# PSS Portfolio

**Calvert, Haller, Oswald**

## A = Set Up

**Notes:**

### Portfolio Creator

Sign in [ ]

Password [ ]

**Install Application**

**Go** **C**

Portfolio Creator is an application that can help in all of the processes associated with the creation of your final portfolio.

**Create an Account** **B**

**Notes:**

- The letter next to each button corresponds to the page it will take to user to.

- [ ] This is an input box.

- Button takes the user to a screen within the application.

## B = New account set up

### Portfolio Creator
**To create an account complete the following:**

**Name:** [ ]

**MU ID:** [ ]

**Create Username:** [ ]

**Create Password:** [ ]

*(Password should be at least 6 characters and may contain symbols, numbers, and letters. The password is not case sensitive.)*

**Set Permissions:** Drop down menu of University programs. Could pull from the Mizzou catalog at: http://gradschool.missouri.edu/programs/catalog/

**Program of Study:** Drop down menu of POSs requiring portfolios.

**Anticipated Graduation Date:** [ ]

**Set Privacy Settings and Preferences:** **H** Note: The privacy setting page will appear with more direct instructions for the first time user.

**Notes:**

- The letter next to each button corresponds to the page it will take to user to.

- [ ] This is an input box.

- Button takes the user to a screen within the application.

- Button Is a drop down menu.

## Portfolio Creator

**Click below to:**

Takes the user to the last saved page of their previous session sends a first time user to **D**.

- **Continue** previous session.

**D** • Go to **MENU**

**D** • **Start** a new portfolio.

- This page appears after login even for new users.

## Portfolio Creator

**B** Not your account? / Log out **A**

Main Menu | Actions | Email | Help | User Preferences

**D**      **E**      **F**      **G**      **H**

| Step 1 | Step 2 | Step 3 |
|---|---|---|
| **Overview Masters Program** | **Portfolio Requirements** | **Create Portfolio** |
| **WEB** | **WEB** | **I** |
| View the requirements and information related to your masters program. | View an updated, detailed list of your portfolio requirements. | Begin creating your portfolio at the pace of your choosing. |

- The **letter** next to each button corresponds to the page it will take to user to.

- Button takes the user to a screen within the application.

- **WEB** means that the user will be taken to the corresponding Mizzou web page.
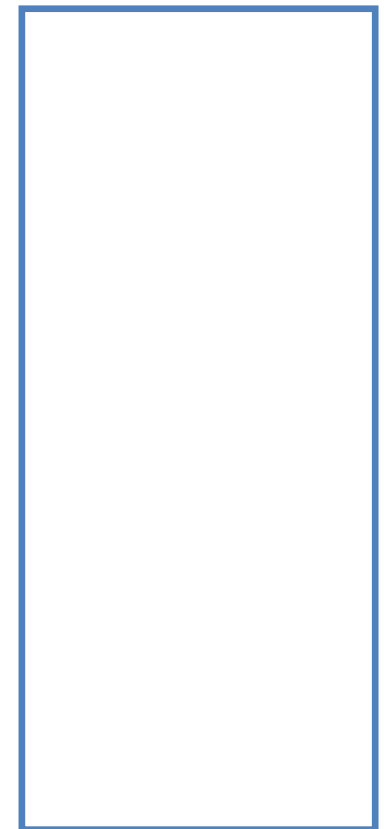
**E = Work Table**

## Portfolio Creator

Main Menu | Actions | Email | Help | User Preferences
**D**      **E**      **F**      **G**      **H**

| University Archives | Import Options | Repository |
|---|---|---|
| **J** | **K** | **L** |
| Upload from University shared files and your student account | Different ways of importing items | Import documents and media to store for later use. |
| Progress Indicator | HTML Authoring Tool | View / Create Task List |
| **M** | **N** | **O** |
| Check your progress | Go to your authoring tool | Create a task lists for yourself |

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**F = Email**

## Portfolio Creator

Main Menu | Actions | Email | Help | User Preferences
**D**      **E**      **F**      **G**      **H**

**Inbox**

**Create Message**

**Messages Sent**

**Address Book**

**Options**

| Email Address | Subject |
|---|---|
| Bobkim@hotmail | Project Report |
| kittycat@gmail | Review |
| John@naver | Portfolio idea |

Inbox, Create Message, Message Sent, & Address Book will all function like other simple email providers.

