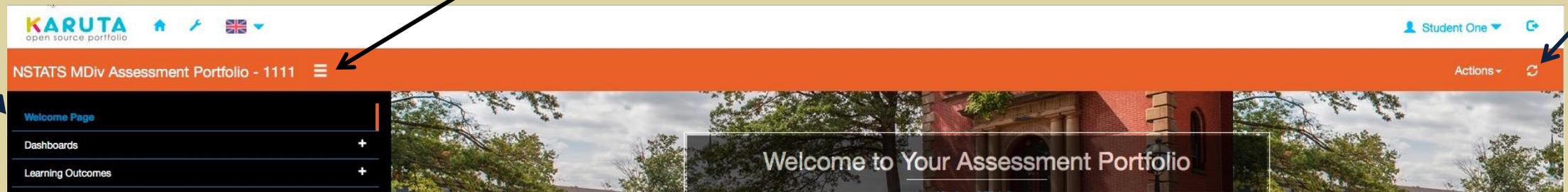


The Portfolio Advantage



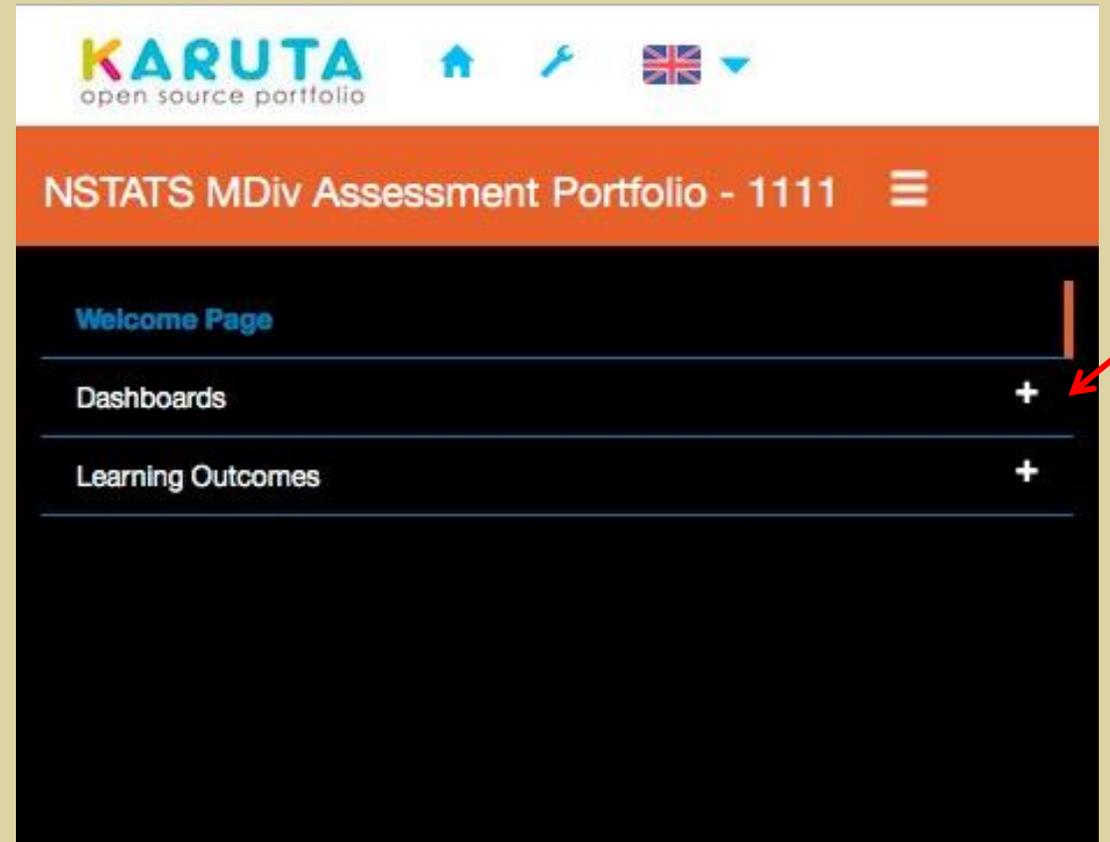
Navigating Your e-Portfolios

- Use the refresh button  on the upper right to reload your portfolio every time you make modifications to it.
- Use the stack bar icon  on the upper left to collapse or expand the left hand navigation panel.
- The left hand panel is usually kept open. Use it to navigate the sections of your portfolios.



