

# MTSL PROGRAM PORTFOLIO

Welcome to Foliotek – the digital portfolio platform subscribed to by Gonzaga University. This document will guide you through the initial steps to create your MTSL Program Portfolio and to navigate your Foliotek account.

## ► THE ASSIGNMENT

The Foliotek platform has two different kinds of portfolios. **Assessment** portfolios are the more structured and assignment based portfolios in the program while **Presentation** portfolios are more graphic and personalized in nature. For the MTSL Program Portfolio, you will start and work on the Assessment side of Foliotek for a large percentage of the time, and then may transfer some of the information over to the Presentation side.

## ► YOUR ACCOUNT

The MTSL Program has requested Foliotek accounts for all students in the appropriate courses to create digital portfolios. Accounts are available for all students, staff, and faculty of Gonzaga, and alumni can have an account for just \$8 a year. If you have a question about your account, please contact the Academic Technology Applications Support (ATAS) department at [atasupport@gonzaga.edu](mailto:atasupport@gonzaga.edu).

## ► LOG IN

Access your account directly through the Foliotek website: [secure.foliotek.com](https://secure.foliotek.com).

Enter your Foliotek username and password – *these are not the same as your Gonzaga username and password*. Here are the steps to obtain your Foliotek account information:

1. Go to <https://secure.foliotek.com> in your browser (we do not recommend Internet Explorer)
2. Click on the '**Forget your username or password?**' link
3. Enter your **Zagmail** email address in the Email box and click the Email Password Link button
4. You will receive an email with your username and a link to Reset (create) Password

## ► HELP

If you need help or have questions while you work on the MTSL Program portfolio, please do not hesitate to contact the ATAS department – they are here to help! Email is the best way to contact them ([atasupport@gonzaga.edu](mailto:atasupport@gonzaga.edu)), but you can also call 509-313-3972 during business hours, or stop by room 303 in the Foley Center Library when you are on campus.

Many questions can be answered by accessing the help files built in to Foliotek – you will see a 'Help' tab at the top of every page in the program.

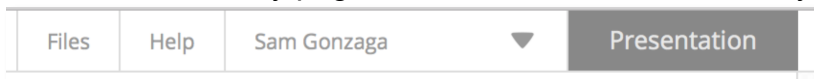
# ASSESSMENT PORTFOLIO

Now that you can access your Foliotek account, it is time to work on your Assessment portfolio.

## ► NAVIGATION FOR THE ASSESSMENT SIDE OF FOLIOTEK

Here are a few tools and tips for navigating the Foliotek program.

The header of every page has several tools available to you:



The **Presentation** tab will open the Presentation Portfolio side of Foliotek – these are more graphic, individual portfolios that you are welcome to create.

The drop down next to your name has the option to access your account information, change your password, and to log out of the program.

**Help** is full of answers and tips for common Foliotek questions.

**Files** is a file repository where you can upload documents for later use. Every file that is uploaded to your portfolio will automatically be copied into this repository.

The left-hand menu in Foliotek contains many areas and tools for you to use:



The **Gonzaga logo** will take you back to the home page of your Foliotek account. Just click on it if you feel lost or want to view your To-Do list.

CHANGE/ADD PORTFOLIO

MTSL PROGRAM PORTFOLIO

- ▶ Program Documentation
- ProSem
- Technology
- Phonology
- Capstone
- ▶ Other Courses



Under the **MTSL PROGRAM PORTFOLIO** title, you will see each of the sections of the portfolio. Select one of the six sections to see instructions, upload evidence, add journal entries, or complete forms for the assignments of that area.

VIEW PORTFOLIO

- By Topic



View Portfolio **By Topic** displays an outline of the full portfolio. This is a great way to double-check that you have added content to each area.

TOOLS

- Evaluations
- Resources
- Sharing
- Export Portfolio



**Evaluations, Resources, and Sharing** in the Tools area of Foliotek are not currently being used for the MTSL Program Portfolio.

