UNIVERSITY OF DELAWARE

Developing Your HDFS ePortfolio

E-PORTFOLIO LEARNING

PORTFOLIO

Plan

Reflect

Collect

Connect

Assess

Tamara Malloff 2010

Why an ePortfolio?

<u>Benefits for Students:</u>

– Develops an integrated body of knowledge of Human Services practice.

– Demonstrates their level of mastery of knowledge relevant to Human Services practice

– Enhances their preparation for entry into the job market or application for advanced study by facilitating

- their understanding of their competencies

- their ability to articulate these competencies

- the development of relevant job search and graduate school application documents

Why an ePortfolio?

Benefits For the Department

–Enhances students' development of competency in Human Services practice.

–Allows students to demonstrate their growth in the knowledge and skills that meet general education goals.

–Provides a vehicle that demonstrates adherence to the standards set by our accrediting body, The Council for Standards in Human Service Education (CSHSE) (https://cshse.org/).

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Submissions to the ePortfolio are required for the following courses:

- HDFS 235: Survey in Child and Family Services
- HDFS 328: Intro to the Research Process
- HDFS 334: Experiential Education
- HDFS 402: Family and Child Policy
- HDFS 422: Family Relationships
- HDFS 449/465: Internship/Seminar

ePortfolio Link

- Use this link for guidance on setting up your ePortfolio, starting with the "Home Page.":
https://sites.google.com/a/udel.edu/danielle-dolan/home
  - Note: Please remember to remove Danielle Dolan's name when you set up your own ePortfolio
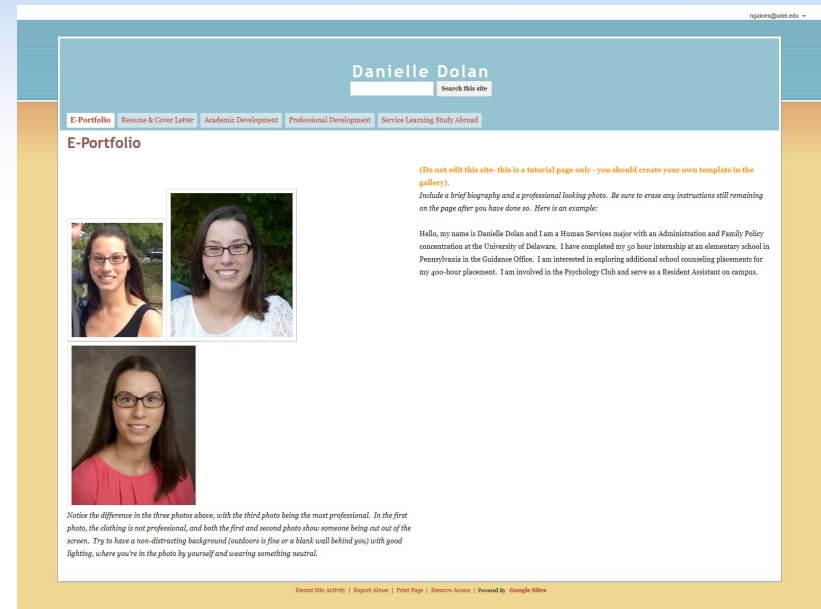
Creating your ePortfolio with Google Sites

- Go to sites.google.com
- Click on red 'Create' button and select 'in Classic Sites'
- Click 'Browse gallery for more'
- Enter 'human services' in search bar.
  - For Human Services majors, search the udel.edu gallery: Official Human Services ePortfolio Template
  - For Human Relations Administration majors, search the Public gallery: University of Delaware Human Relations Administration Template
- Click 'Select'

Creating your ePortfolio with Google Sites

- Enter your name, followed by your major and ePortfolio:
  - John Smith: Human Services ePortfolio
  - Jane Smith: Human Relations Administration ePortfolio
- Select a theme by expanding the 'Select a Theme' menu and clicking on the theme of your choice
- Scroll back up to the top and click on the red 'Create' button.
  - Note: your newly created site will automatically appear after a brief loading delay (~10 secs)
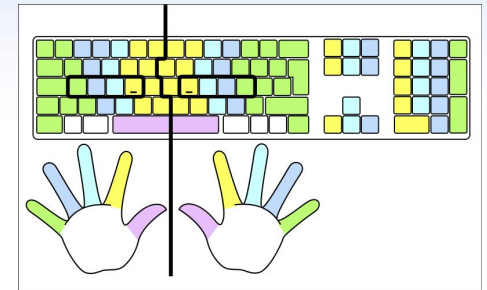
GENERAL INFORMATION:
Preparing your work for the ePortfolio

- If you have not already done so, set up your Google Drive account:
  - Go to drive.google.com
  - Sign in with your udel.edu email address information.
  - Follow any initial set up steps Google asks of you to set up your own Google Drive.

