** CREATING YOUR SECOND-YEAR WOC PORTFOLIO**

Note: This is only one part. For the complete instructions, go to: iRaider -> My Academics -> Second Year WOC Portfolio.

When you create your Second-Year WOC Portfolio, you're actually going to be creating what *Brightspace* calls a "Presentation." You'll need to have your essays, forms and videos uploaded to *YouTube* or saved as Video Notes in **My Items**. If you don't, follow the instructions for adding essays and videos to ePortfolio.

Below are links to the steps for building your Second-Year WOC ePortfolio Presentation. If you're new to the process, be sure to follow all the steps. If you've done this before, feel free to jump around to the steps you need.

Step 1: Creating a New ePortfolio Presentation

Step 2: Deciding which Essays/Videos to Use

Step 3: Adding Essays to your Presentation

Step 4: Adding Videos to Your Presentation

Step 5: Completing and Adding the Forms to Your Presentation

Step 6: Completing and Adding the Cover Letter to Your Presentation

Step 7: Designing Your Presentation (Optional)

# CREATING YOUR PORTFOLIO | STEP 1: CREATING A NEW EPORTFOLIO PRESENTATION

1: New Presentation | 2: Choose Essays/Videos | 3: Adding Essays | 4: Adding Videos | 5: Adding Forms | 6: Cover Letter | 7: Design

First, open *Brightspace*. Then open the **ePortfolio**, and click on **My Items**. Since you're making a new portfolio, click on **New Presentation**.
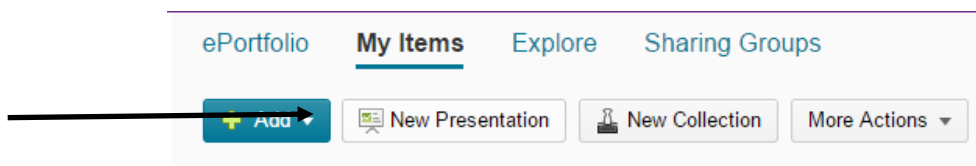
In the new window, you'll be prompted to name your presentation, which will help portfolio readers identify your portfolio quickly and easily.
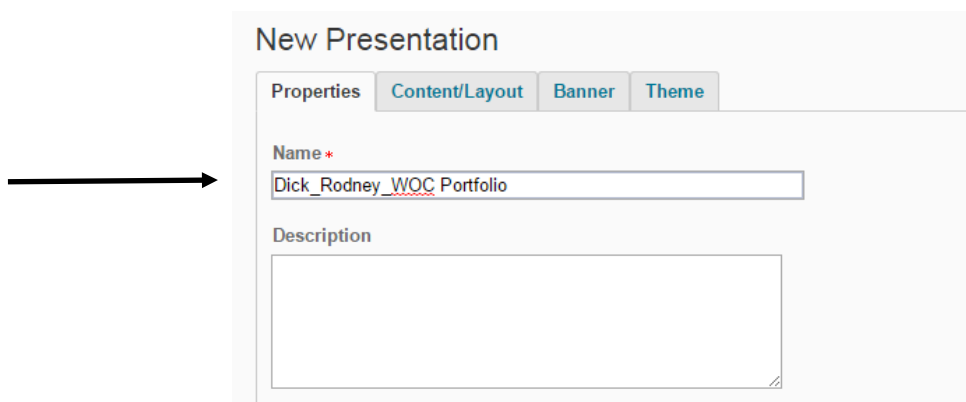
Click **Save.** You've created the "frame" of the ePortfolio Presentation. Now you can add your content in the "Content Areas" to build your WOC Portfolio (see below).

Note: There are two "Content Areas" (where you'll put the content of your WOC Portfolio):

- Content Area 1: to be used for your cover letter only
- Content Area 2: to be used for your submissions (2 pieces of writing, 2 videos, 2 required forms)

Content Area 2:
For essays, videos and forms

Content Area 1:
For cover letter only
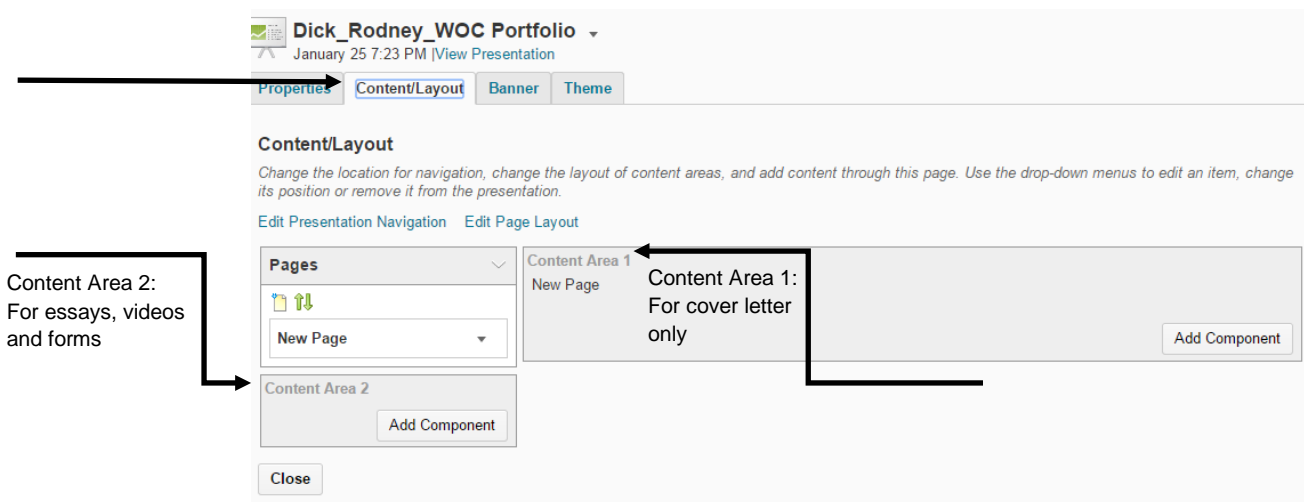
Keep this information in mind as you build your WOC Portfolio. Putting material in the wrong place might make it difficult for readers to find.

CREATING YOUR PORTFOLIO | STEP 2: DECIDE WHICH WRITTEN AND ORAL ASSIGNMENTS TO USE FOR THE WOC PORTFOLIO

1: New Presentation | 2: Choose Essays/Videos | 3: Adding Essays | 4: Adding Videos | 5: Adding Forms | 6: Cover Letter | 7: Design

Decide which writing and oral assignments are the best examples that illustrate your proficiency at this time--remember to use the WOC Rubrics and the WOC Requirement Q&As (both of which are on the Second-Year WOC Portfolio website and your WOC Portfolio *Brightspace* course).