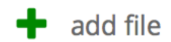


**Export Portfolio** allows you to export a copy of your entire portfolio.

## ▶ ADDING CONTENT TO THE ASSESSMENT PORTFOLIO

The basic steps to add content to your digital portfolio are:

1. Select a section of the portfolio in the left-hand menu
2. Select one of the areas/assignments listed for that section in the middle of the screen
3. Click on the green plus sign to add a document, file, image, link or other piece of evidence.
4. You will have the option to add a new file from your computer, or add an existing file that has already been added to the files repository. You are able to upload a maximum of 99 items to each area of the portfolio.



The other two ways that you may be required to add information to your portfolio are adding entries into a journal or completing forms that are built into the system. You can type directly in to the journal/form, or copy and paste from another document. Make sure to click on the Save & Close button at the bottom of the journal or form when you finish typing – you can return to edit/complete a form or journal entry any time.

## ▶ MTSL PROGRAM PORTFOLIO STRUCTURE

Here is an outline of the MTSL Program Portfolio structure. You can see the headings of each area are the same as the sections of the portfolio listed in the left hand menu of Foliotek.

### **Program Documentation**

- Curriculum vitae
- Philosophy of Teaching Statement
- Statement of current and future professional goals
- Recommendation Letters
- Other

### **ProSem**

#### **Reflections on Practicum Experience**

- Daily Class Observation and Reflections
- Reflective Journal

#### **Pedagogical Products**

- Teaching Video
- Lesson Plan
- Assessment Sample
- Evaluation(s)

#### **Evaluation Products**

- Evaluation by Practicum Teacher
- Evaluation by MTSL Director
- Student Evaluation

#### **Submitted Conference Proposal**

- Submitted Conference Proposal

### **Technology**

#### **Technology Portfolio**

- Avatar
- Digital Comics

- Flash Cards
- Podcast
- Survey
- Tag Cloud
- Video

## **Article and Technology Presentations**

- Article Presentation
- Technology Presentation

## **Phonology**

### **Phonology**

- Introduction
- Prioritized Intelligibility Issues
- Reflection

### **Pronunciation Plan**

- Letter
- Activities

## **Capstone**

### **Reflection on Program Experience**

- Learning Outcomes inventory sample
- Learning Outcomes reflection

### **Pedagogical Products**

- Sample lesson plans
- Student Materials
- Assessment sample(s)
- Teaching Video & Analyses
- Reflective teaching journals
- Other

### **Research Products**

- Action research project
- Reflection and follow-up

### **Academic Products**

- Paper for publication submission
- Reflection
- Annotated Bibliography
- Other

### **Evaluation Products**

- Peer, supervisor, self, and/or student evaluations
- Reflection
- Other

### **Professional Development**

- Proposal
- Handouts
- Reflection

## **Other Courses**

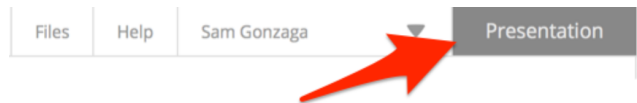
- Other Course Work

# PRESENTATION PORTFOLIO

So far you have been building your MTSL Program digital portfolio on the Assessment side of Foliotek. The following instructions will outline the simple process to copy your Assessment portfolio content into a Presentation portfolio.

## ► PRESENTATION SIDE OF FOLIOTEK

To move to the Presentation side of Foliotek, select the **Presentation** tab in the upper, right hand corner of the screen

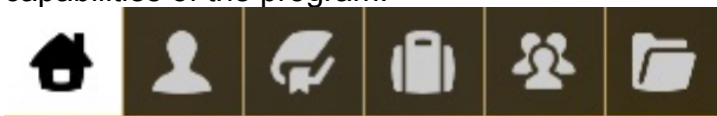


The first time you access the Presentation side of your Foliotek account, the program will walk you through a few tasks:

- **Personalize the Foliotek experience** – you can upload an image to represent you and select a background image. Or, you can just click the Done checkmark at the bottom of the screen and let the program select images for you.
- **Your Identity Page** – this is a digital business card. You can always return later to create and edit your Identity Page if you like.

## ► NAVIGATION

Every screen in Foliotek has a toolbar in the top of the window to help you navigate your account and capabilities of the program.



