Frequently Asked Questions

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What is an ePortfolio?
An ePortfolio (electronic portfolio) is a student's personal website dedicated to presenting a selection of the student's course work and faculty assessment of that work. It is a secure Internet site. The University collects data from all student ePortfolios to be used in preparing accreditation reports and in evaluating the effectiveness of the University's programs and curriculum.

What is an artifact?
An "artifact" is another name for an assignment that you upload to your ePortfolio. These assignments are required for everyone taking a particular course. Students with ePortfolio accounts turn in the assignment in class <u>and</u> through their ePortfolio.

What is a rubric?
A rubric is a chart used to help a professor assess artifacts fairly and consistently. The left-hand column lists the different criteria being graded. For each criterion, the rubric presents a horizontal breakdown of what qualifies as Exemplary, Competent, Acceptable, Unacceptable, and Not Attempted work. See the sample below.

Criteria	Exemplary	Competent	Acceptable	Unacceptable	Not Attempted
Logical organization of ideas for thesis development	Organizes all ideas in a logical sequence for clear thesis development through a unified, cogent, and coherent presentation of material	Organizes most ideas in logical sequence for clear thesis development through a unified, cogent, and coherent presentation of material	Organizes some ideas in logical sequence for clear thesis development through a unified, cogent, and coherent presentation of material	Organizes ideas illogically for thesis development through lack of a unified, cogent, and coherent presentation of material	Does not attempt to organize ideas for thesis development
Creativity of expression	Presents the material effectively and creatively using original ideas and innovative techniques	Presents the material effectively and creatively using innovative techniques	Presents the material creatively using innovative techniques	Presents the material with little creativity not using original ideas and innovative techniques	Does not attempt to present the material creatively

Rubrics help students to know what is expected of them, and rubrics help professors evaluate students' work based on clearly defined criteria.

What is Chalk & Wire?
Chalk & Wire is a Canadian educational research-based company that specializes in Internet technology, high-performance networking, and user interface components. ORU has been a research and development partner with Chalk & Wire since February 2003 and is currently utilizing one Internet-based program (ePortfolio™) as support for the University's electronic portfolio system.

What is assessment?
Assessment is <u>not</u> a grade. Rather, it is your professor's evaluation of the quality of your work when compared with a consistent standard. For instance, if you are submitting an artifact under the Intellectual Creativity proficiency, your professor is assessing how well your work demonstrates your attainment of the criteria chosen by the ORU faculty to be a significant component of Intellectual Creativity.

Why is it possible to receive an assessment that is either higher or lower than my grade for the assignment?
When a professor <u>grades</u> an assignment, he or she takes into account such factors as appropriate format, proper grammar and usage, and acceptable logic, essentially asking the question, "How good is this paper?" When a professor <u>assesses</u> an assignment for ePortfolio, he or she is focusing on the specific criteria on the rubric. In this situation, the professor asks the question, "How well does this paper demonstrate that the student has attained the qualities outlined for this particular outcome or proficiency?" Therefore, a student may write an A paper (a paper that demonstrates technical proficiency and scholarly research) that does not fulfill all of the criteria on the rubric—thus receiving a poor assessment. Or a student may write a C paper (a paper demonstrating technical problems) that completely covers the rubric criteria—thus receiving a high assessment. Therefore, it is very important for students to compose/create their artifact assignments knowing both the criteria for Whole Person Assessment <u>and</u> the criteria for grading. Also, rubrics do not usually include late penalties, etc.

Why do I need to complete a demographic survey when I set up my ePortfolio?
ORU does not discriminate on the grounds of race, color, sex, age, national origin, disability, or veteran status. However, the demographic information that you provide is very useful to us as we analyze our student data. These surveys help us understand our student body so that we can better understand and meet the needs of our incoming students. We also use them to collect data for reporting purposes. Select the "Courses" drop down box and find the class you are interested in. The artifacts associated with the course on this website are the required artifacts for the course.

How do I know what artifact is required for each course?
In the drop down box labeled "Artifacts by Course" (above the link that brought you to this pdf file) select your class. Links to the required artifact rubrics will be generated.

What Whole Person Assessment requirements do I need to complete if I am a transfer student?
You will need to fulfill all applicable requirements for courses taken <u>at ORU</u>. There may be gaps in your WPA from the courses you took elsewhere.