Some important submission guidelines

- You can only choose written and oral material from your FYS and Foundations (N, S, A & H) courses;
- You cannot choose both written or both oral from the same area;
- You must include at least 3 of the 5 areas--FYS and Foundations (N, S, A & H) courses;
- You must include at least one writing assignment AND one oral assignment that demonstrate effective research, and successfully and correctly integrate and cite sources following disciplinary conventions;
- Choose significant writing and speaking assignments--those that have gone through a process of creation and development, revision and editing as a result of careful feedback from the instructor and your peers;
- Choose writing and speaking assignments that demonstrate what you're capable of doing as a "second-year" student;
- Choose written assignments that have a point and develop it well, organize items logically for the reader, acknowledge and cite others' ideas and words, and use standard American English grammatical guidelines for ease of reading;
- Choose oral assignments that have a point and develop it well, organize items logically for the audience to see and hear, acknowledge and cite others' ideas and words orally (during the presentation) and in written citations and references slides when appropriate, using standard American English grammatical guidelines for speech so the audience can follow along easily;
- Choose oral assignments where you engage the audience by being excited about the subject and showing enthusiasm while presenting;
- Don't rely solely on the grade you received on these assignments; make sure you look at the WOC Rubrics;
- Remember that you can revise your WOC assignments to make sure you have the best products possible. Visit the DWOC Studio to revise your assignments;

Using the information above (and on the website), you should decide on the 2 written and the 2 oral assignments you think best demonstrate your proficiency in writing and speaking *at the Sophomore level* (end of the second year in college). If you have questions about your assignments or the requirements, go to the **Integrative Core Program Office in KHIC 233** or contact mailto:icore@mountunion.edu.

If you need help revising your writing, re-recording your presentations, or building your WOC Portfolio, go to the Digital, Writing and Oral Communication Studio (DWOC) located in the KHIC Learning Commons.

CREATING YOUR PORTFOLIO | STEP 3: ADDING WRITTEN WORK (ESSAYS) TO THE WOC ePORTFOLIO PRESENTATION

1: New Presentation | 2: Choose Essays/Videos | 3: Adding Essays | 4: Adding Videos | 5: Adding Forms | 6: Cover Letter | 7: Design

After you've decided which 2 written assignments you're going to include on your WOC ePortfolio Presentation, and after you've made any necessary revisions to the documents, your files must be converted to PDFs.

To convert an item to PDF, locate the item in **My Items** (in ePortfolio). Click on the item; it will open in a Preview window. Click on the **download** button on the bottom right of the window.
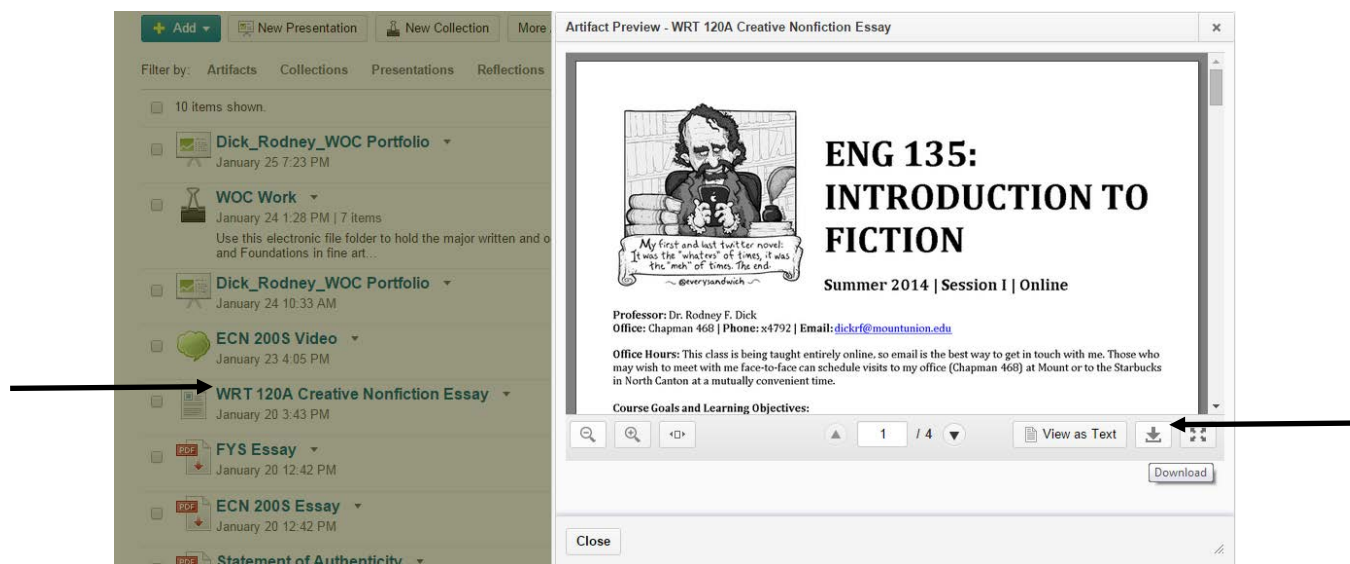
This will download the file to your computer. Save the file as a PDF, (keep the same name), then add the PDF back to **My Items** (see instructions above if necessary). Repeat the process for any other Word files you need to convert to PDF.