▼ The folder icon leads to your **File Repository** in Foliotek where you can manage documents, images, presentations or any files that may be used in your portfolios.

▼ The tab with three silhouettes will direct you to **Communities** – an area to share portfolios with a select group of people.

▼ The suitcase image will display **Projects** for you to manage – Projects are like small portfolios.

▼ The book icon allows you to manage your **ePortfolios**.

▼ The silhouette tab will open your **Identity Page** – your digital business card.

▼ The **Home** button takes you Home to your account dashboard where you can access your portfolios, projects, and communities.

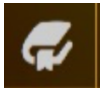
## ► PRESENTATION PORTFOLIO

Time to create a Presentation portfolio!

There are two different pages within Foliotek where you can access your current portfolios and start new ones:



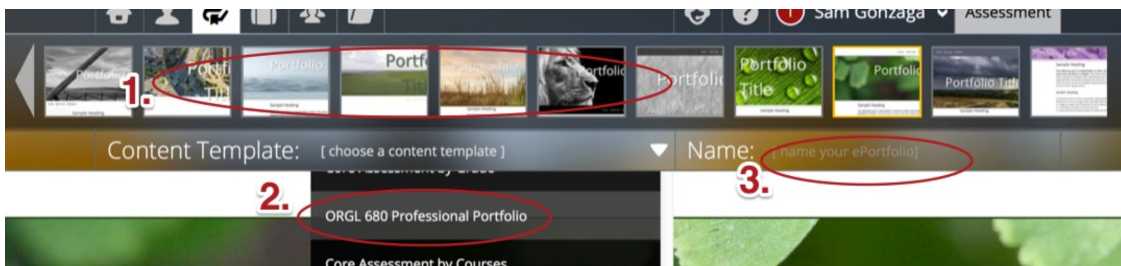
- On the Home/Dashboard page there is an area that will display the number of portfolios you have and a plus sign button to add a new portfolio.



- On the ePortfolios page you can manage all of your current portfolios and you can start a new portfolio by clicking the plus sign button at the top of the screen.

Here are the three steps to start a new portfolio:

1. Select a **design** from the carousel at the top of the page, these are the colorful thumbnails – don't worry, you can always change it later.
2. In the Content Template dropdown you will see a few default templates to choose from and **MTSL Program Portfolio** under 'Copy Existing Assessment' – select this one.
3. Add a **name** to your portfolio – then click the big **checkmark** in a circle to start editing.



The program will walk you through the steps to create your first portfolio. With your account, you are allowed to create as many portfolios as you like.

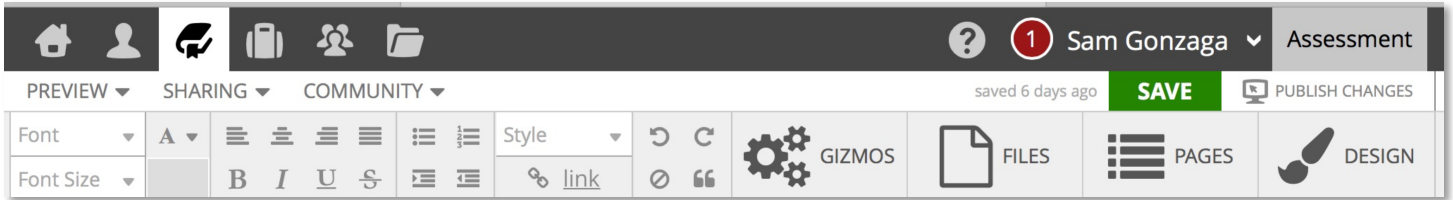
All of the structure and content from your Assessment portfolios will translate over to the new Presentation portfolio. You can edit the look and feel of the Presentation portfolio to personalize it.

***Remember:** Click the save button often so you do not lose any work.*

## ► EDITING

The content and structure are now displayed in the Presentation portfolio, but you may want to do some clean up before sharing it. A few basic items we suggest to make your portfolio look more personalized and professional are cleaning up the names of the links, and adding text and maybe images to the portfolio pages.