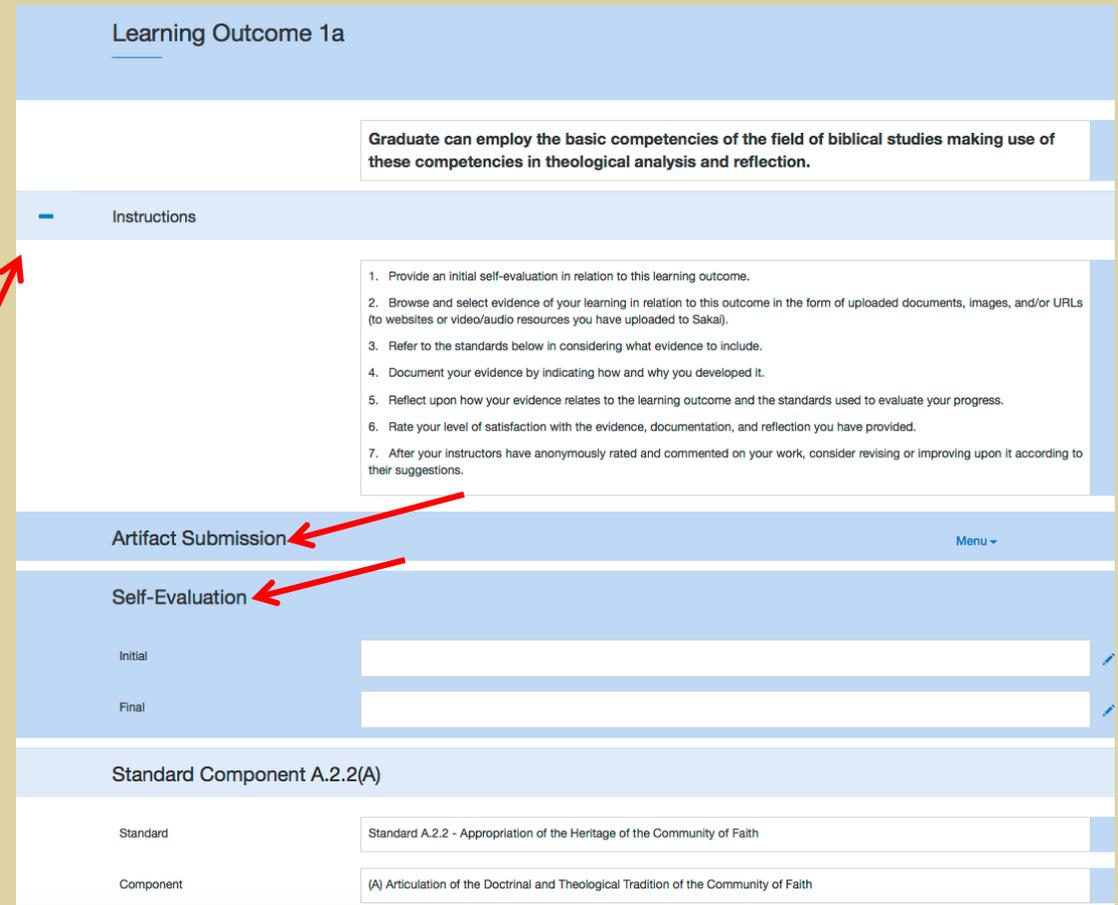
Accessing e-Portfolio Sections

- Open your assessment portfolio.
- Use the left hand panel to locate portfolio sections.
- Use the **+** button to expand sections and the **-** button to collapse them.
- Click on the label of a section or sub-section to access it.



Providing Evidence of Your Learning

- Click on your current year in your NBTS program.
- Click on a learning outcome for your NBTS program.
- You are responsible for the sections on artifact submission and self-evaluation.
- Follow the instructions on the page.
- Collapse the instructions by clicking the  button. Expand with the  button.