Now that you have PDF versions of your 2 essays, you can add them to your WOC ePortfolio Presentation. To do this, locate your WOC Presentation (it's under your **My Items**). Click on the **arrow** to the right of the title. In the menu, select **Edit**.
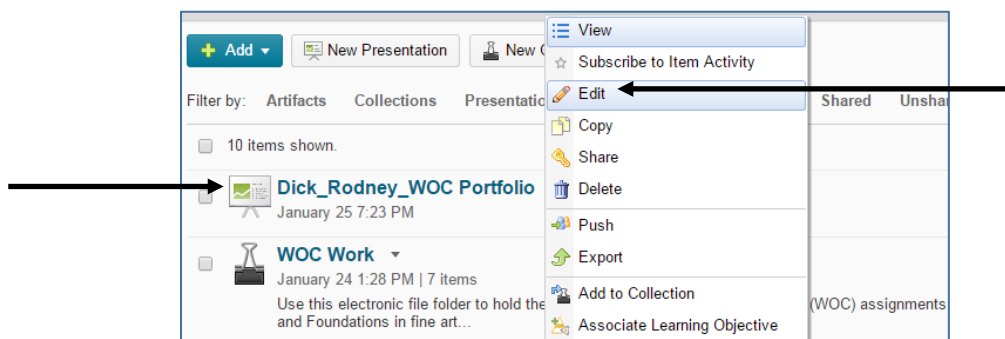
Once the presentation is open, click the **Content/Layout** tab. In the left frame, you should find **Content Area 2**. (Remember that your submissions—2 essays; 2 videos—and forms will go in Content Area 2.) Click on **Add Component**. When the new window opens, select **Artifact**.
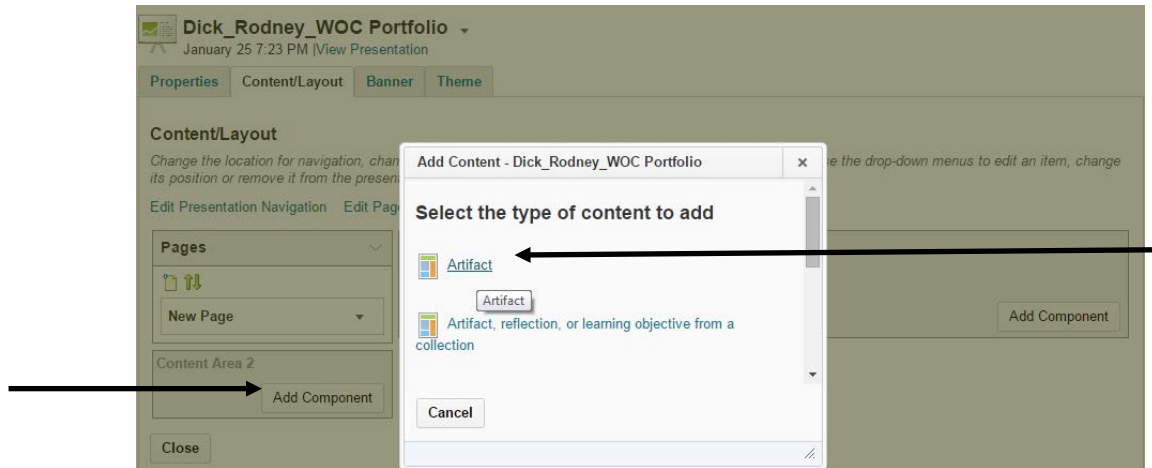

This will open a browser window. Locate the file(s) you want to upload (you can select more than one) by clicking on the **box** to the left of the file; this will add a check mark. Click **Add**. This will add the item(s) to Content Area 2.
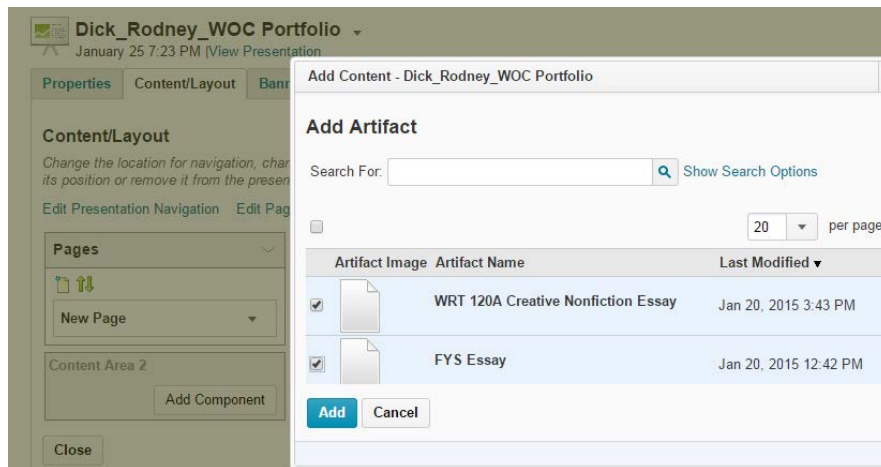
Now, you can repeat the process for additional files (if you didn't add them above). It's a good idea to check your ePortfolio Presentation to make sure everything worked. To open the presentation, click on **View Presentation** right under the title.
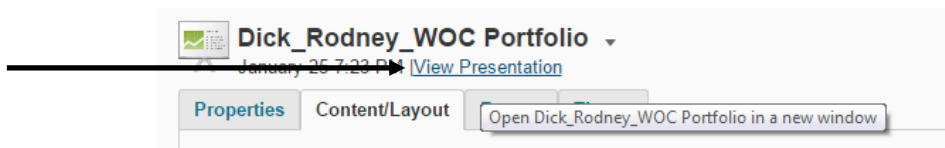
When the presentation opens, you should see the file(s) in the left frame. Click on a file. The file will either open in *Adobe Reader* or download to your computer. If it doesn't, delete the files and try repeating the steps.
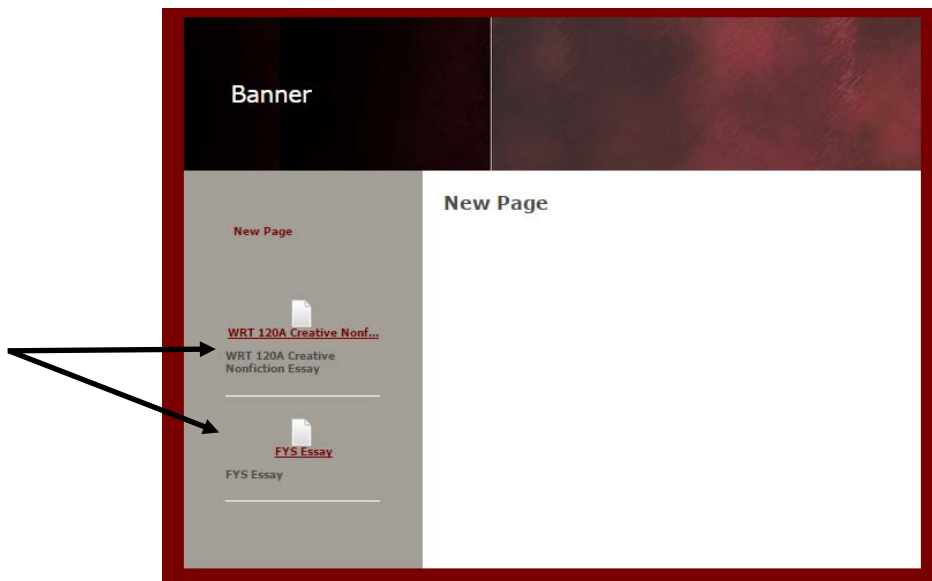
CREATING YOUR PORTFOLIO | STEP 4: EMBEDDING A VIDEO LINK INTO A PRESENTATION

