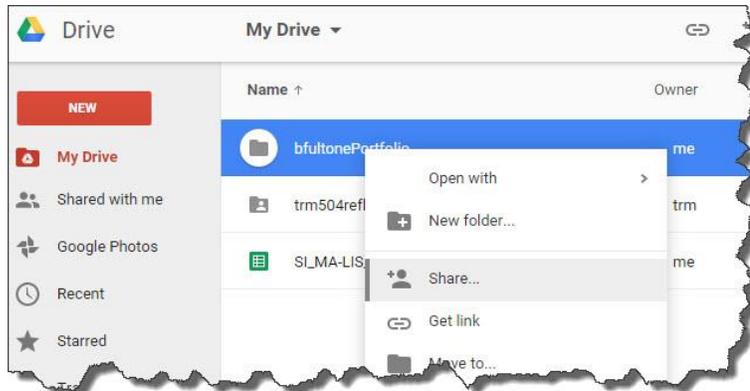
You will need to create a folder to hold your reflections and any artifacts you wish to associate with your reflections. You will create one folder for all of your required reflections. The name of each folder should start with your NetID followed by the word *ePortfolio*, so using bfulton as a sample NetID, the folder name would be bfultonePortfolio. Substitute your own NetID where you see bfulton in this example.

To create a folder, click the red New button, select Folder and enter the name of the folder according to the naming convention listed above, then click Create:

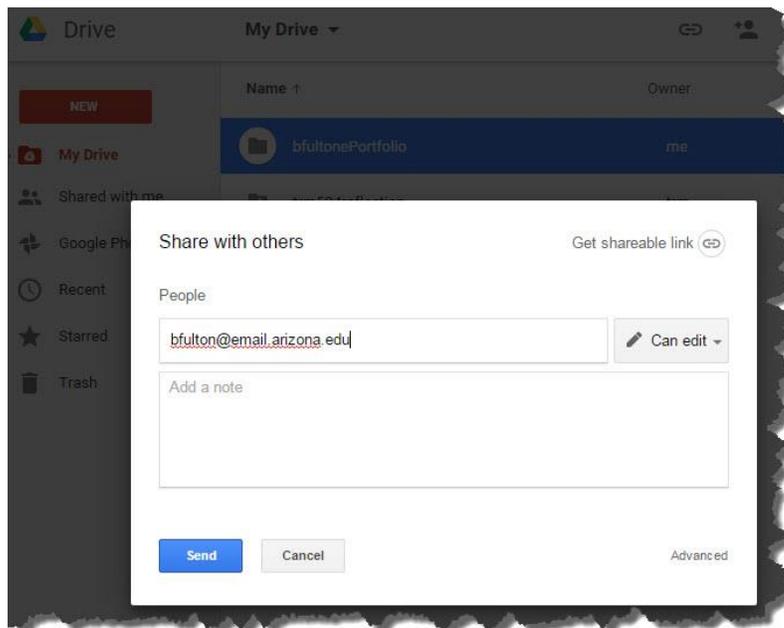


3. Add Your Evaluation Team Members to the Folder's Permissions

Once you have created a folder, it will appear in your Google Drive's top level workspace. Right-click the folder and select Share.



One at a time, enter each of the email addresses of your Evaluation Team. Make sure the permission is set to *Can edit*. This gives each member of your Evaluation Team permission to comment on your reflection and review any artifacts you put into the folder. Click Send and repeat the process for each member of your evaluation team. Don't try to change other permission settings. Doing so may prevent staff from being able to provide support if there are problems.



You will be advised separately of the names and email addresses of your evaluation team members.

4. Create Reflections and Add Artifacts

To create or edit a reflection, double click your ePortfolio folder to work with the folder's content. To initially create the reflection, click the red *New* button and then select *Google Docs* to start a new document.

Note that because the document is created in a shared folder, the document inherits the shared folder's permission, so you do not have to set the document's permissions separately for the Evaluation Team to be able to review and comment on your reflection.



The document will initially be untitled. To save the document with a title, select File > Rename. Title the reflections as follows so the evaluators can easily find them:

- *yourNetID504Reflection*
- *yourNetIDMidProgramReflection*
- *yourNetIDProfessionalReflection*
- *yourNetIDFinalReflection*

Substitute your actual NetID in the names above.

Be sure to indicate at the top of the document your full name and which School of Information competencies are addressed by the reflection.

To edit the document in Google drive, double click the ePortfolio folder to work with the folder's content, then double click the document you wish to edit.

Changes and edits are saved as soon as they are made. When you are finished editing, simply close the document.

You may wish to work directly in Google Docs, or you may wish to work on your personal computer and then copy/paste changes to the document in Google Drive. In any case, best practices are that you maintain backup copies of your work in a separate location in case something should happen to the copy maintained by Google Drive. Neither the School of Information nor the University of Arizona are liable for lost work.

Be sure your reflection is in Google Doc format. If you create the reflection in Microsoft Word on your computer, copy/pasted the text into the Google Doc. If you upload the Word doc as a Word doc, the evaluation team cannot comment on it properly.

To add artifacts to the folder, double click the applicable folder to work with the folder's content, then click the red *New* button and then select *File Upload*. Artifacts inherit the parent folder's permissions, so it is not necessary to change or modify permissions to uploaded files as long as they are uploaded to the

shared file. Be sure your artifact is properly referenced in your reflection so the evaluation team can review it.

5. Notify your Evaluation Team

When a reflection is ready for evaluation, or if a revision is ready for re-evaluation, send an email to your Evaluation Team to let them know you would like a review.

6. Evaluation Team Comments

The Evaluation Team Will indicate approval or areas needing additional revision by leaving comments directly in your reflection document. For an overview of Google Doc Comments and Discussions, see <https://support.google.com/docs/answer/65129?hl=en>

Technical Support

Students needing additional technical assistance with the ePortfolio should contact the school's program manager

Students needing additional assistance concerning their content should contact an evaluation team member or their academic advisor