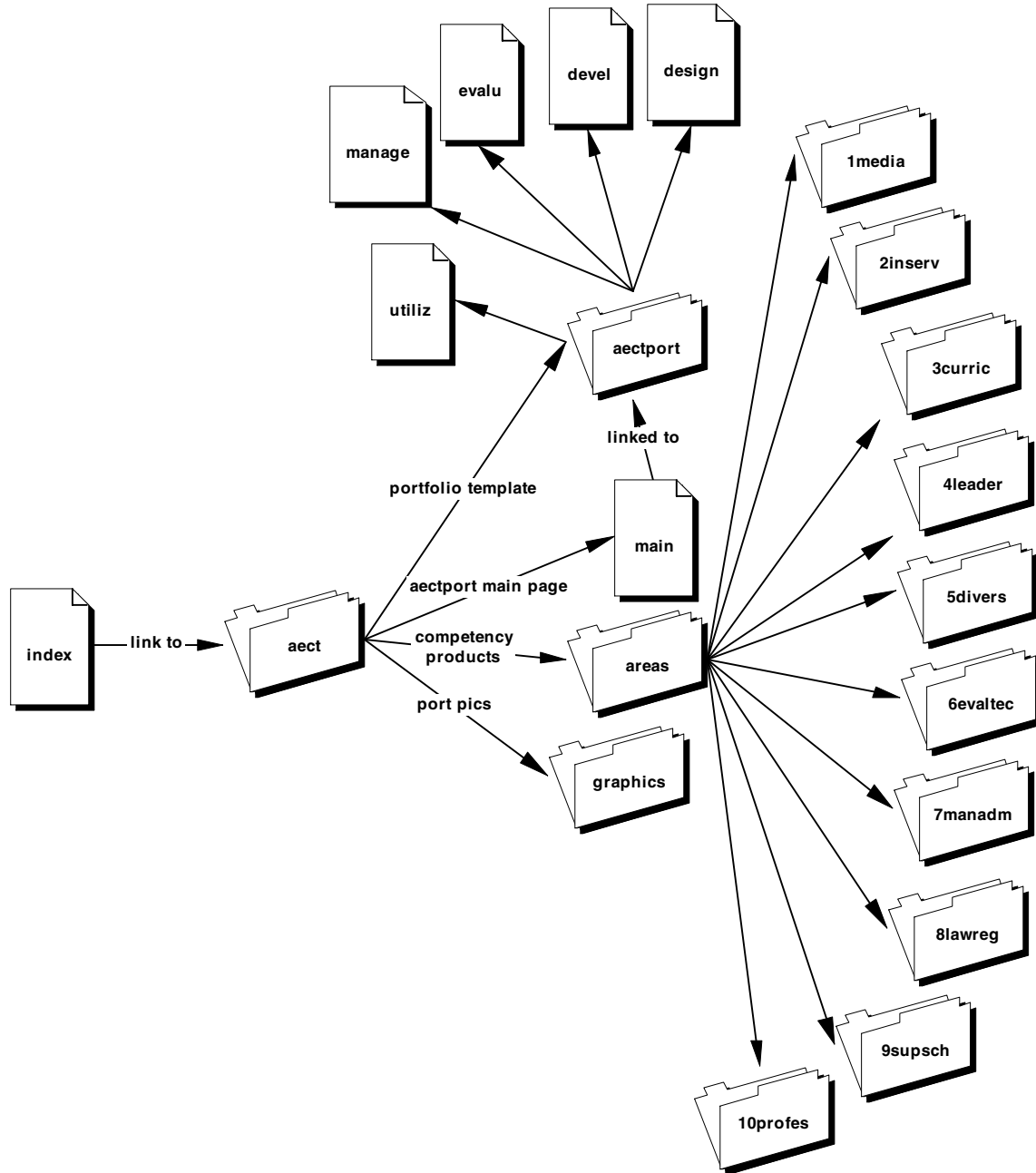


ITSC Portfolio Template Directions

Your task is to *create* a product for every competency within the ITSC program. Then, you are to *partition* the products that you create throughout a web-based portfolio. A template has been provided for your ITSC web-based portfolio and the template is now located in your ftp folder.

The diagram below helps to visualize what you will find inside your ftp folder.



