ePortfolio: Quick Start Guide for Students
Learning to use Matrices and Wizards

IT TRAINING & EDUCATION
UNIVERSITY INFORMATION TECHNOLOGY SERVICES
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What is an electronic portfolio?

An electronic portfolio, or ePortfolio, is a personal, digital collection of assignments, documents, videos, and other materials that demonstrates academic growth. Many colleges and universities (as well as individual departments and instructors) are now encouraging students to use ePortfolios as a way of demonstrating proficiencies or showcasing skills and achievements.

At Indiana University, portfolio activities are built upon a suite of tools available through Oncourse CL. These tools, known collectively as ePortfolio (or simply ePort), allow instructors and administrators to carefully guide you through the process of selecting representative examples of your work and optionally reflect on those examples in ways that can help you see connections between your course work and your personal, academic, and career goals. The structure and contents of a guided ePortfolio can vary greatly depending on its purpose. For example, an electronic portfolio for a capstone course in art history may look very different than an ePortfolio designed to show intellectual growth over time. In most cases, however, regardless of the form it takes, the ePortfolio will be explicitly aligned with course or program objectives and/or institutional standards.

As a participant in a guided portfolio experience, you will encounter one or possibly two ePortfolio tools, Matrices and/or Wizards. These tools will be made accessible to you by your instructor (or whoever is facilitating your ePortfolio experience), in one or more of your course sites or through a dedicated portfolio site. This guide will give you a general overview of how to work with the Matrices tool and the Wizards tool. The first part of this guide will focus on the Matrices tool; the latter part of the guide will focus on the Wizards tool.

A matrix is a tool used to guide you through a series of related portfolio activities visually represented as a grid or table made up of columns and rows with descriptive labels.

The wizard described in this guide is a tool that takes the form of an outline rather than being organized into a grid like the matrix; it is also designed to guide you through a series of related portfolio activities.

Keep in mind that matrices and wizards are customizable.

Because of this, it is extremely important for you to follow your instructor's directions as your screens may not look exactly like the examples in this guide.
What is a matrix?

The matrix tool guides you through a series of related portfolio activities, visually represented as a grid or table. It is similar to a spreadsheet (hence the name “matrix”).

The intersection of a row and column is called a cell. Matrix cells are color-coded to indicate their status. There are four possibilities:

- Ready (green) – indicates that the cell is open and available for you to begin work.
- Pending (yellow) – indicates that you have submitted the cell for evaluation and review is pending. You can’t edit content in pending cells.
- Blue - indicates that evaluation is complete.
- Purple – indicates that the cell is locked.

**Note:** Please note this document describes the default color-coding for a matrix. Your instructor may have customized the matrix to use different status colors from those described here, so be sure to carefully review the legend beneath the matrix.

Each matrix cell links to a Web page containing a customized collection of instructions, a button for uploading/attaching files, and/or links to forms that you may be asked to complete. The next several sections will explain how to access and work with a matrix.
Accessing your matrix

Your instructor (or whoever is facilitating your portfolio experience) will provide you with the name of the course or portfolio site containing your matrix as well as the name of the matrix itself. To access the matrix, follow these steps:

1. Log in to Oncourse CL.
2. Click the appropriate tab to access the name of the course or portfolio site containing your matrix. (If the site is not visible, click the More tab, and select the appropriate site from the expanded list.)
3. On the menubar, click Matrices.
   The “Manage Matrices” screen appears and you see the titles of one or more matrices. Each of these titles links to a single matrix.
   If there are multiple items listed, your screen will look something like this:

<table>
<thead>
<tr>
<th>Name</th>
<th>Owner</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUL Matrix</td>
<td>Iama Teacher</td>
<td>Published</td>
</tr>
<tr>
<td>PUL Matrix 7:4</td>
<td>Iama Teacher</td>
<td>Published</td>
</tr>
<tr>
<td>Secondary Education EPort</td>
<td>Iama Teacher</td>
<td>Published</td>
</tr>
<tr>
<td>PUL Matrix</td>
<td>Iama Teacher</td>
<td>Published</td>
</tr>
<tr>
<td>UROP Student Matrix</td>
<td>Iama Teacher</td>
<td>Published</td>
</tr>
</tbody>
</table>

4. Click the appropriate matrix title to begin working.
   You see a grid of rows and columns similar to the example on page four.