1: New Presentation | 2: Choose Essays/Videos | 3: Adding Essays | 4: Adding Videos | 5: Adding Forms | 6: Cover Letter | 7: Design

Begin by opening your WOC ePortfolio Presentation: Logon to *Brightspace* and go to **ePortfolio**. Select **My Items**. Locate your **WOC ePortfolio Presentation**. Click on the **arrow** to the right of the title, and select **Edit**.
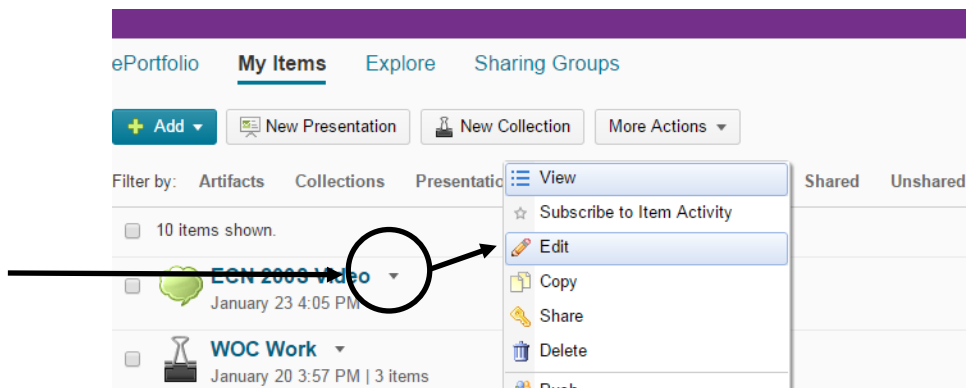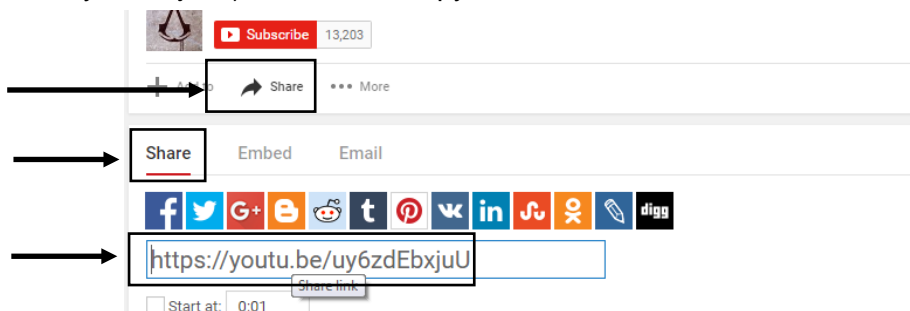

In the ePortfolio Presentation, select the **Content/Layout** tab at the top of the screen.
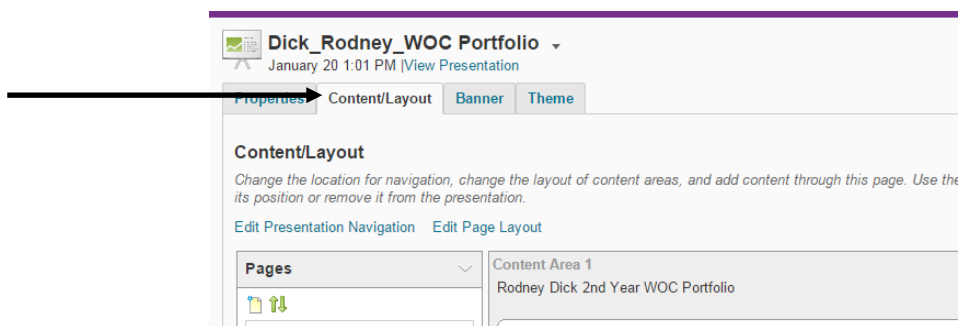

Now, add your video to your ePortfolio Presentation. (Remember that your content—essays, videos, forms—go in Content Area 2.) You have couple options for uploading videos, depending on if you uploaded them to *YouTube* or converted them to Video Notes.

Option #1: Embedding Video Links if you uploaded your videos to *YouTube (this is the easiest)*

In a new window, open *YouTube* and locate your video. Click on it (as if to play it) and select the **Share** option under the video. Select **Share** from the options. You'll notice a **URL** for the video (e.g., "https://youtu.be/uy6zEbxjuU"). Select and copy the **URL**.

Return to your ePortfolio Presentation in D2L. From the Content/Layout Tab, in **Content Area 2**, select **Add Component**. Then, select **Text area**.
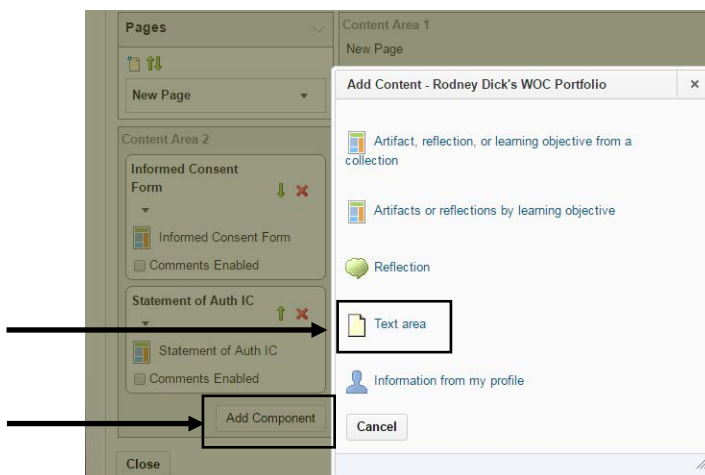