- Find instructions on uploading and converting files to Google Drive at the following link.
  - Make sure to set your documents as 'Public' under the "Share" settings: https://support.google.com/drive/answer/2424368?co=GENIE.Platform%3DDesktop&hl=en

GENERAL INFORMATION: Preparing your work for the ePortfolio

- Upload your course-appropriate documents to Google Drive.

  - Make sure to convert them to Google Documents if needed by right-clicking on each assignment, then clicking on "Open With," and choosing "Google Docs" (or other appropriate Google application) from the menu.

  - The permission settings on each document should be viewable to 'Anyone with the link.'

- Remove personal information (such as your phone number and mailing address) from your resume and cover letter documents before adding them to the ePortfolio.

  - Your ePortfolio can be made public and you do not necessarily want just anyone having access to sensitive information such as your phone number(s) or mailing address.

ePortfolio Cover Page:
Add a Professional-Looking Photo
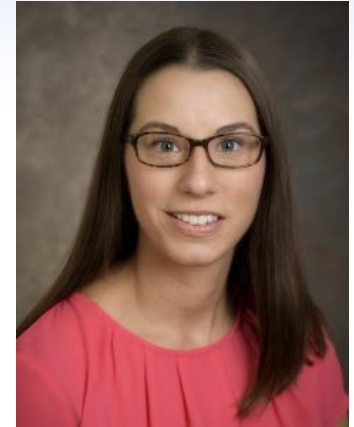
Notice the difference in the three photos.

(A) *The clothing in this photo is not professional*

(B) *Like photo (A), this one suggests that someone has been cut from the photo.*

(C) *Try to have a non-distracting background (outdoors is fine or a blank wall behind you) with good lighting, where you are in the photo by yourself and wearing something neutral.*


(A)

(B)

(C)

ePortfolio Cover Page:
Brief Biography

Include a *brief biography* *on your photo page similar to this example:*

Hello, my name is Danielle Dolan. I am a Human Services major with a Clinical Services concentration at the University of Delaware. I completed my 50 hour internship in the Guidance Office of an elementary school in Pennsylvania. I am interested in exploring additional school counseling placements for my 400-hour placement. I am involved in the Psychology Club and serve as a Resident Assistant on campus.
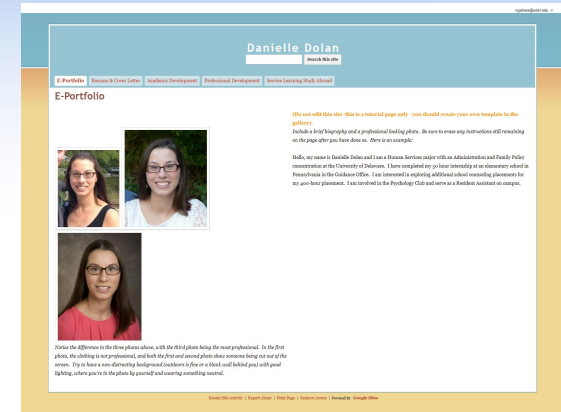

NOTE: Be sure to erase any instructions still remaining on the page as well as any reference to "Danielle Dolan" after you have written your own brief biography.

ePortfolio Resume and Cover Letter:
Inserting and Uploading Your Documents

How to insert your documents:

1. Start by uploading your resume and/or cover letter to Google Drive and converting it to a Google Doc format. Be sure that the Google Docs share settings for the specific documents are set to '*Anyone with a Link*' before uploading it here.:Choose 'Insert'

2. Choose 'Google Drive > Document'

3. Choose your resume and/or cover letter document(s) and click 'Select'.

4. If you do not have the appropriate share settings saved for the document(s), viewing permission will not be given to the reader. Without that permission, your submission(s) cannot be evaluated.
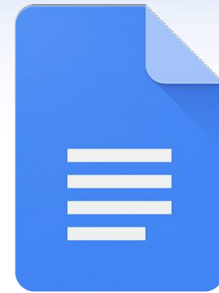
Google Docs

ePortfolio Resume and Cover Letter:
Inserting and Uploading Your Documents

**Uploading Your Resume to your ePortfolio Site**

- Include your properly-formatted resume on your ePortfolio but be sure to remove your personal contact information including your phone number and address for safety purposes.

- Make sure you include your volunteer experiences, field placements and related employment experiences.

- Ensure you have the correct major listed: Your major is Human Services or Human Relations Administration, not HDFS.

- Double check your resume for spelling errors and formatting errors.