An options window will appear upon clicking the options button.

Notes:

# Portfolio Creator

**B** <u>Not your account?</u> / <u>Log out</u> **A**

Main Menu | Actions | Email | Help | User Preferences

**D**      **E**      **F**      **G**      **H**

**Search from the menu.**

[ I ]    **Search**

<u>How to Use Help</u>

<u>Portfolio Requirements</u>

<u>How to use "Portfolio Creator"</u>

<u>User Preferences</u>

↳   <u>Change Password</u>

<u>Find Missing Documents</u>

### How to change your password

1$^{st}$ Go to User Preferences

2$^{nd}$ Click on change password

Allows the user to search for help.

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**H = User Preferences**

Notes:

# Portfolio Creator

**B** <u>Not your account?</u> / <u>Log out</u> **A**

Main Menu | Actions | Email | Help | User Preferences

**D**      **E**      **F**      **G**      **H**

**View Design Themes**

**Customize**

**Set Sound Reminders**

Allows the user to customize page design themes from Portfolio Creator or customize your own.

Sound reminders allows the user to set specific sounds for the task list reminders.

Notes:

# Portfolio Creator

**Return to Menu**

Pawprint [  I  ]      Password [  I  ]

Logging in with pawprint and password would take user to MyZou account and allow upload of course information and other information.

Notes:

# Portfolio Creator

**Return to Menu**

| Images | Video | Documents |
| --- | --- | --- |
| This brings up options for importing image files. | This brings up options for importing video files. | This brings up options for importing document files. |

| Audio | Adobe Files | HTML |
| --- | --- | --- |
| This brings up options for importing audio files. | This brings up options for importing Adobe files such as Flash, Photoshop, etc. | This brings up options for importing HTML files. |

When the user clicks on one of these buttons a wizard will assist them in importing different file types. They will also be able to choose where they want to save the files.

Notes:

# Portfolio Creator

**Return to Menu**

**Open**

📁 Artifacts

📁 Refection Statements

📁 Resume

📁 Program of Study Descriptions

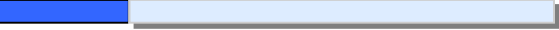📁 Documents

📁 Media files

[ Browse ]

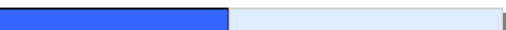With browse button user can access files stored on PC or laptop files or from thumbdrive.

Notes:

# Portfolio Creator

**Return to Menu**

Resume
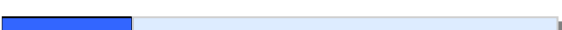
Program of Study

General Reflection Statement

Demonstration of Competencies

Evaluation Process

Overall Portfolio Process

Tracks progress for each element of the portfolio

Notes:

**Portfolio Creator**

**B** Not your account? / Log out **A**

Return to Menu

Save to Portfolio

File | Edit | Search | View | Format |

1
2
3
4
5
6
7
8
9
10
11
12
13

Standard tool for this PSS.

Notes:

**Portfolio Creator**

**B** Not your account? / Log out **A**

Return to Menu

New | Search [                    ]

| □√ | Task | Due Date |
|---|---|---|
| _√ | Complete Reflection statement | April 20, 2009 |
| □ | Contact Advisor for review | April 25, 2009 |
| | | |
| | | |
| | | |
| | | |

The user can create new tasks, search current tasks, and mark tasks as complete.

I = Portfolio Elements

**Portfolio Creator**

**B** <u>Not your account?</u> / <u>Log out</u> **A**

**Return to Menu**

**1**<sup>st</sup> **Collect Needed Materials**

**Resume**

**P**

Allows you to create or edit your resume.

**Describe Competencies**

**Q**

Takes you to the describe competencies screen.

**Artifacts**

**R**

Allows you to upload / remove artifacts.

**Evaluate**

**S**

**Reflection Statement**

**T**

Allows you to create a reflection statement.

**Program of Study**

**U**

Allows you to update your POS.