Portfolio Index Page

Your job is to complete the "index" page for your portfolio. Completing the index page for your portfolio fulfills 7 competencies in Area I *Media*. Instructions for creating your index page are located on the [ITSC website](http://ide.ed.psu.edu/itsc/dev/exit/portfolio.htm) (<http://ide.ed.psu.edu/itsc/dev/exit/portfolio.htm>). They include posting:

1. a picture of yourself (See [1.05](http://ide.ed.psu.edu/itsc/dev/area1/rmedia05.htm) - <http://ide.ed.psu.edu/itsc/dev/area1/rmedia05.htm>),
2. a personal introduction paragraph that also includes your current position,
3. a twenty second digitized sound of your voice (See [1.06](http://ide.ed.psu.edu/itsc/dev/area1/rmedia06.htm) - <http://ide.ed.psu.edu/itsc/dev/area1/rmedia06.htm>),
4. a picture of the building where you work (see [1.02](http://ide.ed.psu.edu/itsc/dev/area1/rmedia02.htm) - <http://ide.ed.psu.edu/itsc/dev/area1/rmedia02.htm>),
5. the date you were accepted into the ITSC program at Penn State and the projected date of completion,
6. a link to the your completed ITSC admissions checklist application (See [1.03](http://ide.ed.psu.edu/itsc/dev/area1/rmedia03.htm) - <http://ide.ed.psu.edu/itsc/dev/area1/rmedia03.htm>). (**Note:** Please do **not** include the last page of the application which is the personal information page),
7. the prompt "To view my personal roadmap to completing the ITSC program, please click here" (See [1.01](http://ide.ed.psu.edu/itsc/dev/area1/rmedia01.htm) - <http://ide.ed.psu.edu/itsc/dev/area1/rmedia01.htm>),
8. a mailto link to contact you (See [1.13](http://ide.ed.psu.edu/itsc/dev/area1/rmedia13.htm) - <http://ide.ed.psu.edu/itsc/dev/area1/rmedia13.htm>), and
9. the prompt "To view my Instructional Technology Specialist Certification portfolio, please click here." (See [1.15](http://ide.ed.psu.edu/itsc/dev/area1/rmedia15.htm) - <http://ide.ed.psu.edu/itsc/dev/area1/rmedia15.htm>).

Your job is to link the word "here" to the "main" page provided in the portfolio template. The "main" page is located inside the "AECT" folder (See diagram on page 1 of this document).

Portfolio Main Page

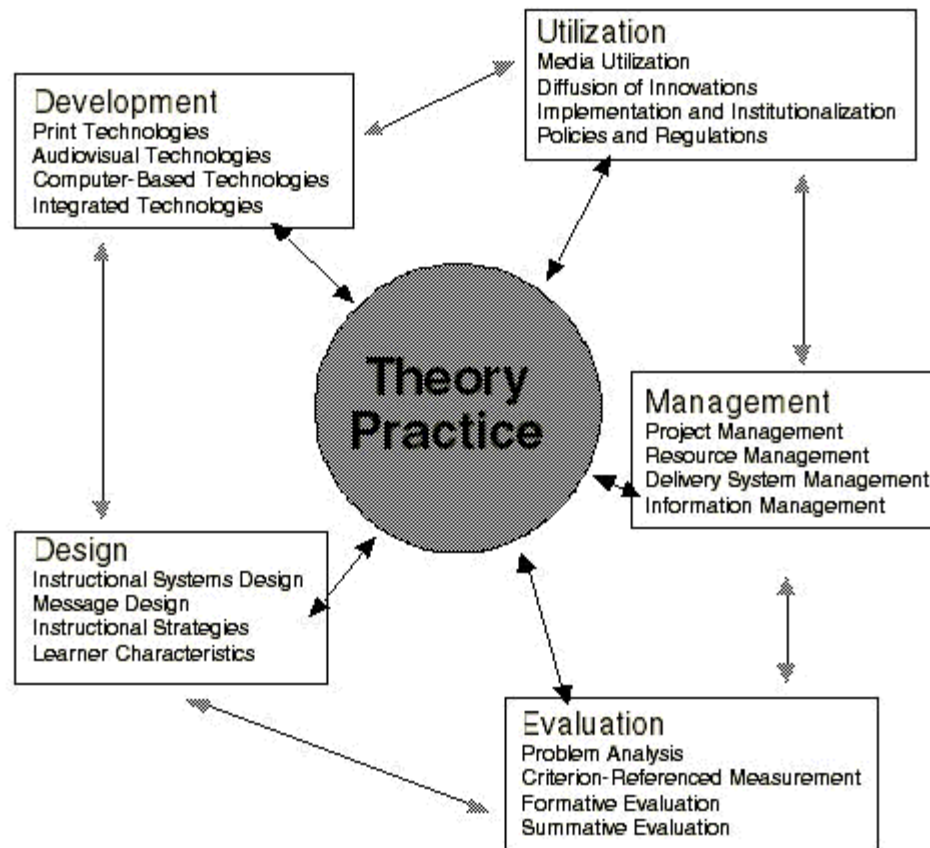
The "main" page in the template is actually the main gateway page to your ITSC web-based portfolio.