In the Add Content window, provide an **Area Name** for the video (e.g., Social Science WOC Video). In the **Content** pane, select the **Insert Quicklink** button. Select **URL** from the menu.
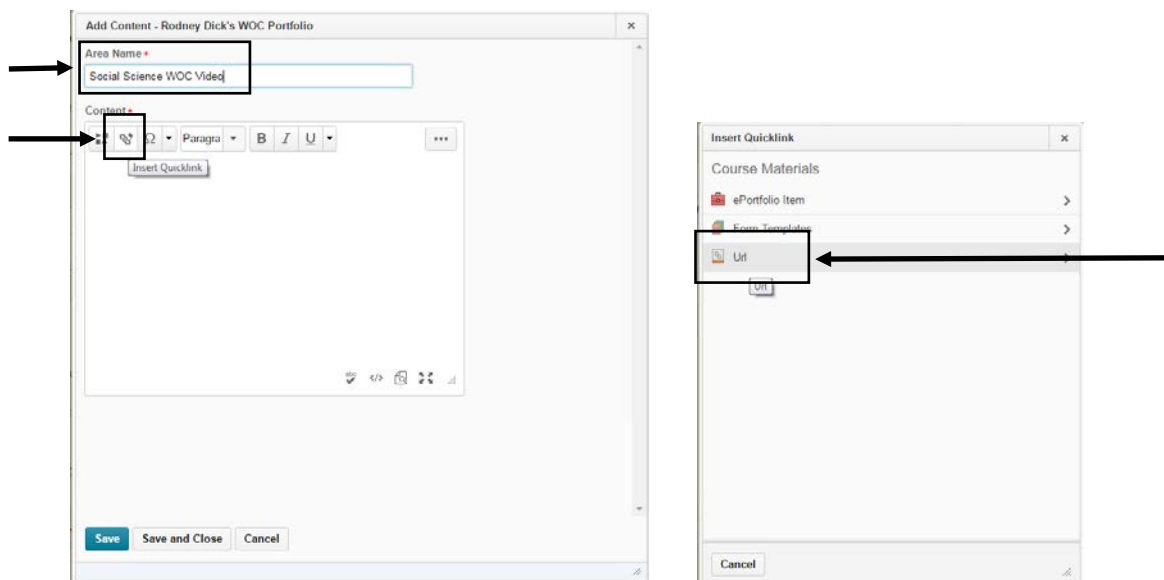
This will open the **Insert Quicklink** window. In the **URL pane** paste the *YouTube* video URL (which you copied in the steps above). In the **Title pane**, provide a title (e.g., Social Science WOC Video). In the **Target pane**, select **New Window.** Click **Insert**. Then click **Save and Close**. This completes the process. You'll see the video in Content Area 2.
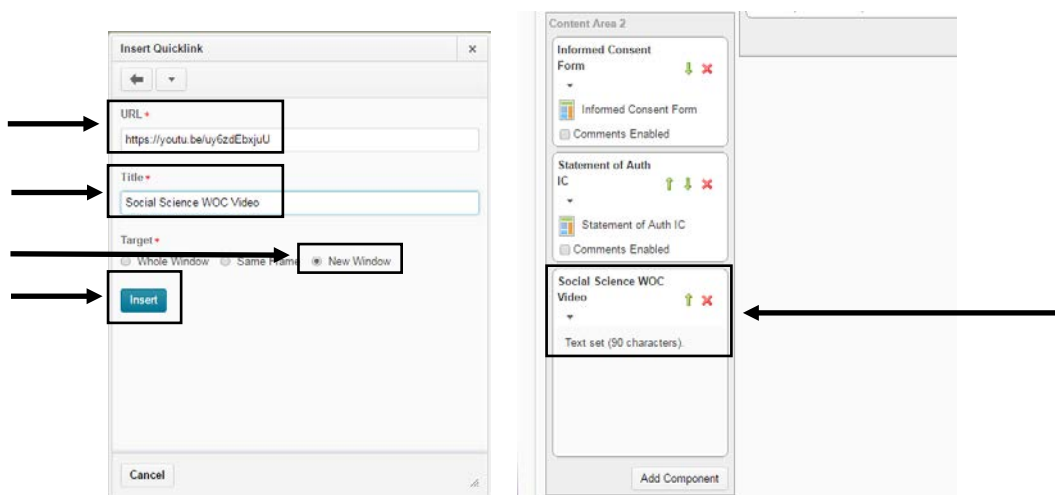

Congratulations! You've added a video to your WOC Portfolio. View your portfolio and click on the video link to make sure it works (*YouTube* should open in a new window). Now you can go back and add more videos.
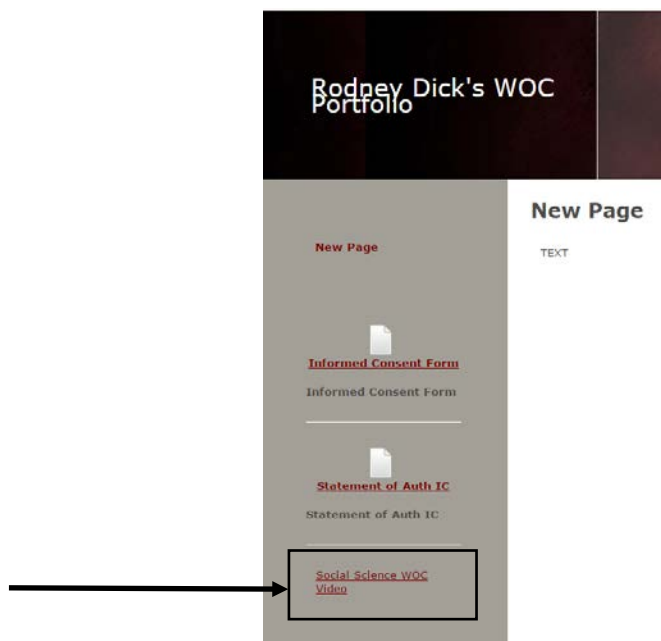
**Option #2: Adding Videos if you converted them to Video Notes**

