



Honors College
Teaching Laboratory
Learning That Works

ePORTFOLIO NEWSLETTER SEPT 15-19

Every week, this newsletter will share tips and resources related to ePortfolios, addressing concerns for students and instructors alike, in an effort to support the growing use of digital portfolios in the classroom.

GOOGLE DRIVE INSTRUCTION

You can populate, share, and collaborate in Drive in a number of ways!

Upload material that you've handwritten, created in a program other than Drive, downloaded from elsewhere, or received previously in printed form.

Convert uploaded material if you want to edit it in Drive.

Create new folders and texts without uploading.

Share materials with classmates, colleagues, or instructors.



Collaborate in Documents, working at the same time as collaborators or asynchronously.

MULTIMEDIA TIP: MAKING HYPERLINKS

One of the benefits of working in digital environments is the ability to easily link to other digital materials. Take advantage of writing in digital environments by making these links.

When writing notes during reading or a class lecture, *consider linking to relevant materials that help you understand the content.* When you are reflecting on when and where you are learning, *consider linking to digital copies of homework and projects you have done for class.*

Most icons representing links either look like

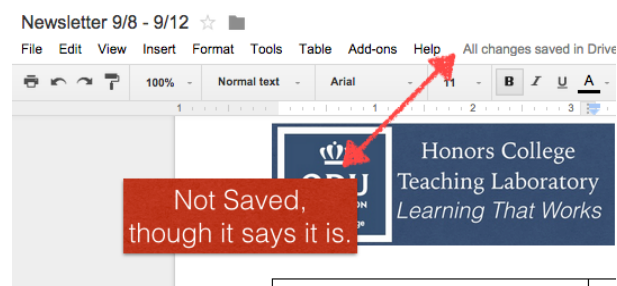
paperclips  or chain links  .

GENERAL TIP: ASKING FOR HELP WITH SCREENSHOTS

Everyone gets stuck when working in various digital environments. Many times instructors or tech support folks can more quickly help you figure out the issue if they can see what you are seeing.

Consider taking static screenshots of what you see and/or what you are doing and share those with the instructor or tech support person you are asking for help. You can easily Google information to help you take a screenshot; consider checking out this website as well:

<http://www.take-a-screenshot.org/>



SUPPORT/ RESOURCES

Students, don't forget to visit the Academic Coaches in the Student Success Center for additional support. [Schedule your appointment with one here!](#)

Students and Instructors, visit the ePortfolio Learning Coordinator, Megan Mize, in the Student Success Center (Rm 2022). Contact her at mmize@odu.edu.

STUDENT TIP

Save Syllabi and Major Assignment Prompts

You don't know when you will need basic course information in the future, so be sure to save basic documents like your course syllabi and major assignment prompts. First, start a folder for each course you are currently taking. For each course, upload a copy of the syllabus and any major assignment prompts. If you only receive paper versions of a syllabus or an assignment prompt, use one of the scanners in the Learning Commons or a mobile application like [CamScanner](#) or [Scanner Pro](#) (available for [Apple/Google](#)) to digitize the document before you add it to your Google Drive course folder.

TEACHER TIP

Scanners in the Learning Commons & Mobile Apps

If you have students complete assignments in class, like in-class peer-reviews or other writing assignments, you can still ask that the students upload them to their digital portfolio. The ODU Learning Commons has three scanners. There are also mobile applications that students might use to take pictures of their documents and upload them to their Google Drive folders. Some mobile applications like [CamScanner](#) or [Scanner Pro](#) (available for [Apple/Google](#)). Similarly, consider having students take pictures and share any notes you post on the course whiteboard and/or students' handwritten notes.

FALL 2014 WORKSHOPS & OPEN LAB HOURS

You may see the [Google Calendar of Events here](#). To subscribe to the calendar, select the link in the lower right hand corner. If you would like to learn more about using Google Calendars for your own purposes (organizing work, scheduling organization meetings, marking course deadlines), [watch this video for further tips!](#)

WORKSHOP:

Developing in Drive & Multimedia Content

Sept 22 (Mon) 10 am -12 pm: BAL 2019
Sept 23 (Tuesday) 10 am -12 pm: BAL 2027
Sept 30 (Tuesday) 12 pm - 2 pm: BAL 2027
Oct 1 (Wednesday) 12 pm - 2 pm: Student Success Testing Center Rm. 1105
Oct. 6 (Mon) 5 pm - 7 pm: VA House Lounge

OPEN LAB

10 am - 4 pm: BAL 2027

Oct 20 (Mon)
Oct 21 (Tues)
Oct 29 (Wed)
Oct 30 (Thur)

WORKSHOP:

Presentation Portfolios & Cover Letters (Drive, Wix, WP, & Sites)

Nov 3 (Mon) 10 am -12 pm: BAL 2019
Nov 4 (Tues) 10 am -12 pm: BAL 2027
Nov 11 (Tues) 12 pm - 2 pm: BAL 2027
Nov 12 (Wed) 12 pm -2 pm: Student Success Testing Center Rm. 1105
Nov 17 (Mon) 5 pm - 7 pm: VA House Lounge

OPEN LAB

10 am - 4 pm: BAL 2027

Dec 1 (Mon)
Dec 2 (Tues)
Dec 8 (Tues)
Dec 9 (Wed)

Students, remember to visit the Academic Coaches in the [Student Success Center](#) (the same building as the Honors College) for additional support. [Schedule your appointment here!](#)