The "main" page and the entire web-based portfolio template provided is organized through the *five* interrelated domains within the Association for Educational Communications and Technology's (AECT) standards. The five domains are:

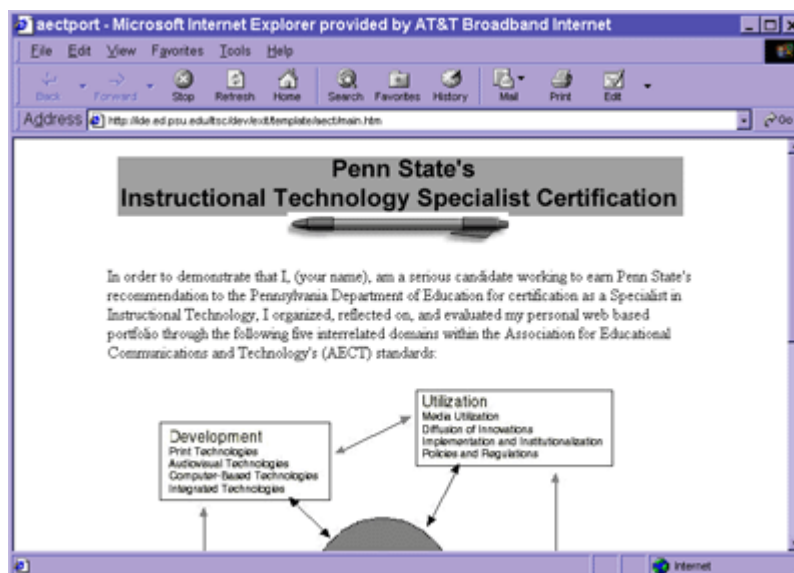
- 1) design,
- 2) development,
- 3) utilization,
- 4) management, and
- 5) evaluation.

It is worth noting that there is one page in the portfolio template provided for each domain listed above. The five domain pages are located inside the "aectport" folder (see diagram on page 1).

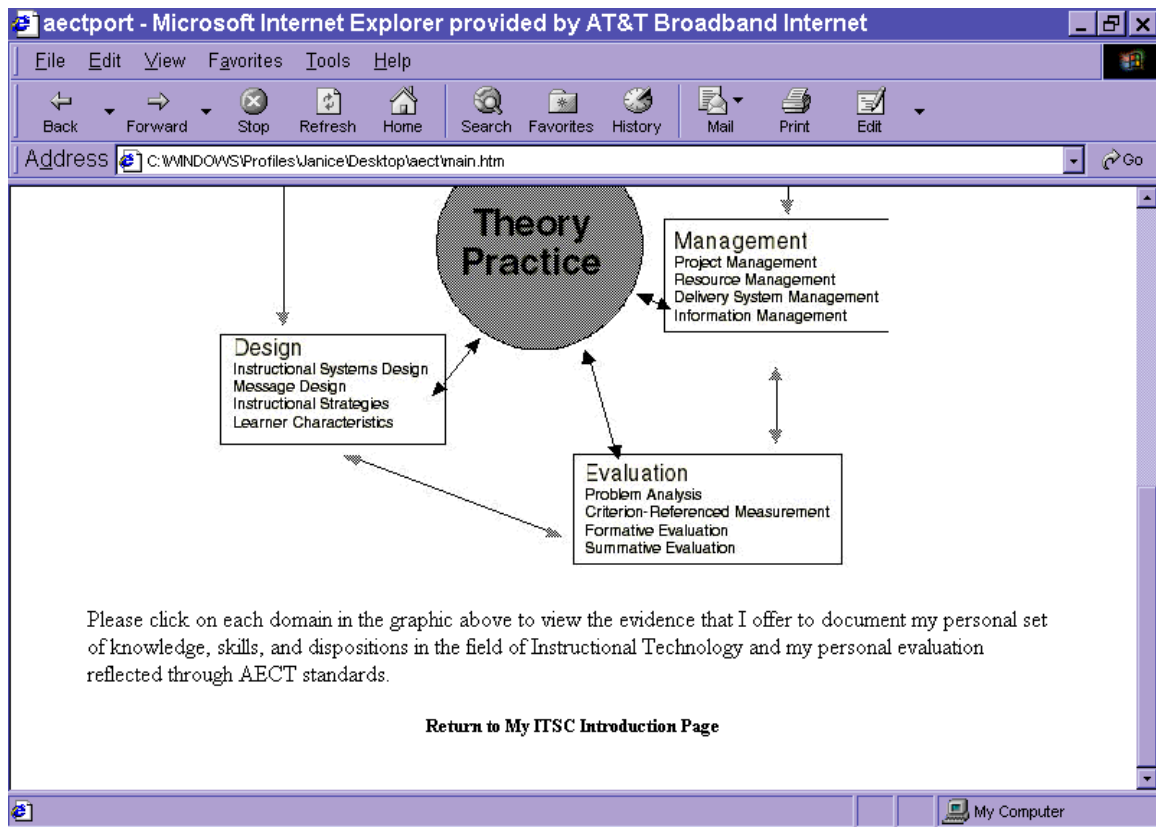
On the "main" page you will find a pre-programmed clickable image map and this image map links to each of the five domain pages. The clickable image map is visualized on the next page.