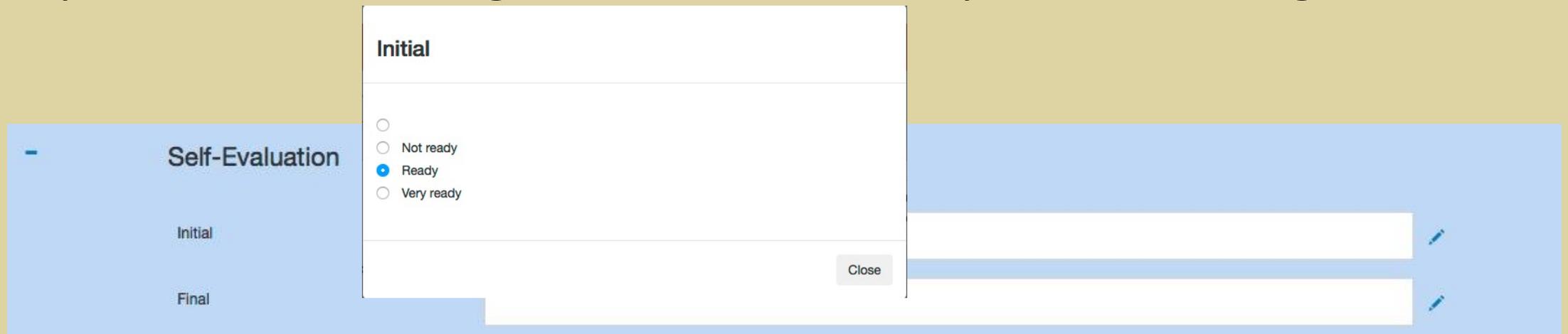


The screenshot displays a web interface for the NBTS program. At the top, a blue header reads "Learning Outcome 1a". Below this, a white box contains the text: "Graduate can employ the basic competencies of the field of biblical studies making use of these competencies in theological analysis and reflection." The "Instructions" section is currently collapsed, indicated by a minus sign (-) on the left. A red arrow points from the minus sign in the text to this minus sign. The instructions list seven steps: 1. Provide an initial self-evaluation in relation to this learning outcome. 2. Browse and select evidence of your learning in relation to this outcome in the form of uploaded documents, images, and/or URLs (to websites or video/audio resources you have uploaded to Sakai). 3. Refer to the standards below in considering what evidence to include. 4. Document your evidence by indicating how and why you developed it. 5. Reflect upon how your evidence relates to the learning outcome and the standards used to evaluate your progress. 6. Rate your level of satisfaction with the evidence, documentation, and reflection you have provided. 7. After your instructors have anonymously rated and commented on your work, consider revising or improving upon it according to their suggestions. Below the instructions, the "Artifact Submission" section is visible, with a red arrow pointing to it. The "Self-Evaluation" section follows, featuring two input fields labeled "Initial" and "Final", each with a blue pencil icon to its right. At the bottom, the "Standard Component A.2.2(A)" section is shown, with a table listing the standard and component details.

Standard Component A.2.2(A)	
Standard	Standard A.2.2 - Appropriation of the Heritage of the Community of Faith
Component	(A) Articulation of the Doctrinal and Theological Tradition of the Community of Faith

Self-Evaluation of Your Learning

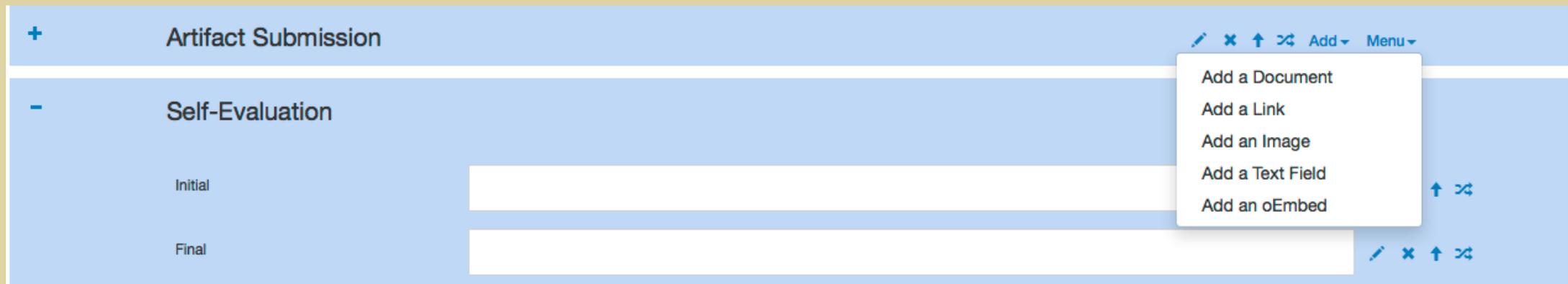
- Use the self-evaluation field to make an initial judgment of your mastery of this learning outcome.
- After completing work on this outcome, make a new judgment of your success in being able to show mastery of this learning outcome.



