

# A Beginner's Guide ▶ to ePortfolios

Robert Alfis, BSc (Hons), MLIS

Research Librarian - Dublin Business School

# About me

- ▶ Research Librarian at [Dublin Business School](#)
- ▶ Lecturer (Information Organisation) - [DBS Master of Science Information & Library Management](#)
- ▶ Managing editor - [DBS Business Review](#)
- ▶ LAI Deputy Secretary
- ▶ Committee member - [LAI Library Publishing Group](#)
- ▶ Committee member - [LIR - the HEANet Librarians' group](#)
- ▶ Former secretary and committee member - [LAI Career Develop Group](#)

# Why keep an ePortfolio?



Record of your learning -  
evidence/proof



Helps you identify and showcase  
the practical skills you have  
gained



It can really enhance your  
personal brand

# Some definitions

“E-portfolios are a valuable learning and assessment tool. An e-portfolio is a digitized collection of artifacts including demonstrations, resources, and accomplishments that represent an individual, group, or institution. This collection can be comprised of text-based, graphic, or multimedia elements archived on a Web site or on other electronic media such as a CD-ROM or DVD. An e-portfolio is more than a simple collection—it can also serve as an administrative tool to manage and organize work created with different applications and to control who can see the work. E-portfolios encourage personal reflection and often involve the exchange of ideas and feedback.”

- [Lorenzo and Ittelson, 2005](#)

“An e-portfolio is the product, created by the learner, a collection of digital artefacts articulating experiences, achievements and learning. Behind any product, or presentation, lie rich and complex processes of planning, synthesising, sharing, discussing, reflecting, giving, receiving and responding to feedback.”

- [Jisc, 2008](#)

# ePortfolio platforms

- ▶ WordPress
  - ▶ Weebly
  - ▶ Mahara
- 
- ▶ Mahara is a purpose built ePortfolio platform and will cost money. Some short courses provide you with an account and may let you keep it after
- 
- ▶ WordPress and Weebly are more blogging platforms but are easily used for ePortfolios

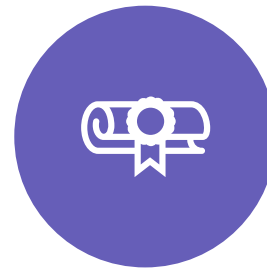
# What to include in your ePortfolio



PLANNING STAGE  
(IDENTIFYING GOALS)



TRACKING, IF YOU HAVE  
STARTED ANY ACTIONS



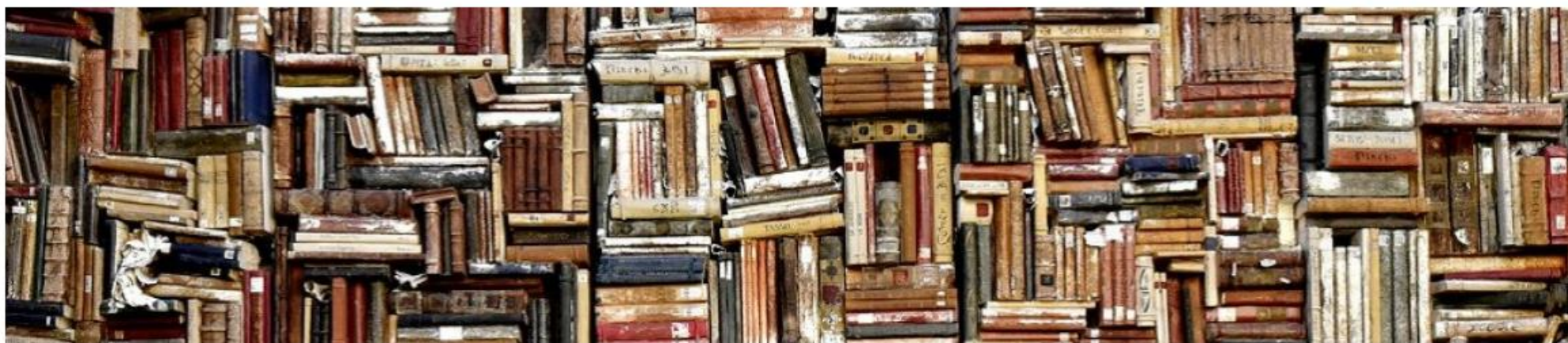
IDENTIFYING  
OPPORTUNITIES  
(UPCOMING COURSES,  
CONFERENCES ETC.)