Your job is to place your first and last name on the "main" page and then, remove "(your name)" (see image below).



On the bottom of the "main" page, you will find this statement... "Return to My ITSC Introduction Page" (See illustration below). **Your job** is to hot link this statement to the "index" page that you created to introduce yourself.



Portfolio Domain Pages

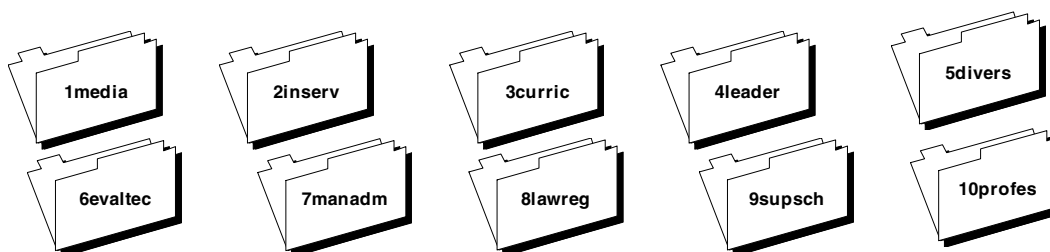
The 62 competencies within the ITSC program are divided into ten different areas and are aligned with the Pennsylvania Department of Education's standards and Association for Educational Communications and Technology's (AECT) standards, as well. The web-based portfolio template that has been provided will help you to better understand this alignment. While using this template, you will reflect on your products through both PDE and AECT standards and also evaluate the products that you offer for each domain using AECT domain specific rubrics.

Again, there are five domain pages. Every domain page contains: 1) an expanded definition of both the AECT standard and the related sub categories, 2) a list of the ITSC competencies that align with the domain, 3) a PDE standard that aligns with each competency, and 4) a domain specific AECT rubric.

For every competency listed on each domain page, **your tasks are** to create and name a competency-related product, place each product that you create in the appropriate folder provided within the template, and hot link every product to the appropriate place/s on the domain pages. Details related to this set of tasks follow.

Note: There is a "Learning Resources" page on the ITSC website for each and every competency in the ITSC program. Every competency's *Learning Resource* page contains: 1) an Introduction, 2) Your Job, 3) Your Portfolio, and 4) a list of Related Resources. **You are required** to use the *product details* listed under the "Your Job" section to help guide the development of the product that you create for every competency. **You are also required** to use the stepwise process listed under the "Your Portfolio" section to correctly display your product on the domain page/s within the portfolio template.

Within the portfolio template provided, there is a folder named *areas*. Within the "areas" folder there are 10 different folders. These folders correspond with the ten different areas that the 62 ITSC competencies are partitioned into on the ITSC website. All of the folders provided within the "areas" folder in the portfolio template are visualized below (also see diagram on page 1).