The screenshot displays a user interface for self-evaluation. On the left, a blue sidebar contains a minus sign, the title "Self-Evaluation", and two buttons labeled "Initial" and "Final". The main area is a light blue background with two white text input fields, each followed by a blue pencil icon. A white dialog box is open over the top input field, titled "Initial". It contains three radio button options: "Not ready", "Ready" (which is selected), and "Very ready". A "Close" button is located at the bottom right of the dialog box.

Submitting Artifacts of Your Learning

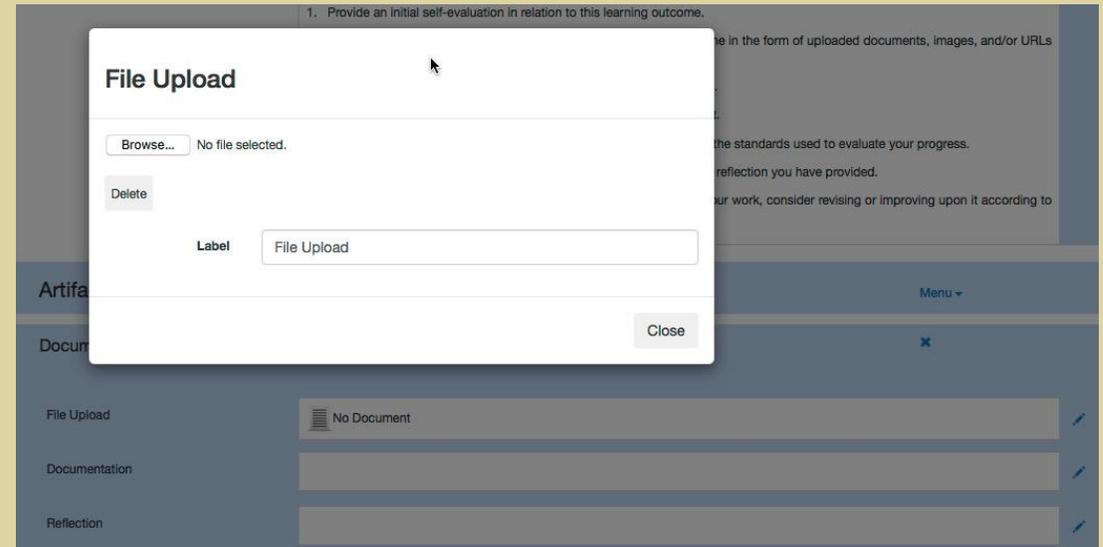
- Use the menu button to submit multimedia artifacts to demonstrate your learning in relation to this outcome.
- A new section will appear below to facilitate your choice of media.
- Upload your choice of media.
- Use the pencil button to fill in each field.



The screenshot displays a user interface for submitting artifacts. It features two main sections: 'Artifact Submission' and 'Self-Evaluation'. The 'Artifact Submission' section is currently expanded, indicated by a plus sign (+) on the left. The 'Self-Evaluation' section is collapsed, indicated by a minus sign (-) on the left. Below the 'Self-Evaluation' section, there are two input fields labeled 'Initial' and 'Final'. A context menu is open over the 'Initial' field, listing options: 'Add a Document', 'Add a Link', 'Add an Image', 'Add a Text Field', and 'Add an oEmbed'. The interface includes various icons for editing (pencil), deleting (x), moving (up arrow), and locking (lock icon), as well as 'Add' and 'Menu' buttons.

