

Certifying ePortfolio Artifacts

NNU uses a web-based application called Folio by ePortaro to provide students and faculty with a way to showcase academic and professional achievements. These electronic portfolios allow users to put together pieces of information for purposes of assessment, job-hunting and so on. Users can then invite instructors to Certify these pieces as authentic, typically by e-mailing the instructor.

Part A: How You Certify Items

Step 1: In Folio, click the **Review** tab.

Step 2: For the View filter, click in the Select View dropdown and highlight **Items to Certify**.

Step 3: For the Criteria filter, click in the first Select Column dropdown and highlight **Owner**.

Step 4: Keep the equal sign (=) in the next column.

Step 5: By choosing Owner in the first column, the third column will populate with a list of all NNU users. Highlight the desired student or colleague.

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Step 6: Click **Search**.

The screenshot shows the 'Items for Review' section of a web application. At the top, there are tabs for 'EXPLORE', 'REVIEW', and 'PROFILE'. The user is logged in as 'Crystal Nielsen as Crystal Nielsen'. Below the tabs, there is a 'Filter Criteria' section with a 'SEARCH' button. The 'View' is set to 'Items to Certify'. The 'Criteria' section includes a 'RESET' button and a search filter for 'Owner' set to 'Doe, Jane (janedoe)'. There is also an 'AND' filter and a 'Results' section set to '10 Rows per page'. At the bottom, there is a 'Saved Queries' section with a 'DELETE' button and a 'SAVE QUERY' button.

Step 7: A list of all the student's artifacts will now appear, along with columns for each item's status as Certified (either True or False), the identity of the Certifier and the date Certified.

To select an artifact for certifying, click the **white icon** in the furthest column.

ITEM	TITLE	OWNER	CERTIFIED BY	CERTIFIED	DESCRIPTION	DATE CERTIFIED	Next >>
Form: Address	Home	Doe, Jane (janedoe)	Nielsen, Crystal (cdnielsen)	True		12/5/2008 1:00 PM	
Form: Bio/Demo	About Jane	Doe, Jane (janedoe)		False			
Form: Email	Work	Doe, Jane (janedoe)		False			
File: folio_janedoe.jpg	Jane	Doe, Jane (janedoe)	Nielsen, Crystal (cdnielsen)	True		12/8/2008 9:49 AM	
Form: Standard	2.0 Learners' Diversity	Doe, Jane (janedoe)	Nielsen, Crystal (cdnielsen)	True		12/8/2008 10:14 AM	
Form: Standard	2.1	Doe, Jane (janedoe)		False			
Form: Standard	2.2	Doe, Jane (janedoe)		False			
Form: Standard	2.3	Doe, Jane (janedoe)		False			
Form: Standard	3.0 Knowledge and Skills	Doe, Jane (janedoe)		False			
Form: Standard	3.1	Doe, Jane (janedoe)		False			

Step 8: Review the content of the artifact, then scroll down to the bottom of the page and click **Save and Certify**.

The screenshot shows the bottom of the artifact review page. It features a summary bar that says 'THIS ITEM APPEARS IN 3 PORTFOLIO(S). THIS ITEM IS REFERENCED BY 0 OTHER ITEM(S)'. Below this, it states 'Created by Jane Doe on 8/6/2008 Last updated by Crystal Nielsen on 12/8/2008 6:25 PM'. At the bottom, there are three buttons: 'SAVE AND CERTIFY', 'SAVE', and 'CANCEL'. A red arrow points to the 'SAVE AND CERTIFY' button.

Note: The Folio system will not register that an item has been Certified right away. You may want to keep a tally on a scratch pad, or log out and then log back in.

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Part B: What Your Students or Colleagues See

Once the artifact is certified, several things happen:

1. Folio sends an **Alert** to the student or colleague on the My Folio tab letting him/her know that a particular artifact has been certified, and by whom.
2. A small **red key** appears on the icon next to a certified artifact listed on the My Folio tab.
3. The artifact itself becomes **locked**, meaning the user cannot make any changes to it, and its certified status is noted at the bottom.

The screenshot shows the 'MY FOLIO : UPLOAD, ADD AND MANAGE YOUR INFORMATION' section on the left. Below it, 'ACCOUNT USAGE' shows '0 of 20MB available'. Under 'FOR YOUR INFORMATION:', two alerts are displayed: 'File: Jane was certified by Crystal Nielsen in your Folio' and 'Degree: NNU B.A. was certified by Crystal Nielsen in your Folio'. On the right, the 'My Folio Information' section shows a list of folders: '1. Personal', '2. Academic', '3. Professional', '4. Miscellaneous', '5. Unfiled Items', and 'Exceptional Child'. A red key icon is visible next to the '1. Personal' folder, and a callout box highlights it with a '2'.

This screenshot shows the details for the 'Degree: NNU B.A.' artifact. A red asterisk (*) indicates a required field. The 'Title' field contains 'NNU B.A.' and has a red asterisk. The 'In Folder' field is set to '1. Personal'. Below this, the 'Educational Institution' section lists details for Northwest Nazarene University, including City (Nampa), State/Province (Idaho), Country (UNITED STATES), Degree Program (Undergraduate), Degree Type (Major), Degree Name (Education), and Degree Completion Date (5/2/2003). The 'Grade Point Average (GPA)' section shows Cumulative GPA (3.9), Degree GPA, and Possible GPA. The 'Attendance Period' section shows From (08/24/1999) and To (05/03/2003). At the bottom, a status bar indicates 'THIS ITEM APPEARS IN 1 PORTFOLIO(S)' and 'THIS ITEM IS REFERENCED BY 0 OTHER ITEM(S)'. The creation and certification dates are shown: 'Created by Jane Doe on 8/6/2008' and 'Certified by Crystal Nielsen on 12/8/2008 7:32 PM.'. A red key icon is visible next to the certification date, and a callout box highlights it with a '3'. Buttons for 'CREATE DUPLICATE', 'DELETE', and 'CANCEL' are at the bottom.