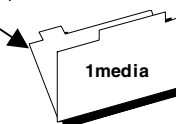


Your job is to name every product that you create to align with the ITSC competencies.

For example, under *Area One - Media*, competency 04 - *Gif & Jpeg Formats*, the product that you create could be named 0104 (for area 1 competency 4).

After you name the product, **your job** is to place each product in the appropriate folder.

Using the example above, *Area One - Media*, competency 04 - *Gif & Jpeg Formats*, you are to place this product in the "1media" folder provided in the template within your assigned ftp folder (also see diagram on page 1).



Next, **your job** is to locate the AECT domain page where the competency that you have completed is listed (See competency/domain page matrix on page 7 of this document).

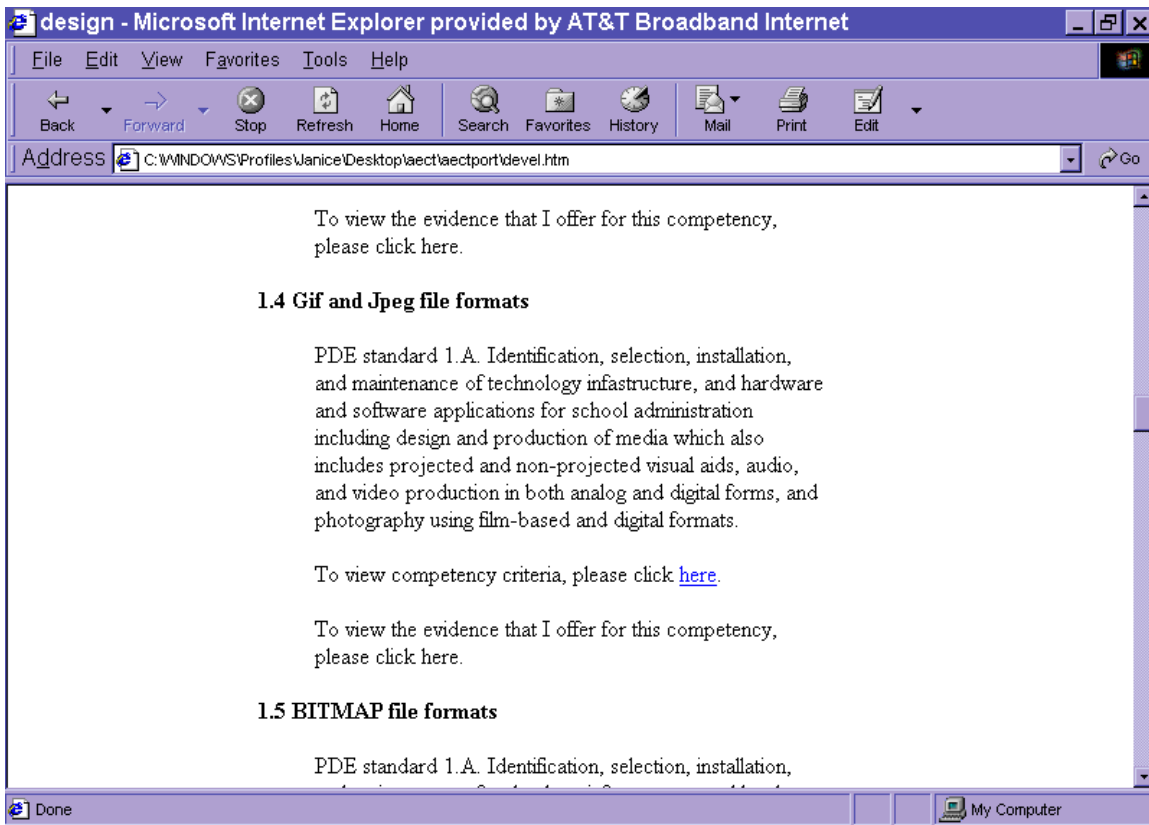
For example, Area 1 Media, competency 1.04 - *Gif & Jpeg Formats* is located on the "Development" domain page and is visualized on the next page.

Note: Some of the ITSC competencies are listed on more than one domain page (See competency/domain page matrix on page 7 of this document).

Then, **your job** is to create a hot link to your product on the domain page.