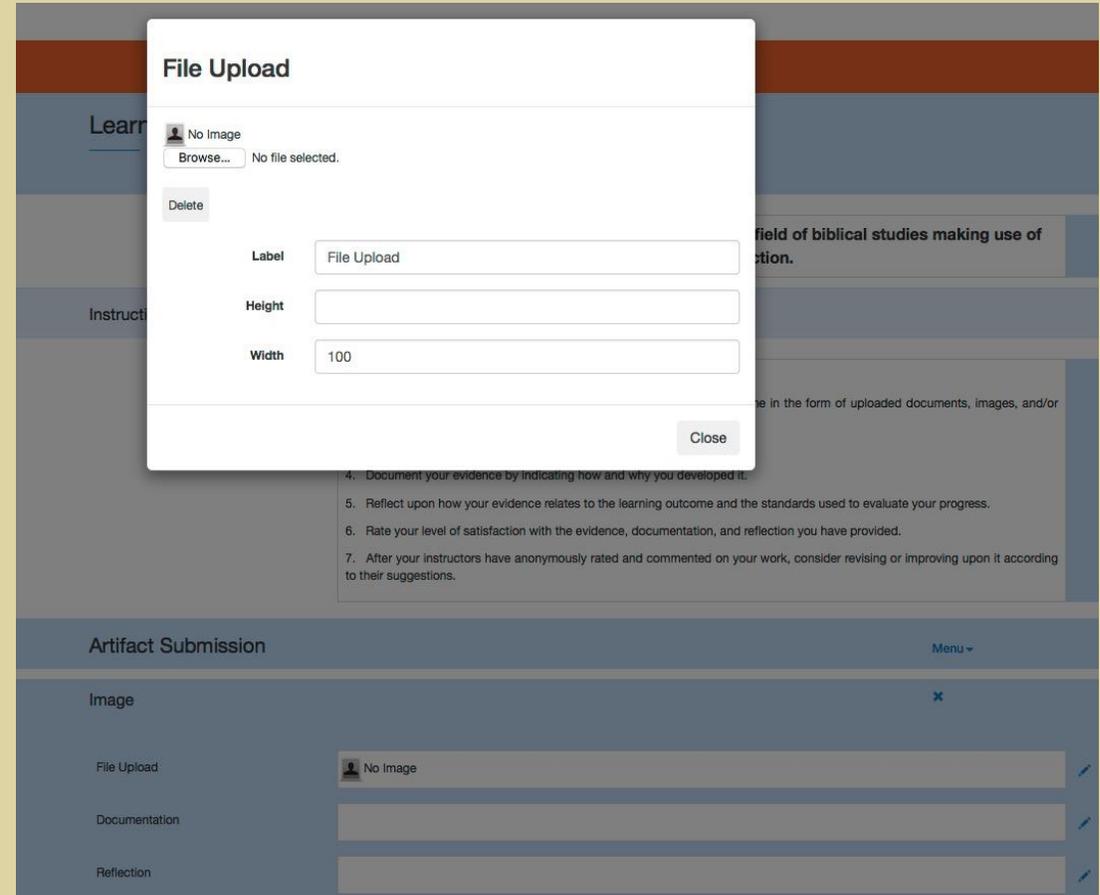
Adding a Document

- Use the pencil buttons to:
 - Upload an MS Word file or other document file.
 - Document your evidence of learning by providing details describing its origin or creation.
 - Reflect upon the degree to which your evidence successfully addresses the learning outcome.