- Make sure the viewing permission is set to "anyone with a link"

- After you successfully uploaded the resume, delete the instructions to the right to keep your site looking professional.

ePortfolio Academic Development

Choose the appropriate subpage to submit
required assignments for your HDFS class(es)
requiring use of the ePortfolio:

- HDFS 235
- HDFS 328
- HDFS 334
- HDFS 402
- HDFS 422
- HDFS 449/465
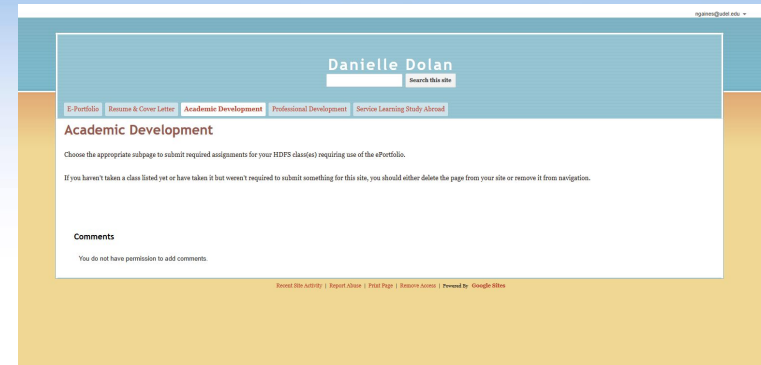
If you have not taken a class listed yet or
have taken it but were not required to submit
anything for this site, you should either delete
the page from your site or remove it from
navigation.

Adding pages to your site

Helpful Link:
https://support.google.com/sites/answer/187377?hl=en

1. Click on the 'Create Page' button on the top right of the site.

2. Name the page.

3. Make sure 'Put page at the top level' under 'Select a location' is chosen.

4. Click on the red 'Create' button at the top of the page.

   – Edit as necessary.

5. Click on the blue 'Save' button on the top right of the page.

6. Click on the 'More Actions' button at the top right of the page.

Adding pages to your site

Helpful Link:
https://support.google.com/sites/answer/187377?hl=en

7. Choose 'Edit Site Layout'

8. Click on the horizontal navigation area that contains your page tabs.

9. Click on 'Add page'

10. Choose your new page that you want to display. Click 'Ok'

11. Click 'Ok' again. You should now be able to see a tab for your new page.
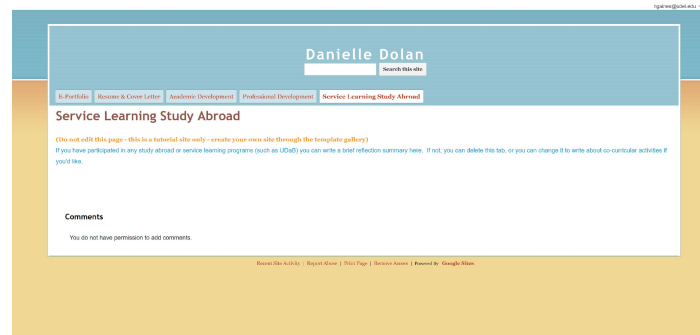
ePortfolio:
Professional Development

Use this page to add assignments/reflections/information for completed Professional Development events and activities.
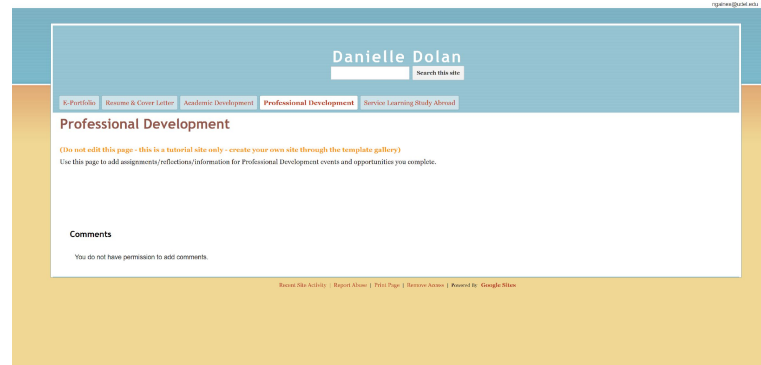
ePortfolio:
Service-Learning/Study Abroad Experiences

The World is Our Classroom

✔ If you have participated in any **study abroad** or **service-learning** programs (such as UDaB), you can write a brief reflection summary here.

✔ If you have not, you can delete this tab, or you can change it and write about co-curricular activities if you prefer.

ePortfolio:
Final Suggestions/Reminders

1. Be sure that you remove all "directions."
2. Be mindful that this ePortfolio is a reflection of your educational, professional, and personal development. Therefore, you are strongly encouraged to ensure that your submissions
   a. …are free of spelling and grammatical errors
   b. …reflect the quality one would expect of a university-level student
   c. …are aesthetically/visually pleasing
3. Make sure that you provide the appropriate "permissions" to those who will be evaluating your submissions

Deleting Your Site

If you want to start over or for any other reason:

1. Click 'More Actions' on the top right corner of the page
2. Choose 'Manage Site'
3. Click 'Delete this Site'
4. A dialogue box will appear asking you to confirm - click 'Delete'