IDENTIFYING GAPS IN YOUR  
SKILLSET

# What to put on an ePortfolio

- ▶ A short bio
- ▶ Your work experience
- ▶ Your education
- ▶ Affiliations/memberships
- ▶ Record of your CPD
- ▶ Projects or work from your job/college that you're proud of (ask your employer first)
  - ▶ Link your dissertation if it is up on your institutional repository
- ▶ Reflections
- ▶ Many people list their presentations and publications



# ePortfolio

---

[Home](#)

[About](#)

[Education](#)

[Experience](#)

[Contact](#)

---

# ePortfolio design

- ▶ Keep it simple and easy to navigate
- ▶ Use a simple font and a white background - your ePortfolio is an artefact in of itself and representative of your work

# Recording your CPD

- ▶ If you attended a seminar or completed a MOOC or any sort of CPD be sure to include:
  - ▶ Background - General information - when, where, how, who
  - ▶ Reflection - on the CPD you have done
  - ▶ Output - what did you actually get out of this - what new skills, what new information, did you learn something that will help with your job?

# Categorising your CPD

- ▶ Most platforms allow you to organise posts using tags and categories
- ▶ You can use these to organise your CPD
- ▶ Frameworks can provide you with a good way to organise your posts
- ▶ This can really highlight your commitment to your career/speciality

# Competency Frameworks

## PAS Civil Service Competency Models

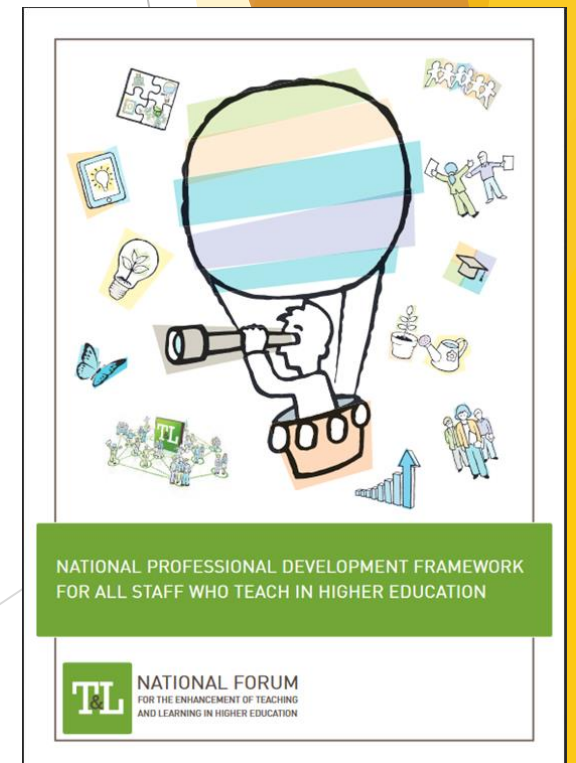
- ▶ All Public Sector hiring is based on this model
- ▶ Can be utilised for other jobs