To add your video, select **Add Component**. From the available options, select **Reflection**. (Remember that you added your video as a Video Note inside a Reflection so that it would stream directly in the ePortfolio Presentation.)
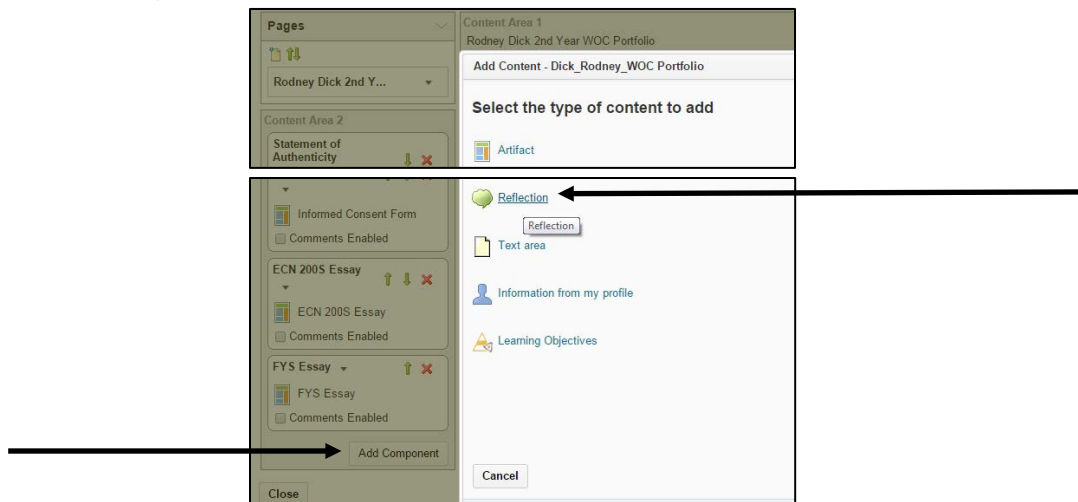

In the new window, locate the video(s) you want to add (you can select more than one). You should see the video(s) in the frame. (If you don't, the video might be uploaded improperly or corrupted, and you might have to save it over.) Select the video(s) you want to add by **checking the box** to the left of the video(s). Click **Add**.
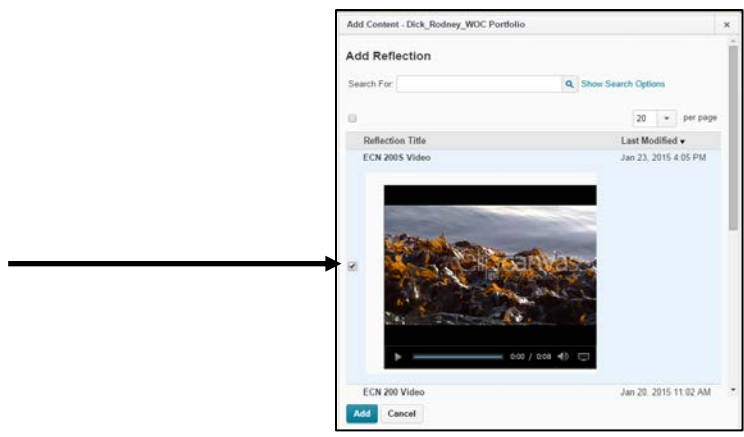
You should see the video frame(s) added to Content Area 2 on the left. Select **Close**. Your video(s) should be uploaded to your ePortfolio Presentation.
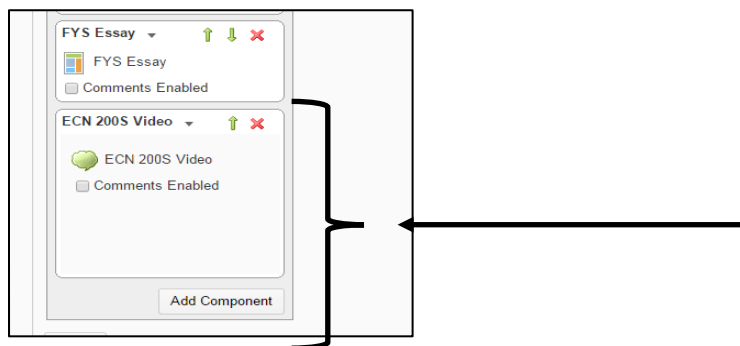
You should view the ePortfolio Presentation make sure everything worked properly. Select **View Presentation** (at the top of the screen). You should see the video(s) in the left content frame.
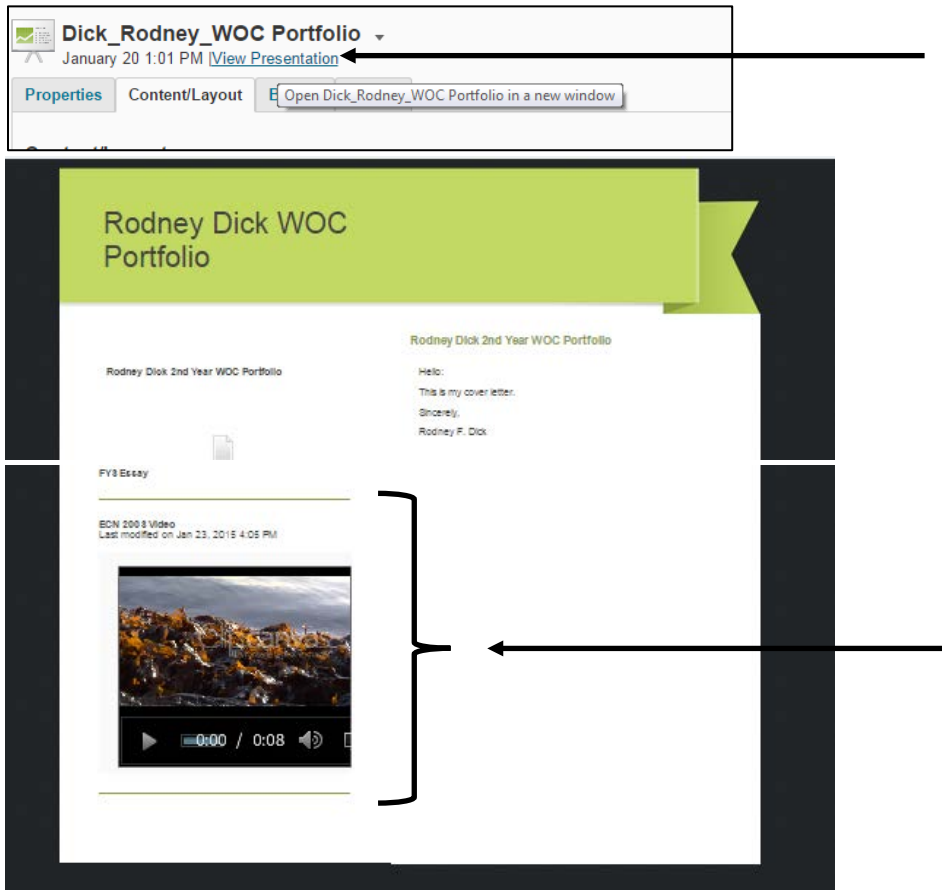
Congratulations! You can now repeat the process for the second video (if you only selected one above).

Note: You can skip the process of converting videos to "Video Notes" and "Reflections" by uploading your videos to *Youtube* and embedding the links onto your ePortfolio Presentation. (Make sure they're marked as "Public.") See Option #1 above for instructions.