5. To begin using the matrix, select a cell colored as Ready (usually green, but check the status legend to be sure). Your instructor (or matrix facilitator) will probably have already told you which cell(s) to work with first.

6. Read the column and row headers to get an idea about what kind of content will be requested in the cell.

7. Click on the cell to open it.
A new screen appears (see example below) containing one or more of the following items from top to bottom:

- The description of the purpose of the cell
- Guidance (instructions, rationale, and examples) on how to complete the cell
- Links to one or more optional forms
- Select Item(s) button to attach examples of your work (artifacts) to the cell
- Complete reflection link for writing a reflection about your work

### Matrices

**Row: Reflections; Column: My career (professional identity)**

**Instructions**

How is your classroom learning of your selected PUL and English outcome related to work and career issues? How have these learning experiences contributed to your development as a professional?

How do your chosen artifacts demonstrate your ability to apply your selected PUL and English outcome to your professional work? (Or how did creating these artifacts contribute to your professional development?) Do they show a trajectory of professional development? If so, how?

If you have selected a career, how does your choice of major specifically relate to the requirements of this profession?

In what ways do you need to improve in order to prepare further for your career?

Be sure to provide a well-supported critical analysis of your selected artifacts in the context of PUL and English outcome and to use the artifacts to exemplify your insights.

<table>
<thead>
<tr>
<th>Items</th>
<th>Owner</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Item(s)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reflection**

No reflections created  Complete Reflection

**General Feedback**

<table>
<thead>
<tr>
<th>Owner</th>
<th>Creation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feedback</td>
<td></td>
</tr>
<tr>
<td>No general feedback created</td>
<td></td>
</tr>
</tbody>
</table>

8. Read the instructions at the top of the screen very carefully before adding files or making any other changes to the cell. If the cell doesn’t contain
instructions, your instructor (or matrix facilitator) will provide you with them through some other means.

**Uploading, selecting, and adding artifacts to a matrix cell**

You may be instructed to attach one or more artifacts to the matrix cell to support or demonstrate your mastery of specific learning goals. Artifacts are examples of your work. An artifact can be almost any type of file (e.g., text files, PowerPoint presentations, video files, audio files, images, the URL for a resource on the web). To attach artifacts to a matrix cell:

1. If you have not already done so, upload the appropriate items to Oncourse CL Resources. In most cases you should place these items in your My Workspace Resources folder. (For instructions on uploading items to Resources, see “Preparing, uploading, and organizing artifacts for your portfolio” on page 18.)

2. Return to the matrix and open the cell where you want to attach the artifact(s).

3. In the "Items" area of the screen, click **Select Item(s)**.

You will see the contents of the Resources folder in your My Workspace site. If the file you need is stored in the Resources area of another site, click **Show other sites** at the bottom left corner of your screen.

4. Find the appropriate file, and click **Select** to the right of the file name.
After selecting the item, its name will be displayed near the top of the screen under "Items to attach".

5. If you want to attach several artifacts to the cell, continue selecting items as described above until you are done.

6. If the correct files are listed under "Items to attach", click Continue at the bottom of the page.

   **Note:** If the wrong file name appears under "Items to attach", you’ve accidentally chosen the wrong file. To get rid of it, click Remove, and select another file.

   You will be returned to the matrix cell and the selected file(s) will be added to the "Items" area of the cell.

7. You may continue to work with the cell or click Back to the Matrix to return to the full matrix view.

   Each artifact attached to the cell is represented by a corresponding file icon in this view.
**Note:** To remove a file after it has been attached to a cell, click on the cell of the matrix where the artifact is located. When the next screen appears, click on **Delete** next to the name of the file.

