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.

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.

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

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.