CREATING YOUR PORTFOLIO | STEP 5: ADDING THE FORMS—STATEMENT OF AUTHENTICITY AND INFORMED CONSENT

1: New Presentation | 2: Choose Essays/Videos | 3: Adding Essays | 4: Adding Videos | 5: Adding Forms | 6: Cover Letter | 7: Design

In addition to the 2 written and 2 oral assignments (see above), you'll also need to submit 2 forms:

- A "Statement of Authenticity"—Verifies that you were the author of the material;
- An "Informed Consent"—Gives/Declines your permission for the university to use your materials for teaching purposes.

Note: Failure to upload these forms, completed and signed, is grounds for the readers to view your WOC ePortfolio Presentation as incomplete. This means that it might not be read and assessed (i.e., you might fail without anyone reading your material!).

Both forms are found on the **Second-Year WOC Portfolio website** as *Word* documents. **Download** them, **complete and sign** (type in your name) them. **Convert them to PDF**.

Then, following the instructions above, **upload** both the *Word* and PDF versions to your ePortfolio **My Items**. Finally, add the items to your **WOC ePortfolio Presentation** (in Content Area 2). At this point, you should have added 6 items to Content Area 2 of your WOC ePortfolio Presentation: 2 written assignments; 2 oral assignments; 2 forms (your items might be in a different order than what's pictured below).

CREATING YOUR PORTFOLIO | STEP 6: ADDING THE COVER LETTER TO THE WOC EPORTFOLIO PRESENTATION

1: New Presentation | 2: Choose Essays/Videos | 3: Adding Essays | 4: Adding Videos | 5: Adding Forms | 6: Cover Letter | 7: Design

Your cover letter is an important part of your portfolio. It identifies the pieces you've chosen to submit and tells the reader which submissions do and which do not contain sources. (Remember that one written work and one oral work MUST have sources.) The cover letter also lets you explain where each piece comes from (class, professor, etc.), and how you think each piece aligns with the WOC Rubrics which will be used to assess them. Finally, the cover letter can also provide additional contextual information your readers may not know otherwise. For instance, if you submitted a group presentation, you can identify which speaker you are; or, if you had a conversation with the WOC Director about only being able to submit one video or you were given permission to submit an essay from a class outside of the Integrative Core (i.e., you're a transfer student). In short, assume your readers know NOTHING about you or your circumstances. In this way, the cover letter helps to inform your readers so they can assess your materials fairly and adequately.

First, you must **download** the **Cover Letter Template**, located on the Second-Year WOC Portfolio website and in the *Brightspace* WOC course you enrolled in. It will be a *Word* document. Then, you need to **compose** the cover letter; **save** it as a Word document.

Unlike the method for adding the rest of the contents to your portfolio (above), you'll add the cover letter so it shows up right on the webpage rather than as a link. Locate your WOC ePortfolio Presentation in your **My Items**. Click on the **arrow** (a drop down box) to the right of your WOC ePortfolio Presentation title. Select **Edit**.
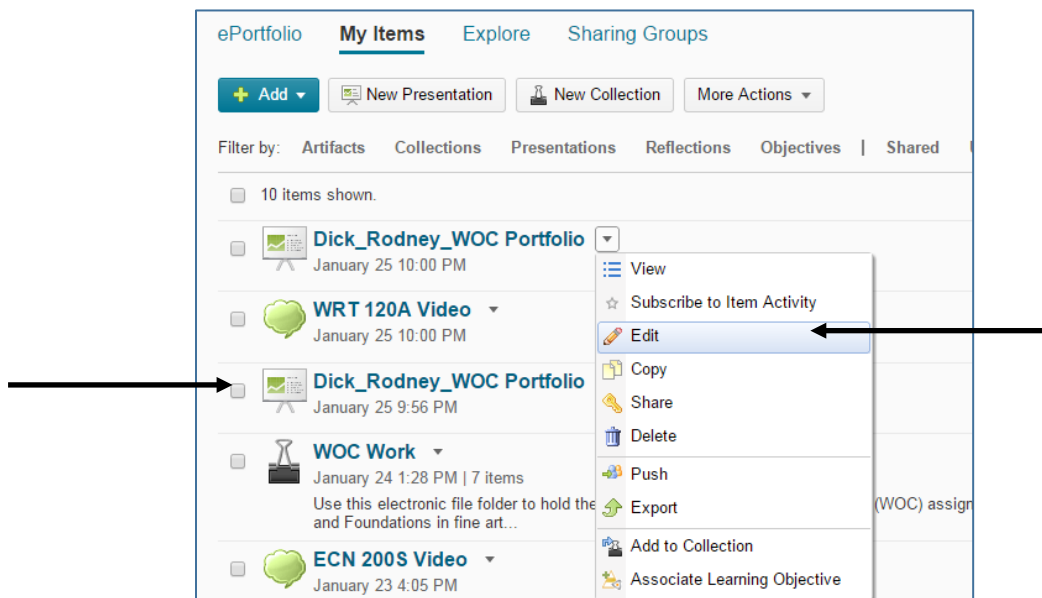