Adding a reflection to a matrix cell

You may also be prompted to write a reflection before submitting the contents in a cell for evaluation.

1. If there is a Reflection section in your matrix cell, click **Complete Reflection** to open the Reflection form.

A reflection form will appear (the fields in the reflection form may vary from one cell or matrix to the next):
2. Type your reflection into the form or copy and paste text from an existing document. Your instructor might have provided additional guidance on what to include in your reflection.

3. When you have finished entering text, click **Save Changes** at the bottom of the screen to return to the matrix cell.

   You will be returned to the directions and information screen.

   **Note:** At this point, the reflection has not been submitted and you can still continue to edit it by clicking **Revise**.

**Submitting a matrix cell for final evaluation**

After you have completed all the required tasks and carefully reviewed your work, you may be required to submit the cell so that your work can be formally evaluated.

**Note:** Once you submit a cell for evaluation, the content in the cell is locked and cannot be revised or deleted.

1. To submit a cell for evaluation, click **Submit for Evaluation confirmation**. (The **Submit for Evaluation confirmation** button is not visible until you add the first artifact, form, or reflection to the cell.)

   You will be prompted to confirm your submission.

2. Click **Submit** to confirm and return to the cell.

3. When you are finished working in the cell, click **Back to the Matrix** at the bottom of the page, to return to the full matrix view.

   The color of the cell you just submitted will have changed, indicating that its status is "pending".

   After you make a submission, a designated evaluator (or group of evaluators) reviews the contents of the cell and completes an evaluation form. (Students may have been asked to serve as peer reviewers before a final evaluation takes place. See the next section for more information on peer feedback).

   Once the cell has been evaluated, its status changes to “completed” (by default, light blue).

4. To see the evaluator's comments and rating, open the cell and click the title of the completed evaluation form(s) in the "Evaluations" area of the cell.
How do I provide peer feedback for another student in their matrix?

You may be asked to give peer feedback to another student about the work that he or she has entered into a cell or group of cells.

Note: To provide feedback in a matrix, the site matrix administrator must have given you “feedback” permission.

If you have been asked to provide feedback for another person’s matrix:

1. In Oncourse CL, open the site containing the matrix, and click Matrices in menubar
2. Select the name of the student for whom you will be providing feedback, from the drop-down menu at the top of the page click Go.

Verify that you are viewing the correct student’s matrix before proceeding (their name should appear in a message like “Viewing the READ ONLY matrix of Firstname Lastname” just below the username menu.

3. Click the title of the desired matrix to open it.
   You see the full matrix view.
4. Click the names of any forms, items, and reflections to open and review them.
5. To provide general feedback, click Add Feedback in the "General Feedback" section to open the Feedback form.

   OR

   To offer feedback on a specific item in the "Items" section, click Add Feedback next to the item to open the Feedback form for that item.
6. Fill in the form according to any instructions given in it. You may type your feedback directly into the text box or copy and paste text from another document.
7. When you are finished adding feedback, click Save Changes to return to the matrix cell.

   Note: To return to the matrix cell without saving your changes, click Cancel.

Note: Oncourse CL does not currently provide any indication that your feedback has been added to a matrix cell. You should notify the person who requested the feedback when you have submitted your feedback.
What is a wizard?

A wizard is another Oncourse CL tool used for guiding students through a series of related portfolio activities. Rather than being organized into a grid like the matrix, wizard activities take the form of an outline (the outline wizard) or an ordered sequence of screens (the step-by-step wizard). This guide explains how to use an outline wizard.