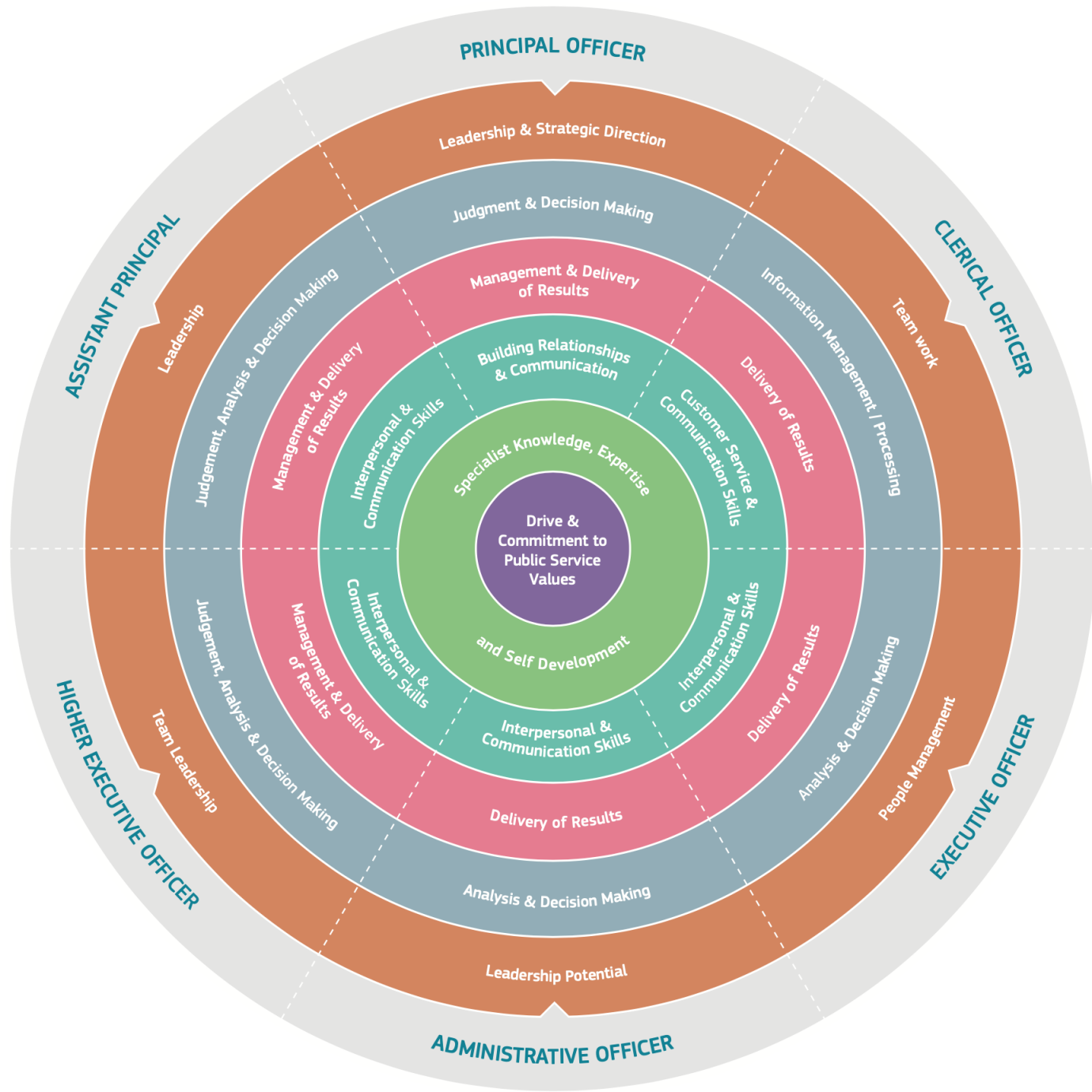
## CILIP PKSB

- ▶ Available to all CILIP members
- ▶ Can track progress online
- ▶ Leads to Chartership

## National Professional Development Framework for All Staff Who Teach in Higher Education

- ▶ Developed by the National Forum for the Enhancement of Teaching and Learning







**Table 1: Typology of Professional Development Activities**

<b>Non-Accredited</b>			<b>4. Accredited (formal)<sup>4</sup></b>
<b>1. Collaborative Non-accredited (informal)<sup>4</sup></b>	<b>2. Unstructured Non-accredited (non-formal) <sup>4</sup></b>	<b>3. Structured Non-accredited (non-formal)</b>	
Learning from these activities comes from their collaborative nature	These activities are independently led by the individual. Engagement is driven by the individual's needs/interests. Individuals source the material themselves	Organised activities (by an institution, network or disciplinary membership body). They are typically facilitated and have identified learning objectives	Accredited programmes of study (ECTS or similar credits)
Examples – Conversations with colleagues, peer networking, peer observations, online blogs/discussion forums	Examples - Reading articles, following social media, self-study, watching video tutorials, keeping a reflective teaching journal/portfolio, preparing an article for publication	Examples - Workshops, seminars, MOOCs, conferences, summer schools, structured collaborative projects	Examples - Professional Certificate, Graduate Diploma, Masters, PhD, EdD in: Teaching and Learning, eLearning, Leadership in Education; Education Policy

# The Domains of the Framework

The framework incorporates five overarching domains, each expanded through a series of elements. The uniqueness that each individual brings to their teaching is acknowledged by placing 'the self' (Domain 1: Personal Development) at the centre of all professional development activity (Figure 2).