Each competency that is listed on a domain page is 1) identified, 2) aligned with a PDE standard, 3) linked to the competency Learning Resource page on the ITSC website where product details are listed, and 4) contains this statement... "To view the evidence that I offer for this competency, please click here."

Using as an example, competency 1.04 - *Gif & Jpeg Formats* that is located on the "Development" domain page, **you are required** to create a hot link to your product from the word "here" (see picture on next page).



After you hot link the word "here" to your product, **your job** is to delete the old domain page in your ftp folder and then, replace it with your updated version. This similar process is repeated every time you download a domain page and hot link a product.

Note: Directions for this entire process are listed on the *Learning Resources* page under "Your Portfolio". For example, competency 1.04 - *Gif & Jpeg Formats* lists the following set of instructions:

1. FTP your completed product for this competency to the "1media" folder within the web-based portfolio template provided.
2. Click [here](#) to view the "Devel" page in the portfolio template.
3. Download the "Devel" page from your ftp folder.
4. Locate **1.04 GIF & JPEG Formats** on the "Devel" page.
5. Under "1.04 GIF & JPEG Formats" locate this sentence..."To view the evidence that I offer for this competency, please click here."
6. Link the word "here" to your product.
7. Delete the old "Devel" page in your ftp folder.
8. Upload your revised "Devel" page.
9. Submit the URL for your completed product in the [student database](#).

Student Database

The student database provides pointers to competency related products, tracks student progress, tracks ITSC reviewer's progress, displays reviewer's feedback, and maintains a log of reviewer assessments.

The student database is located at <http://ide.ed.psu.edu/itsc/dev/dbhome.htm>

You are required to create a product for each and every competency in the ITSC program. A "Learning Resources" page is provided for every competency and you are required to use the information provided on a competency's Learning Resources page to guide the development of your product. The information that you must use to help guide the development of your product is located within the section titled "Your Job"

and is listed under *Product Details*. **The comprehensive list of *Product Details* for each competency is not posted within the student database.** For each competency within the student database there is only a one- sentence overview however, there is a hot link to the competency's *Learning Resources* page. It is important to follow the link to each competency's Learning Resource page in order to view the competency's *Product Details* and the *Your Portfolio* directions before you create a product and submit your URL within the student database.

Providing pointers to competency related products: After you have created a competency-related product, named your product, placed your product in the appropriate folder, and created a hot link to your product on the appropriate domain page/s, **you are required to** submit the URL for your completed product in the student database. The ITSC Reviewer then, uses the URL that you provide to view and assess your product. Logically, a reviewer can not assess your product if you have not completed this task.

- To submit the URL for a competency, click on the "Answer" button following each competency and paste the URL in the space provided.

Tracking your progress: The "Progress" link will query the database and provide a summary screen showing you which competencies you have addressed, competencies yet to be addressed, and which have been assessed as complete by a reviewer.

Tracking ITSC Reviewer's progress: After you request a review of your portfolio or a subset of ITSC competencies, you can go back into the student database to view the Reviewer's progress. You must log back into the student database in order to determine if a competency has yet been reviewed. If an ITSC Reviewer has, in fact, assessed the product that you provided for a competency, this will be evident in the student database. Checking in the student database on Reviewer's progress will help you to determine if product revisions are necessary and also to potentially make and submit revisions quickly.

The 62 competencies listed in the student database are color-coded and the color-coding will help you to track your progress. A list of the colors and their meaning follows:

Sky Blue - A pointer to a product (URL) has not been submitted by the student.

Green - A pointer to product (URL) was submitted by the student, ITSC Reviewer assessed product, and Reviewer marked product as "Pass" and completed.

Red - A pointer to a product (URL) was submitted by the student, ITSC Reviewer assessed product, Reviewer marked product as "No Pass" and a pointer to a revamped product (URL) has not yet been submitted by the student.

Purple - A pointer to a product (URL) was submitted by the student, ITSC Reviewer assessed product, Reviewer marked product as "No Pass", a pointer to a revamped product was submitted by the student, and the revamped product has not yet been reviewed.

Displaying and maintaining a log of Reviewer's feedback: During portfolio reviews, the ITSC Reviewer will provide comments and/or feedback for each product that was assessed. Examples of comments and feedback might include but are not limited to:

- No Pass - All criteria were not addressed.
- No Pass- Demonstrates a superficial level of understanding.
- Pass - Demonstrates a proficient level of understanding.
- Pass - Demonstrates an advanced level of understanding.