In many respects, wizards are very similar to matrices. Each item in an outline wizard (and each screen in a step-by-step wizard) is a separate page that looks and behaves very much like a matrix cell. You can add forms, artifacts, and reflections and then submit your work for evaluation. However, in addition to submitting individual wizard pages for evaluation, you can also submit the entire wizard for evaluation. Instructions for working with outline wizards are provided below:

Accessing your wizard

Your instructor (or whoever is facilitating your portfolio experience) will provide you with the name of the course or portfolio site containing your wizard as well as the name of the wizard itself. To access the wizard, follow these steps:

1. Log in to Oncourse CL.
2. Click the appropriate tab to access name of the course or portfolio site containing your wizard. (If the site is not visible, click the More tab, and select the appropriate site from the expanded list.)
3. On the menubar, click Wizards.

   The “Manage Wizards” screen appears and you see the titles of one or more wizards. Each of these titles links to a different wizard.

   If there are multiple items listed, your screen will look something like this:

<table>
<thead>
<tr>
<th>Wizards</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Wizards</td>
<td></td>
<td></td>
<td></td>
<td>----------</td>
</tr>
<tr>
<td>Viewing the Wizard of Donna Ray Jones</td>
<td></td>
<td></td>
<td></td>
<td>----------</td>
</tr>
</tbody>
</table>

   4. Click the title of the wizard with which you wish to work.

   You see the main page of the wizard with the title of the wizard at the top. You may also see an explanation of the wizard’s purpose, instructions for the
activity, a rationale, examples of what is expected, and an area for submitting a reflection.

The middle section of the screen contains links to the pages you will work with as you complete the wizard.

The main page of a sample outline wizard is shown below:

5. To start using a wizard, first read the instructions carefully on the wizard’s main page. Then begin completing the activities on each of the wizard’s pages.

**Uploading, selecting, and adding artifacts to a wizard**

You may be instructed to attach one or more artifacts to each page in the wizard. Artifacts are examples of your work. An artifact can be almost any type of file (e.g., text files, PowerPoint presentations, video files, audio files, images, the URL for a resource on the web). To attach artifacts to a particular wizard page:

1. If you have not already done so, upload the appropriate items to Resources. In most cases you should place these items in your My Workspace Resources folder, and then return to the wizard. (For instructions on uploading items to Resources, see “Preparing, uploading, and organizing artifacts for your portfolio” on page 18.)

2. To start attaching the artifact(s), click the title of the page.
3. In the "Items" area of the screen, click **Select Item(s)**.

   ![Select Item(s)](image)

   You will see the contents of the Resources folder in your My Workspace site.

   **Note:** If the file you need is stored in the Resources area of another site, click **Show other sites**.

4. Find the appropriate file, and click **Select** to the right of the file name.

   ![Add Attachment](image)

   After selecting the item, its name will be displayed near the top of the screen under "Items to attach".

5. If you want to attach several artifacts to the page, continue selecting items as described above until you are done.

6. If the correct files are listed under "Items to attach", click **Continue** at the bottom of the page.
Note: If the wrong file appears under "Items to attach", click Remove, select another file, and then click Continue at the bottom of the page.

7. You will be returned to the wizard page and the selected file(s) will be added to the "Items" area of the page.

8. Either continue to work with the page or click Back to the Wizard to return to the main page.

Adding a reflection to wizard page

You may also be prompted to write a reflection before submitting the contents in a page for evaluation.

1. If there is a Reflection section in your wizard page, click Complete Reflection to open the Reflection form.

A reflection form will appear, see example that follows. (The fields in the reflection form may vary from one wizard to the next.)
2. Type your reflection into the form or copy and paste text from an existing document. Your instructor might have provided additional guidance on what to include in your reflection.

3. When you have finished entering text, click **Save Changes** at the bottom of the screen to return to the wizard page.

   You will be returned to the directions and information screen.

   **Note:** At this point, the reflection has not been submitted and you can edit it by clicking **Revise**.

**Submitting a wizard page for final evaluation**

After you have completed all the required tasks and carefully reviewed your work, you may be required to submit the page so that your work can be formally evaluated.

1. To submit a page for evaluation, click **Submit for Evaluation confirmation**. (The **Submit for Evaluation confirmation** button is not visible until you add the first artifact, form, or reflection to the page.)

   You will be prompted to confirm your submission.