Do I have to complete artifacts if I'm taking a course through summer school, correspondence, or a study trip?
Yes. Regardless of the course format, artifacts are still required.

Can I get specific, personal feedback from my professor through ePortfolio?
Yes! When your professor assesses your artifact, you will automatically receive scores and/or a colored bar graph designating how you scored on the various areas listed on

the rubric. In addition, your professor has the option to insert specific comments next to each criterion.

Does it matter what I name my artifact?
We suggest that you name each artifact so that it will be immediately clear, both to you and to your professor, what the artifact is.

What will happen if I don't upload my artifacts to my ePortfolio and submit them to my professor for assessment?
Ultimately, your WPA will be audited by your advisor before you can graduate. All required artifacts will need to be present and evaluated at that time. In the short term, however, there are also consequences for not doing your ePortfolio submissions—usually a grade penalty (often a zero for that assignment). Each academic department implements its own Whole Person Assessment late-penalty policy.

Is anyone ever going to look at my ePortfolio?
Many people will look at your ePortfolio over the course of your college experience. First, every time you submit an artifact to one of your professors, he or she will look at it before assessing it. Second, your advisor will perform an audit of your WPA submissions before you graduate. Third, ORU administrative staff may occasionally have reasons to verify information within your ePortfolio. Fourth, you can create a separate ePortfolio where you can upload only the items that you want others to see. These separate portfolios are useful to show to friends, family, or future employers.

Is my ePortfolio secure?
Your ePortfolio is located on a password-protected website. Each time you make changes to the online portfolio, it gets a new URL address. You can copy that direct link and send it to people if you want them to view your ePortfolio. This is the only way that individuals other than ORU faculty and staff can view your ePortfolio.

Who sees my Whole Person Assessment scores?
Other than you, the only people who can view your Whole Person Assessment scores are ORU faculty and staff with special Chalk & Wire permission to view student assessments. When you send the link for your ePortfolio to others, they will only see the web page and will not see the scores that you received.

Can I use my ePortfolio after I graduate?
Yes! Students may opt to retain their ePortfolio by paying a yearly renewal fee to Chalk & Wire. This is a wonderful opportunity for students to create personal portfolios to show potential employers. For more information, contact Dr. Cal Easterling at ceasterling@oru.edu.

Why can't I upload documents saved in Microsoft Works, WordPerfect, or Open Office?
Artifacts must be uploaded in a format that professors can open and read. ORU's computer network is equipped with Microsoft Office products. Thus, documents saved in Works or WordPerfect often do not open or become jumbled when opened in Word. Appropriate file types are as follows: HTML, PDF, and Word.

What should I do if my course requires a Pre/Post-Test score but I haven't received one?
Unless otherwise instructed by your professor, you do not need to submit anything for Pre/Post-Test scores. Your professor will upload and assess these scores automatically.

Will I receive an extension if Chalk & Wire is not working on the day that my artifact is due?
It is up to the discretion of your professor whether students are given extensions for late artifacts. Chalk & Wire's servers should have no problem handling the number of hits that the site receives, even at peak times. However, as server difficulties cannot always be forecasted, it is important to get your artifacts submitted early in order to avoid technical glitches. It is a good practice to look at the "My Results" page to verify that you submitted your work correctly.

Do I have to pay an ePortfolio fee?
You will pay an initial fee to activate your Chalk & Wire account during your first year at ORU.

Should I be receiving emails from ePortfolio?
Yes! ORU ePortfolio administrators will occasionally send important emails to the email address that you have listed in your ePortfolio contact information. It is important that you read these emails. If you use an outside email provider, such as Hotmail or Yahoo, you may need to adjust your bulk mail settings to make sure that you receive these emails from ePortfolio@oru.edu.

What should I do if I'm not receiving ePortfolio emails?
Log in to Chalk & Wire. Your contact information should be listed on the first page. Check your email address. If there is a typo in it, or if it is an out-dated email address, click on the link named "click here to change details." Here you will be able to insert your correct contact information. If your contact information is correctly listed, double check your bulk mail settings to make sure your account will let you receive emails from ePortfolio@oru.edu. If you still cannot receive emails from ePortfolio, contact the ePortfolio Help Line (ePortfolio@oru.edu or 918-495-7356).