Figure 2: The domains, underpinned by the framework's values.

# Organising your ePortfolio

- ▶ For the **PKSB** - If you are using Wordpress you might have the categories be *Professional Experience* and *Generic Skills* and each specific skill be a tag
- ▶ For the **National Professional Development Framework** - you could have each Typology of Professional Development Activities as a category, and each domain as a tag.



# HECA Academic Quality Enhancement Forum (HAQEF) Professional Development Colloquium

Visual HTML

+ Add Paragraph B I [List Icons] [Link Icon] [Quote Icon] [Table Icon] [Table Icon] [Table Icon] [Table Icon]

[Undo] [Redo] [Text Color] [Background Color] [Image] [Link] [Unlink] [Table] [Table] [Table] [Table]



## Description

Post Settings

Status

Categories & Tags  
Structured Non-accredited (non-formal)

Featured Image

Sharing

Post Format  
Standard

More Options

Try the new block editor and level up your layout.  
[Learn more](#)

Post Settings

Status

Categories & Tags  
Structured Non-accredited (non-formal)

Categories

- Accredited (formal)
- Collaborative Non-accredited (informal)
- Structured Non-accredited (non-formal)
- Uncategorized
- Unstructured Non-accredited
- Unstructured Non-accredited (non-formal)
- Updates
- [Add New Category](#)

Tags

- HECA
- Personal Development: Th...

# ePortfolios can be publicly available

- ▶ Many of these platforms allow your ePortfolio to be publicly available - keep this in mind
- ▶ If you are discussing a seminar or paper - do not be overly critical
- ▶ Your ePortfolio will be an example of your work
- ▶ Wordpress can be set to be hidden (so it is not indexed by Google)
- ▶ Do not put your mobile number or address on it

## Privacy

Save settings

Coming Soon

*Your site is hidden from visitors behind a "Coming Soon" notice until it is ready for viewing.*

Public

*Your site is visible to everyone.*

Discourage search engines from indexing this site

*This option does not block access to your site — it is up to search engines to honor your request.*

Private

*Your site is only visible to you and logged-in members you approve. Everyone else will see a log in screen.*

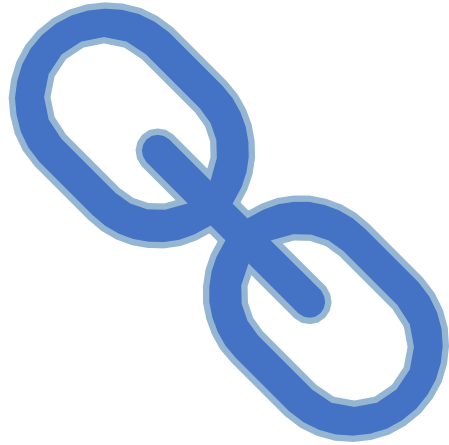
# Reflecting on CPD

# Cheat sheet for reflection

- ▶ When you are reflecting, try to hit these points:
  - ▶ Did I know this already? If yes, where did I learn it? Is my understanding of this deeper now?
  - ▶ Is this something I can take forward into my role (or is it something a colleague could use?)
  - ▶ Does this relate to:
    - ▶ A paper I read
    - ▶ A conference or seminar I attended
    - ▶ Something a colleague or lecturer told me
    - ▶ An experience I had
  - ▶ Is this something I want to learn more about/explore further?
  - ▶ Will I do anything differently now that I know this?

In general, look to the past, look to the present, look to the future

# Reflecting in your ePortfolio



- ▶ You can really showcase your learning by referring/linking back to previous posts you have made on your ePortfolio
- ▶ “I previously said I wanted to learn more about XYZ in *older post*, which is why I did this online course”

# If you create an ePortfolio

- ▶ Put a link to it to your LinkedIn/Twitter and vice versa
- ▶ Put a link to it in your CV

# Benefits of an ePortfolio

An ePortfolio is relatively easy to create. It pulls together everything you have been doing.

It can showcase your commitment to your profession in the application stage or even before.

It allows you to control your own brand.

# Questions