Anytime you return to Foliotek and want to open and edit your portfolio, open the ePortfolios Page in Foliotek, then select the Edit icon (looks like a pencil in a circle) located on the portfolio you want to edit – the portfolio will open in edit mode. There are many options available from the toolbox in edit mode that allow you to add content and personalize your portfolio.



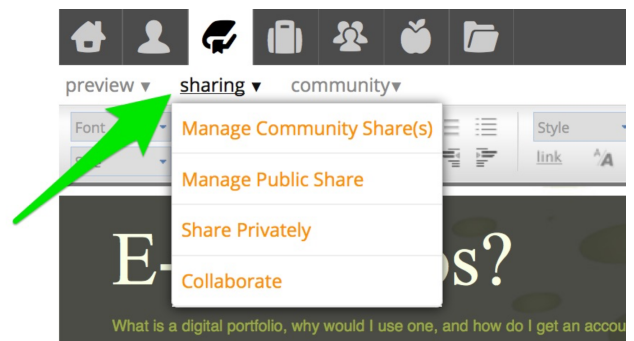
- **Text/Formatting** – the first half of the toolbar has many familiar tools for editing and formatting text on the portfolio page.
- **Gizmos** – Gizmos are tools to help you add outside content to your portfolio.
- **Files** – This space is where everything you have uploaded for your portfolio is stored. From here you can upload more items including web links, videos, and documents.
- **Pages** – Use this tab to manage multiple pages in your portfolio. You can add, delete, rename, move, nest, and share pages from this area.
- **Design** – If you want to change the look & feel of your portfolio, explore the design tab! You can change the template, layout, background image, and styles used for the portfolio here.

*Tip: The MTSL Program portfolio has a lot of pages. If you do not want all of those pages included in the presentation portfolio, select 'Pages' in the toolbox and then remove the pages you do not want.*

## ► SHARING

You have complete control over all of the Presentation Portfolios in your Foliotek account – this includes deciding whom to share your portfolio(s) with. When you are ready to share your portfolios, you have a few options. You can get to all of these options on the ePortfolio page of Foliotek, or by selecting the Sharing tab while you have a portfolio open in edit mode.

- **Privately** – Share your portfolio by email with one or more people for a specific amount of time.
- **Public** – Create a public web portfolio with a unique URL.
- **Community** – You have to belong to a community to share a portfolio with the other members.
- **Collaborate** – Add contributors in Foliotek to collaborate on a portfolio!



*Tip: once you have shared a portfolio, you can continue to edit and save the portfolio. If you want the individuals you shared with to view all of your new edits, click the 'merge w/shared' link right next to the save button.*


## ► IDENTITY PAGE

Think of your Identity Page as a digital business card. It can be customized to represent your personality, display information about you, link to your social media & digital portfolios, and it has a unique URL to share. You will have the option to customize your Identity Page when you first log in to Foliotek, and you can always create/edit it later by clicking on the icon in the top tool bar. View the Identity Page for ATAS here: <http://www.foliotek.me/Gonzaga>.

*Tip: Your Identity Page comes with a couple of Foliotek links by default – you may want to delete or edit these links to make them personal.*

## ► HELP

There are several ways to get help when working on your digital portfolios.

- **Full Help** – The Help icon is available in the top toolbar on every page in Foliotek and it looks like a question mark. Full Help will answer most questions about the portfolio process.
- **Quick Tutorial** – Select the Help icon while you are editing a portfolio and you will receive the option to watch a quick tutorial that walks you through the key features of the digital portfolio process.
- **Chat** – During business hours a Foliotek technician is available to chat with you about portfolio questions. Chat is available whenever the Chat icon  appears in the toolbar at the top of the screen.
- **ATAS** – Help at Gonzaga! Contact ATAS with any questions about Foliotek accounts, creating a portfolio, assigned portfolios for a class, or any aspect of the digital portfolio process. You can call the office during business hours at 509-313-3972 or stop by room 303 of the Foley Center Library. The best way to contact ATAS is through the departmental email at [atasupport@gonzaga.edu](mailto:atasupport@gonzaga.edu).