It is worth noting that you can not view feedback/comments by accessing a competency through the 10 Areas listed in the database. In order to view the comments/feedback that was provided for each competency, you must first click on "Progress". After you click on the *Progress* button, a list of the 62 ITSC competencies will be displayed. Select a competency, then click on the competency's "Review" button and the Reviewer's comments/feedback will be displayed.

Portfolio Product Revisions

After your portfolio is completed and then reviewed, sometimes there is a need to revamp a product. If this occurs, **you are required** to maintain the original product within the portfolio and to also display the revamped product.

If you are required to revamp a product, I suggest that you add another link for the competency in your portfolio and then create a link to the revised product. For example, lets say that you need to revise competency 1.04 - *Gif & Jpeg Formats* in Media. The original product was named 0104 (for area 1 competency 04) and was located in a "1media" folder. The revised product could then, be named "0104revis" and also placed in your "Media" folder. After you have revised the product, **your job** is to add this line on the "devel" (for development) page ... "To view the revised evidence that I offer, please click here". Next, **your job** is to link the word "here" to the product you called "0104revis" in your "1media" folder.

Competency Domain Page Matrix

A competency/domain page matrix is offered below to help you to partition your competency- related products throughout the web-based portfolio template provided. This competency/domain page matrix contains every competency within the ITSC program. Next to each competency you will find an abbreviation for an AECT domain page/s. On each domain page identified for a competency, **your job** is to create a hot link to your product on the appropriate domain page/s listed (See directions beginning on Page 5 of this document). Please note that some competencies are listed on more than one domain page.

1.01 - Dt	1.12 - M, U	1.23 - M, E	4.04 - U	7.01 - M, E	8.06 - U
1.02 - Dt	1.13 - Dt, M	1.24 - M, E	4.05 - U	7.02 - M	9.01 - E, U
1.03 - Dt	1.14 - Dt, M	2.1 - Dn, M, U	5.01 - Dn	7.03 - M	9.02 - Dn, Dt, M, U, E
1.04 - Dt	1.15 - Dt, M, U	2.02 - Dn, M, U	5.02 - Dn	7.04 - Dn, U, E	9.3 - M, E
1.05 - Dt	1.16 - Dt, M, U	2.03 - M, U, E	5.03 - Dn	7.05 - U	10.01 - U
1.06 - Dt	1.17 - M	3.01 - Dn, M	5.04 - Dn	7.06 - U	10.02 - U
1.07 - Dt	1.18 - M	3.02 - Dn, M	5.05 - M	8.01 - U	10.03 - U
1.08 - Dt	1.19 - M	3.03 - Dn, M	5.06 - Dn, M, U	8.02 - U	
1.09 - Dt	1.20 - M	4.01 - U	6.01 - E	8.03 - U	
1.10 - Dt	1.21 - M, E	4.02 - U	6.02 - E	8.04 - U	
1.11 - Dt	1.22 - M, E, U	4.03 - U	6.03 - E	8.05 - U	

Dn = Design Dt= Development U=Utilization M=Management E=Evaluation

After you have completed a product for every competency listed on a domain page and created hot links to all of your products, **your job** is to evaluate all the evidence/products that you offer for a specific domain. Directions for this process follow.