**2**<sup>nd</sup> **Create Portfolio** **V**

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P = Resume

**Portfolio Creator**

**B** <u>Not your account?</u> / <u>Log out</u> **A**

**Return to Menu**

<u>Resume Templates</u>  |  Text edit toolbar

**Save to Portfolio**

**Active Area**

**FirstName LastName**
**first name last name. email address@gmail.com. street address. city. state. zip. phone number.**
**Desired position**

**Education**

University

- Degree in Department
- GPA
- Honors here
- Published works here

City, State

2006-2008

**Work Experience**

**Company**

- **Role/Title**
- Lorem ipsum dolor sit amet, consectetuer adipiscing elit.
- Phasellus blandit accumsan mauris.
- Sed pharetra rhoncus pede.

City, State

Dates of employment

Upon clicking on Templates the user will see small color examples of different templates to choose from. Upon clicking on the example the template will open in the active area of the screen.

Notes:

**Portfolio Creator**  **B** Not your account? / Log out **A**

Return to Menu

Text edit toolbar 🖫✂🗐🖨

**Competencies**

Description Statement:

Your Role:

Reflection Statement:

Link to Artifacts:

Save to Portfolio

Needs Assessment     Designing LS     Developing LS

Here the user could use the tabs at the bottom of the page to write the required statements for each area.

Links would be directly to artifacts stored in the repository.

The save button would appear on each tab screen to save the individual competencies for each area.

Notes:

**Portfolio Creator**  **B** Not your account? / Log out **A**

Return to Menu

List of courses:   [ I                    ]   Browse

Note:

Each course listed
Is a folder and artifacts may be uploaded to the individual course folders. The list is generated by the program from the uploaded POS.

📁 Needs Assessment
📂 Designing Performance Support Systems
  ↳     Artifact 1
        Artifact 2
📁 Flash Authoring
📁 Intro to Web Development
📂 Performance Technology
  ↳     Artifact 1
        Artifact 2
        Artifact 3

This allows the user to collect, organize and find their artifacts.

Notes:

# Portfolio Creator

**B** <u>Not your account?</u> / <u>Log out</u> **A**

**Return to Menu**

Add Topic | Email | PM  🖫✂🗐🖨

| Topic | Author |
|---|---|
| Haller Portfolio Evaluation | Jackie Haller |
| Haller Portfolio Evaluation | Jackie Haller |
| Calvert Portfolio Evaluation | Melissa Calvert |

The users can choose to post their portfolio so that others can evaluate it. They can also evaluate the portfolios of others. They can also send personal messages and email from here to share thoughts.

Notes:

# Portfolio Creator

**B** <u>Not your account?</u> / <u>Log out</u> **A**

**Return to Menu**

Text edit toolbar  🖫✂🗐🖨

**General Reflection Statement**

{Create your statement here}

**Save to Portfolio**

Free text entered into a template.

Name of student and other identifying information would import from initial account set up; name, student number, etc.

Notes:

# Portfolio Creator

**Return to Menu**

Text edit toolbar 🖫✂🗐🖶

## Program of Study

Completed courses would automatically populate course from Mizzou Student Account. Student could also enter courses manually.

☐ **Course**
Your statement here

☐ **Course**
Your statement here

☐ **Course**
Your statement here

☐ **Course**
Your statement here

☐ **Course**
Your statement here

☐ **Course**
Your statement here

☐ **Course**
Your statement here

☐ **Course**
Your statement here

**Save to Portfolio**

Completed courses would automatically populate course from Mizzou Student Account. Student could also enter courses manually.

Not all courses may qualify for program. Check box would allow user to select target courses.

Statement field would expand as text is entered.

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Notes:

# Portfolio Creator

**Return to Menu**

Begin by following the numbers. You may go back at any time and make changes.

**1**

**Choose / Edit Template**

Choose a template.

**2**

**Color and Design Options**

Adjust the color and design of the template.

**3**

**Text Options**

Adjust the text size, color, font, etc.

**4**

**Create Portfolio**

Use a guided wizard to create your portfolio.

**5**

**Generate and View Web Portfolio**

Generate the web portfolio and view your portfolio on line.

This is where the user will create their portfolio. They will be able to access all of the materials they have saved to the PSS while being guided by a wizard. They will also be able to go back and make changes at nay point.