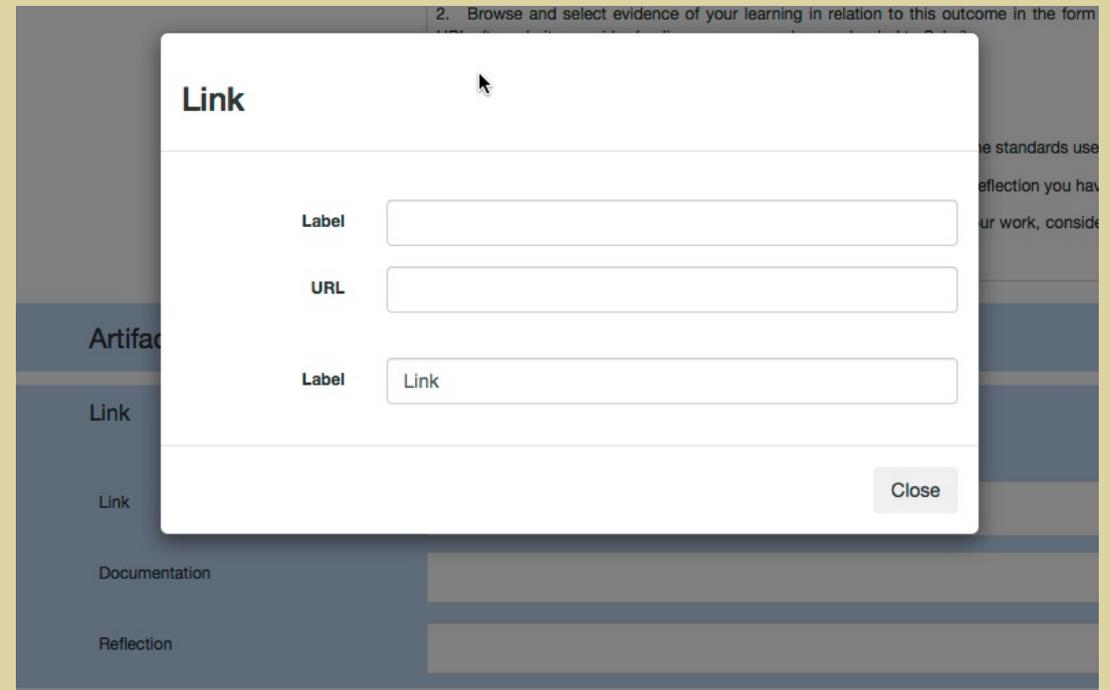
Adding an Image

- Use the pencil buttons to:
 - Upload the image.
 - Document your image by providing details on its origin or creation.
 - Reflect upon the degree to which your image successfully addresses the learning outcome.
- If your image is very large, it may take several seconds to upload.
- If you decide to reduce the resolution of an image, a useful resource is <http://www.picsize.com>
- Images with a resolution of more than 1000 are not recommended.



Adding a Link

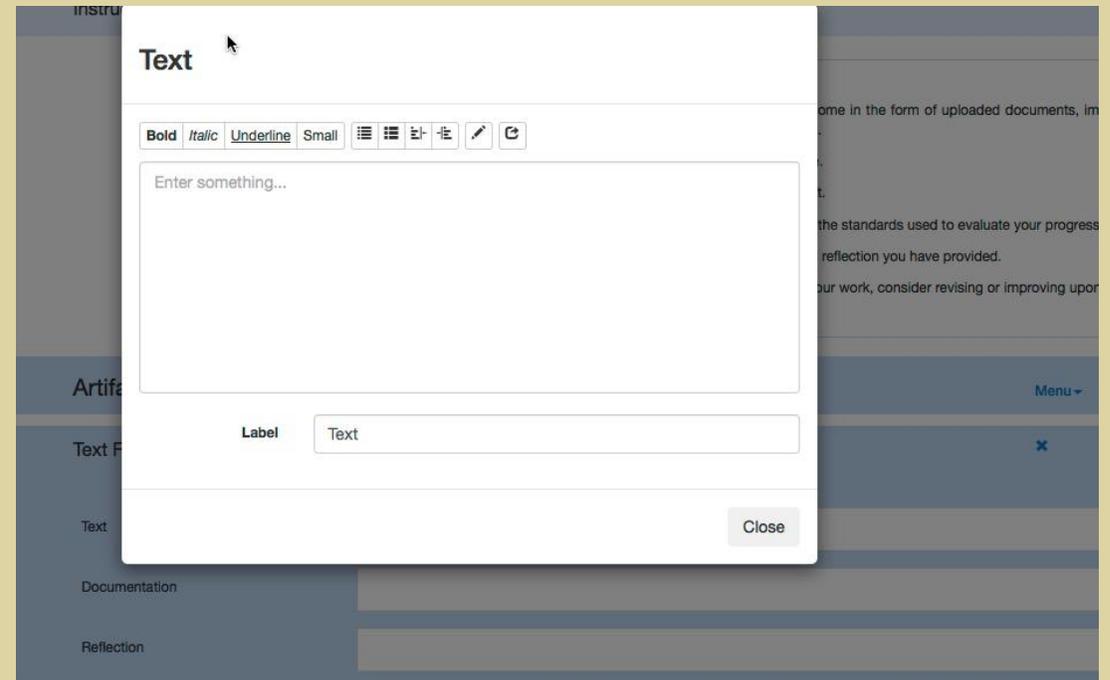
- Use the pencil buttons to:
 - Insert a link to a website.
 - Document your evidence of learning by providing details on its origin or creation.
 - Reflect upon the degree to which your evidence successfully addresses the learning outcome.