   **Note:** Once you submit a page for evaluation, the content in the page is locked and cannot be revised or deleted.

2. Click **Submit** to confirm and return to the page.
3. When you are finished working in the page, click **Back to the Wizard** at the bottom of the page, to return to the main wizard page.

   After you make a submission, a designated evaluator (or group of evaluators) reviews the contents of the page and completes an evaluation form. (Students may have been asked to serve as peer reviewers before a final evaluation takes place. See the next section for more information on peer feedback).

4. To see the evaluator's comments and rating, open the page and click the title of the completed evaluation form(s) in the "Evaluations" area of the page.

**How do I provide peer feedback for another student in their wizard?**

You may be asked to give peer feedback to another student for the work that he or she has entered into a wizard page or a group of wizard pages.

**Note:** The site administrator must give you appropriate permission before you can provide feedback on the pages in another student’s wizard.

To provide feedback in another student’s wizard:

1. In Oncourse CL, open the site containing the wizard,

2. To select the Wizards tool, click **Wizards** in the menubar.

3. Before opening the wizard, select the name of the person for whom you will be providing feedback from the drop-down menu at the top of the page, and click **Go**.

   Verify that you are viewing the correct student's wizard before proceeding (the name of the student should appear in a message like “Viewing the READ ONLY Wizard of *Firstname Lastname*” just below the username menu.

4. Open the wizard, and click the title of the appropriate page.

5. Click the names of any forms, items, and reflections to open and review them.

6. To provide general feedback, click **Add Feedback** in the "General Feedback" section to open the Feedback form

   **OR**

   To offer feedback on a specific item, in the "Items" section click **Add Feedback** next to the item to open the Feedback form for that item.
7. Fill in the form according to any instructions given in it. You may type your feedback directly into the text box or copy and paste text from another document.

8. When you are finished adding feedback, click Save Changes to return to the wizard page.

   **Note:** To return to the page without saving your changes, click Cancel.

**Note:** Oncourse CL does not currently provide any indication that your feedback has been added. So you should notify the owner of the wizard when you’ve submitted your feedback.

**Preparing, uploading, and organizing artifacts for your ePortfolio**

You may include all types of work in your ePortfolio. However, in order for work to be added to your portfolio, it must be in a digital format. Thus, you can scan a drawing you created and save it on your hard drive or on a CD, floppy disk, or flash drive, and then upload it. Or you could take a digital photo of the drawing and then follow the same upload procedures as you would with any other document.

You should place a copy of every piece of completed work into the Oncourse CL My Workspace Resources storage space. That way, all of your work is saved, is accessible from any networked location, and may be used in the future. Please note, while some of your class work will consist of word processing documents, it is also possible to upload other digitized materials, such as videos, sound files, and graphics.

To upload files to your Resources area, follow these steps:

1. In Oncourse CL, click the My Workspace tab at the top of the page

2. Click Resources in the menubar on the left side of the screen. A list of the files in your Resources folder will appear.

3. Locate the folder named My Workspace at the top of the list, open the Add menu, and select Upload Files:
The upload files screen appears:

![Upload Files Screen]

4. Click **Browse** and locate the file on your computer. To upload multiple files at once, click **Add Another File** and browse to the second file. Click **Add Another File** again for the third file and so on. To complete the upload, click **Upload Files Now**.

You can organize the files and folders in your My Workspace Resources folder any way you like. You can create a folder for each course, or you can organize folders by topic, by month, by type of assignment (e.g., essays, tests, reports, videos), or by category.

For more information on uploading items to your My Workspace Resources folder, go to:

http://kb.iu.edu/data/arfs.html

**Finding more training on Wizards, Matrices and other tools in Oncourse CL**

For more help using the Matrices and Wizards tools, as well as other Oncourse CL tools, see the Help documentation you can access by using the 📚 icon located in the upper-right hand corner of each tool in Oncourse CL; or click the Help tool at the bottom left corner of the tool menu bar.