Script for Reviewing ePortfolio Products (Draft)

The interest in ePortfolios continues to grow partly because accreditation agencies (such as NCATE for education, ABET in the engineering, sciences and technology areas, and the AACSB for business) have become more outcomes driven, requiring examples of student learning as well as an aggregation of assessment data for internal program evaluation.

For students an e-Portfolio may serve as an area to demonstrate knowledge and reflect, and it may be a digital repository that allows webpages to be customized and provide access to selective audiences in a secure environment. To a faculty member use of an ePortfolio can increase pedagogy and it may be a way to build rubrics and handle administrative tasks. Institutions may use an ePortfolio system to provide continual collections of data, analyses, and samples of student and faculty achievement.

An ePortfolio system can document student progress and development over time and complex ePortfolio systems are being developed by institutions and software companies to support the collection, organization and presentation of this data. The rapidly changing environment makes planning on how to choose and use ePortfolios a challenge for us all. Below is a short collection of questions to be used for reviewing ePortfolio systems. This is not meant to be a comprehensive list; rather it is a starting point.

Before you start your search have a clear understanding of the institutional goals, what type of maintenance and support you need, and your pricing model.

Students

As a student goals may include digital storage (repository), object reuse, webpage builder with secure and selective access, workforce resume, and lifelong learning.

1. Login as a (new) student.
2. What does the first page look like? (May be dependent on institution template.)
3. Show us how a student can determine look and feel of page.
4. Digital Repository: Upload a word document, an excel document, an image, a pdf, and a movie – all for general use.
5. Initiate a list of books to be read.
6. Build a webpage using a few of the items from the digital repository.
   a. Can the list of books be added?
   b. Is there secure/selective access?
   c. Allow the webpage to be viewed by an individual. (This will be used in the faculty testing below.)
   d. Allow the webpage to be open to potential employers.
7. How much flexibility does the student have with look/feel/formatting? (Audiences might include Mom, skateboarder friends, professor, fellow students, future employers, etc. Can the look of each site be different?)
8. How are updated documents handled? Do they auto update to the webpage?

9. Can I take my assets with me? Do I own/Can I access the websites after I leave the institution?
10. Can this ePortfolio truly be used for lifelong learning?

Faculty

As a faculty member goals may include handling administrative tasks, building rubrics, providing feedback, and gathering data. (Can we capture and share teaching and learning methods, both to advance pedagogy and for promotions and tenure? Can faculty also use this as a workforce resume and for lifelong learning?)

1. Login as a faculty member.
2. How can I use my ePortfolio site as a reference for students?
3. How do I make a template for my class, with 'buckets' for them to turn in their work?
4. How do I make a rubric? Can the rubric be edited? Reused?
5. How do I review student work?
6. How can I see if assignments have been turned in?
7. Can I provide feedback to the students based on assignment? Overall?
8. Can the student reflect on his/her own work?
9. Can other students provide feedback to a student?
10. Are there group sites which teams can use for collaboration?
11. If my class is part of a bigger goal (degree) how does my use of the ePortfolio fit in to the department/school/institution planning for the ePortfolio?
12. How do I build/run reports?

Institution

1. Login as an administrator.
2. What kind of customization (look/feel) can be done by the institution? (Institutional Branding.)
3. Show us some standardized pages or pages built by other institutions.
4. Show us standardized reports that are available to administrators with the product?
5. Demonstrate how to create customized reports.
6. Is there persistent collection of data? Is there random selection?
7. Are there any 'standards' that are included with the product? (Accreditation, state standards, etc.)
8. Can 'goals' be customized or only reflected from the standards database?
9. Can the system provide samples of student and faculty achievement that demonstrate institutional success or display areas for improvement?
10. Has your product been used in an Accreditation review? (Ask for references.)