The image shows a 'Link' dialog box overlaid on a blurred background of a learning management system interface. The dialog box has a title bar with the word 'Link' and a close button in the top right corner. Inside the dialog, there are three input fields, each with a 'Label' label to its left. The first two fields are empty, while the third field contains the text 'Link'. The background interface shows a list of items with labels like 'Artifact', 'Link', 'Link', 'Documentation', and 'Reflection', and a step number '2. Browse and select evidence of your learning in relation to this outcome in the form'.

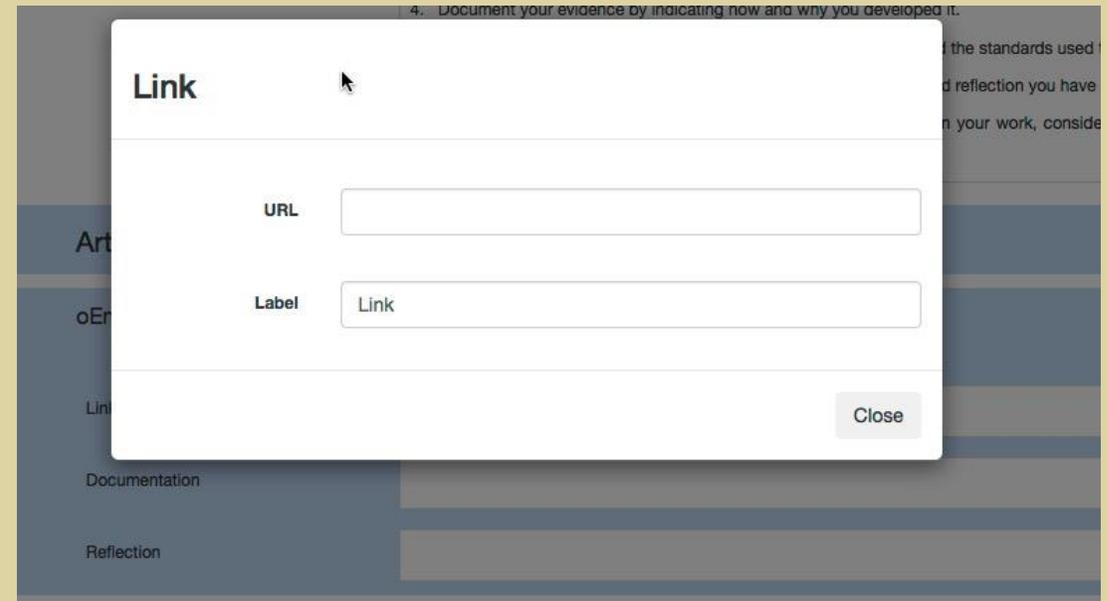
Adding a Text Field

- Use the pencil buttons to:
 - Access the text editor to add your text.
 - Document your evidence of learning by providing details on its origin or creation.
 - Reflect upon the degree to which your evidence successfully addresses the learning outcome.
- DO NOT copy / paste directly from MS Word. Instead, use a plain text editor to remove formatting.



Using Oembed to Add Playable Multimedia to Your Portfolio

- Upload your multimedia file to a site like one of the following:
 - <https://youtube.com>
 - <http://vimeo.com>
 - <http://slideshare.net>
- Capture the resulting link and use the pencil button to insert it into an oembed resource.
- Document your evidence of learning by providing details on its origin or creation.
- Reflect upon the degree to which your evidence successfully addresses the learning outcome.
- Your viewers will be able to play the resource from the e-Portfolios tool.