When the presentation opens, select the **Content/Layout** tab.
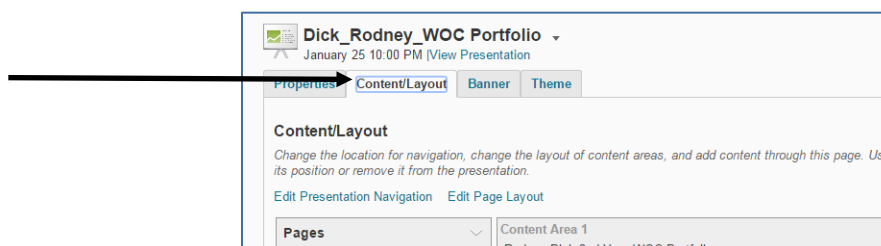
You're now ready to add the cover letter to the presentation. Unlike the previous contents, you'll be adding the cover letter to Content Area 1, and you'll be adding the text directly into a text box so the words appear directly on the presentation (rather than as links that need to be downloaded). In **Content Area 1**, click on **Add Component**. Then, in the new window, select **Text area**.
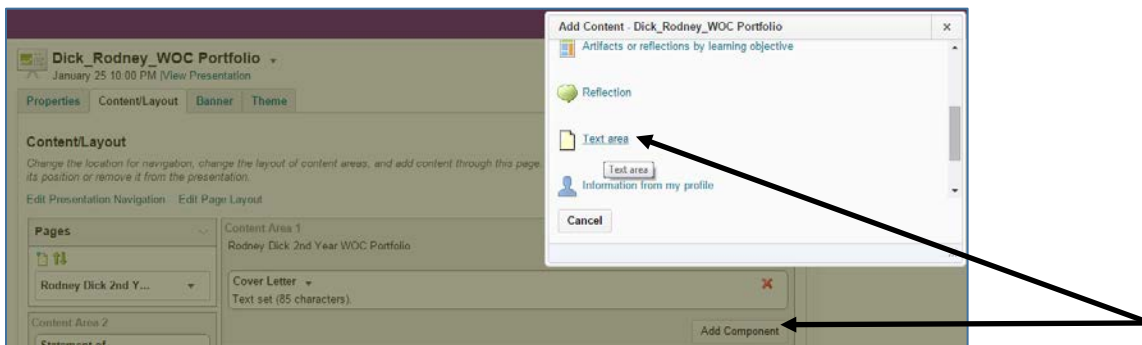
A window will open. You'll be prompted to provide an **Area Name**. Call it **"Cover Letter."** In the text box, you can copy and paste the text from your cover letter. **Open** your cover letter file in *Word*; **copy** the text. Then, return to your ePortfolio Presentation window and **paste** the text. Click **Save and Close**.
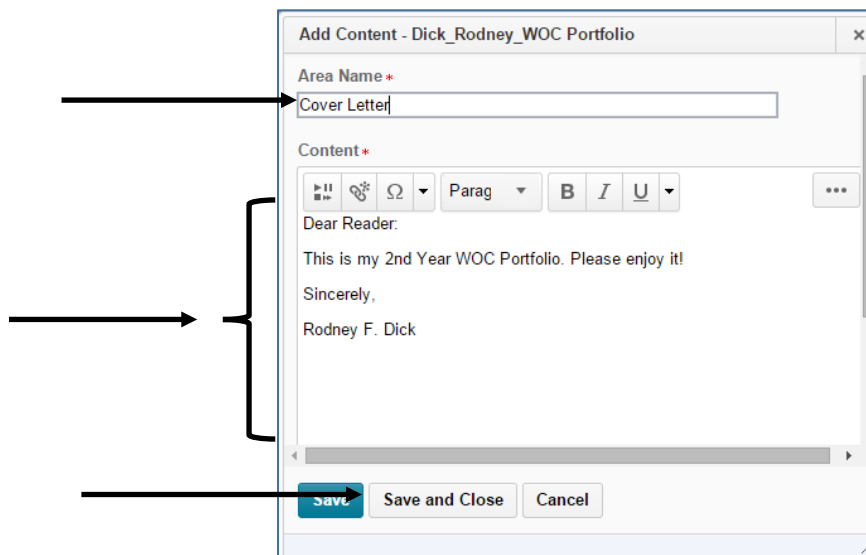
You should view your presentation to make sure that the process worked correctly. Click **View Presentation** (directly under the Title). This will open the presentation in a new window. You should see the text for the cover letter in the **right frame**.
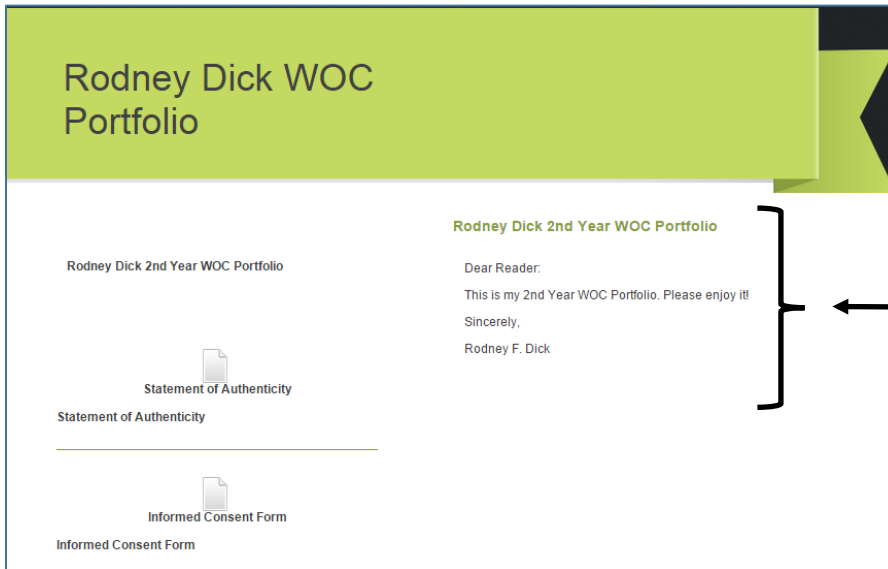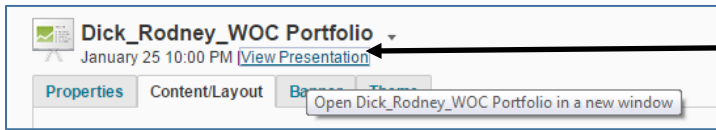
Note: It's also a good idea to upload your Cover Letter (as a Word file) to your My Items in ePortfolio in case you need it again later.

CREATING YOUR PORTFOLIO | STEP 7: DESIGNING THE LOOK OF THE WOC EPORTFOLIO PRESENTATION (OPTIONAL)

1: New Presentation | 2: Choose Essays/Videos | 3: Adding Essays | 4: Adding Videos | 5: Adding Forms | 6: Cover Letter | 7: Design

Once you've created a WOC ePortfolio presentation, you can personalize the layout and design; however, no style points will be awarded, so don't spend an inordinate amount of time on this. To open the design features, click on the **arrow** next to the WOC ePortfolio presentation; in the drop-down box, select **Edit**.

In the **Content/Layout Tab**, you can edit the "Navigation" and Page" layout (make sure you keep 2 Content Areas). You can also choose to "hide" the page titles (that appear at the top of each Content Area).

In the **Banner Tab**, you can change the "banner title" (that runs across the top of the webpage).

Finally, from the **Themes Tab** you can change the color or pattern on your presentation. You can select from a variety of options.

Questions about technical matters or *Brightspace*?
Contact the IT HelpDesk at: 330-823-4357

Questions about the requirements or due date?
Contact the Integrative Core Director at: icore@mountunion.edu

Need help revising your work or building a portfolio?
Make an appointment at the DWOC Studio