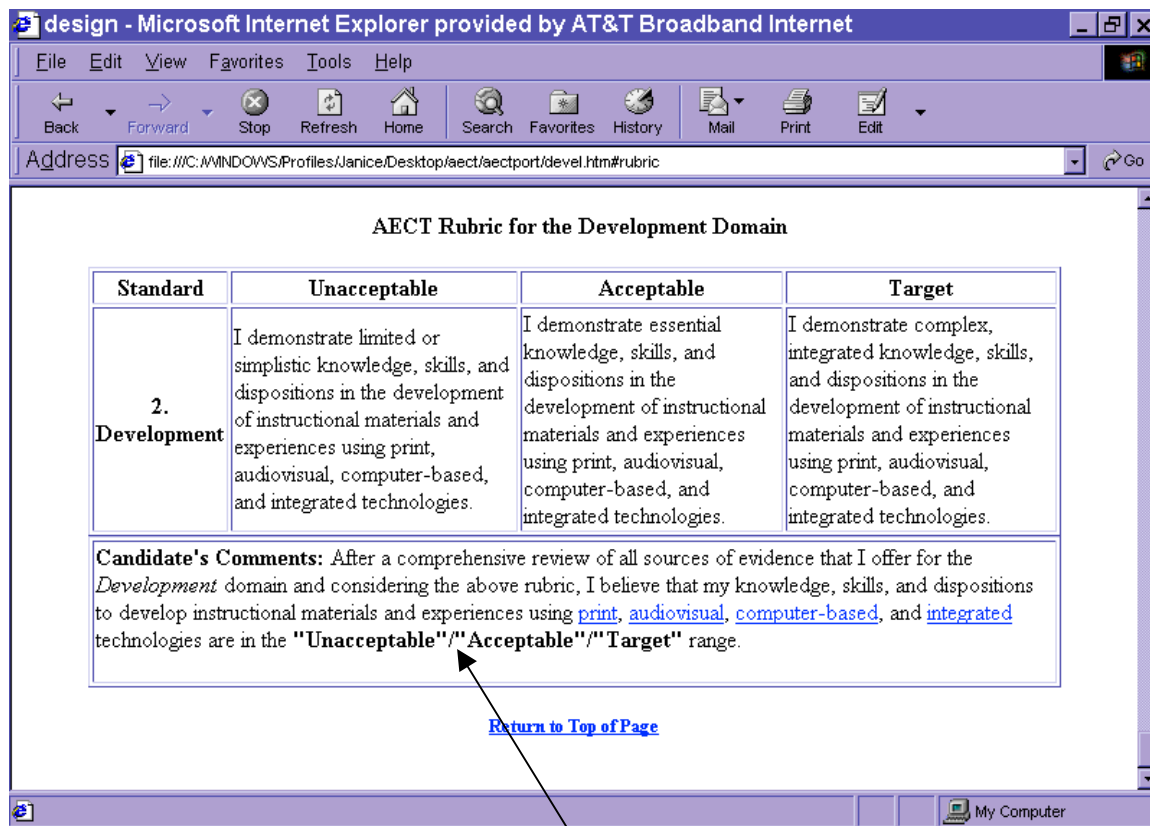
AECT Domain Evaluations

At the top of each domain page, right under the domain page name, the following are listed:

ITSC Competencies, PDE Standards, & My Sources of Evidence My Evaluation

Clicking on " My Evaluation" takes you to the bottom of the domain page where the AECT domain specific rubric is displayed.

Again the "Development" domain page will be used as an example. After clicking on "My Evaluation," the AECT "Development" domain rubric will be displayed. On the next page, you will find a visual of the AECT "Development" domain rubric.



Notice that the last part of the last line reads...."Unacceptable" / "Acceptable" / "Target" and is in bold print.

You are required to evaluate all of the evidence/products that you created and offered for the domain and then, rate yourself using the AECT rubric provided. After you determine the range, as either Unacceptable, Acceptable, or Target, **your job** is to DELETE the two range descriptors that you determined do not apply. For example, should you determine that all of your products/evidence fall in the "Acceptable" range, you would delete... "Unacceptable"/ AND /"Target". Then, the sentence should read.....are in the "**Acceptable**" range (See visual on previous page).

You must repeat this process for all five domain pages in the ITSC portfolio template provided.

If you have any questions about this entire process, please email me at itsc@psu.edu.

I look forward to working with you as your portfolio evolves. Also, I look forward to the opportunity to review the important work that you will submit within the ITSC web-based portfolio template provided.

Sincerely,

Janice Ascolese

Janice Ascolese - Program Director
Instructional Technology Specialist Certification
The Pennsylvania State University
314 Keller Building
University Park, PA 16802
814-364-2722

Portfolio Checklist

Your portfolio is complete only after you have:

- created your personal "index" page,
- linked the "main" page to you index page,
- added your name to the "main" page and deleted "(your name)",
- linked " Return to My Introduction Page" to your "index" page,
- created a product for every competency,
- placed your products in the appropriate ITSC area folders,
- identified the AECT domain page where each and every competency is listed,
- created a hot link on every domain page from every competency listed to your products,
- evaluated all of your products for each domain using the AECT domain specific rubric,
- deleted all old template domain pages,
- uploaded all updated template domain pages,
- submitted a product pointer (URL) for every competency related product in the [student database](#),
- requested a review of your portfolio by the ITSC Reviewer, and
- had every competency marked as "passed" and complete by the ITSC Reviewer.