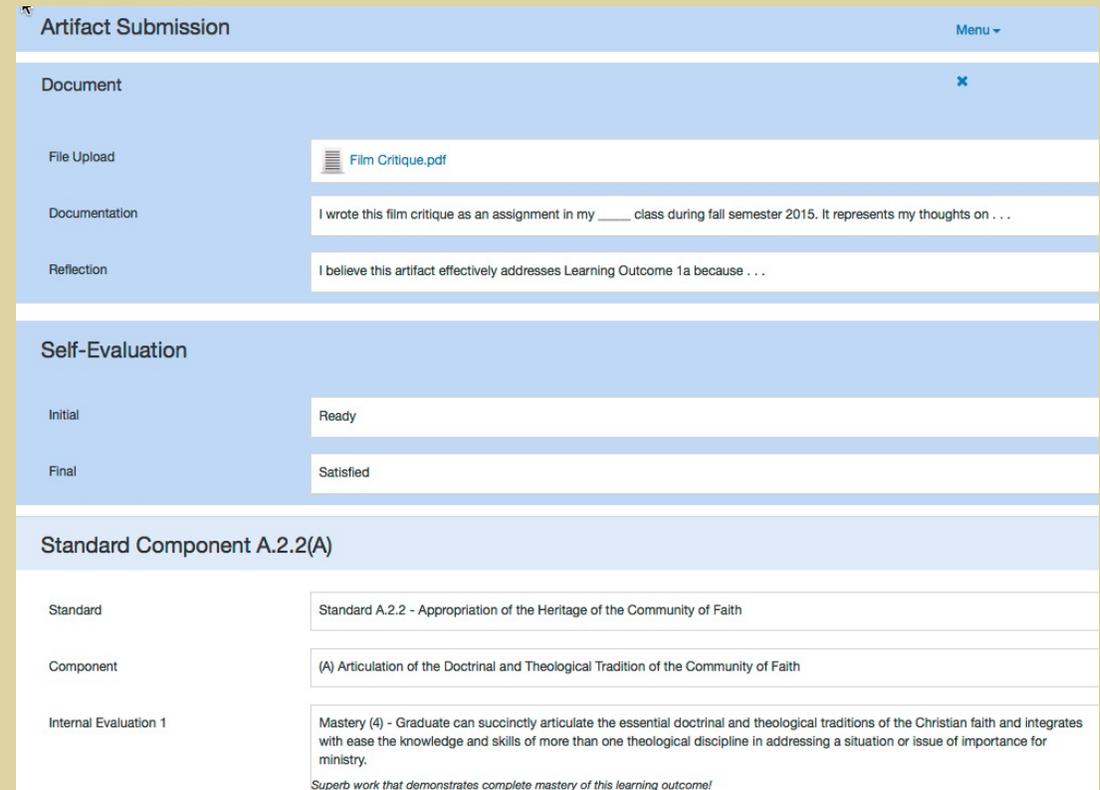
The image shows a screenshot of a web application interface with a modal window titled "Link". The modal has a white background and a thin border. It contains two input fields: "URL" and "Label". The "URL" field is empty, and the "Label" field contains the text "Link". A "Close" button is located in the bottom right corner of the modal. The background of the application is a dark blue-grey color with some text and icons visible but blurred.

Documenting and Reflecting upon Your Learning

- Don't skip this step!
- This is your opportunity to be persuasive about the value of your evidence in representing your learning.
- Convince your viewers of the value of your evidence by:
 - Providing details on its origin or creation.
 - Commenting on why your evidence successfully addresses the learning outcome.

Internal and External Evaluation of Your Learning

- At specific times of the year, two internal evaluators and one external evaluator will assess your work in relation to the learning outcomes.
- Assessment has a different purpose than grades in your courses.
- Your assessment ratings DO NOT have any affect on your course grades.
- Evaluators are concerned about the quality of your graduate program.
- Your evidence of learning will help improve the quality of your ongoing education at NBTS.



The screenshot shows a web-based form for artifact submission. It is divided into several sections:

- Artifact Submission**: The main title of the form.
- Document**: A section with a close button (x).
- File Upload**: A section where a file named "Film Critique.pdf" has been uploaded.
- Documentation**: A text input field containing the text: "I wrote this film critique as an assignment in my ____ class during fall semester 2015. It represents my thoughts on . . ."
- Reflection**: A text input field containing the text: "I believe this artifact effectively addresses Learning Outcome 1a because . . ."
- Self-Evaluation**: A section with two rows:
 - Initial**: Ready
 - Final**: Satisfied
- Standard Component A.2.2(A)**: A section with three rows:
 - Standard**: Standard A.2.2 - Appropriation of the Heritage of the Community of Faith
 - Component**: (A) Articulation of the Doctrinal and Theological Tradition of the Community of Faith
 - Internal Evaluation 1**: Mastery (4) - Graduate can succinctly articulate the essential doctrinal and theological traditions of the Christian faith and integrates with ease the knowledge and skills of more than one theological discipline in addressing a situation or issue of importance for ministry. *Superb work that demonstrates complete mastery of this learning outcome!*

Accessing a Different NBTS e-Portfolio

- To open a different portfolio:
 - Click the  button at the top left of the screen.
 - You will return to your e-Portfolio home page where you can click the label of the portfolio you want to open.