What are the steps for uploading an artifact and sending it for assessment?
1. Log into your eportfolio by going to http://eportfolio.oru.edu

2. Select "Log In" from the left hand side bar and enter your Z number and password.
3. When you are logged in, select the appropriate folder (General Education or your Major Folder)
    a. General Education
        i. On the left hand side of the page is a sidebar with all of the proficiencies. Based on the proficiencies of the artifact you are uploading, find the page for your artifact on the sidebar and click it.
    b. Major Folder
        i. On the left hand side of the page is a sidebar with assignments grouped by their depth in the major (Entry, Intermediate, etc.). Find your assignment name under the listing, and select it.
4. Click the "Upload Artifact" button near the top right of the page. Give the artifact a name and click the "Upload File" button on the menu that pops up.
5. Browse and upload your assignment. When it finishes saving, click "Close."
6. Click the "Submit" button. Enter the name of your assessor, "**Lastname, Firstname.**" After entering their name, hit the "Submit" button.

Where can I go if I need to scan an artifact and don't have a scanner?
- 2nd Floor (GC) Academic Computing Lab, 8:00 a.m. to 10:30 p.m. most days. There are 8 dedicated computers and scanners, and the staff members are helpful.

- Ask a fellow student if you can use his or her scanner. Avoid saving scanned items as TIFF files. The best practice is to save the scans as JPEGs and then save the JPEG pictures into a Word file.

How do I know where in my ePortfolio to place my artifact?
It is <u>very important</u> that you upload your artifact into the correct place in your ePortfolio. Each artifact is connected to a certain proficiency/capacity. Consult the individual artifact description on this website. **Be sure you know the correct proficiency for your artifact before you upload it.** In your ePortfolio, your artifact should go in the section named for that proficiency. For instance, if you are uploading the Honor Code Reflection Paper (Entry Level), you will find the heading "Spiritually Alive" on the left hand sidebar, then "Ethical Behavior" underneath that, and click the link below "Ethical Behavior" with the same name as your assignment.

What should I do if I have several artifacts from different classes that need to occupy the same space in my ePortfolio?
This should never happen. Sometimes, multiple artifacts belong under a certain proficiency (for example, both the BLIT 110 paper and the THE 103 paper belong under Evangelistic Capability). However, each artifact has its own "home" in your General

Education ePortfolio. You will only have multiple documents on the same page when they are for the same course (for example, both the Career Direct Analysis Paper and the Summary Report from the career test results will be published on the Career Direct Analysis Paper (GEN 099/Personal Growth Assessment) (1B) page).

I want to send my ePortfolio to my professor for assessment, but the "Submit Page" link is missing. What do I do?
If you do not see a "Submit Page" link on your ePortfolio page, then it means that you are trying to submit the wrong section of your ePortfolio. Make sure that you have uploaded your artifact onto the page that matches your exact assignment. (For example, for your Honor Code Reflection Paper, you have clicked on "Spiritually Alive," clicked on "Ethical Behavior," and clicked on "Honor Code Reflection Paper (Entry Level) (GEN 099/Whole Person Assessment (1B)." That final page will have a "Submit Page" link once you have uploaded something onto it, but the previous pages will not.

What if I don't know my professor's name?
Minimize the Internet window that has your ePortfolio open. Open a new Internet browser. Go to www.vision.oru.edu. Log in to VISION, click "Student Services and Financial Aid" click "Registration" click "Student Detail Schedule," and choose the correct term. You should then see your entire schedule including your professor's name. When you have obtained the necessary information, log out of VISION, maximize the Internet browser with your ePortfolio, and continue the artifact submission process. [If you are submitting your artifact to a TA, you should follow the instructions given to you in your discussion group.]

How can I find out my professor's assessment of my artifact?
Once you have added content to a page of your ePortfolio and submitted it for assessment, you can go to the "Work" Tab at the top of the page. Under "Work" is a link labeled "My Results", follow the link to see any assessments that have been made.

Can I remove an artifact from my ePortfolio once I have successfully submitted it for assessment?
You should not remove an artifact from your ePortfolio unless (a) you are replacing it with a corrected version of the same document, (b) you have uploaded it in the wrong place and are correcting the error, or (c) you are deleting multiple versions of the same artifact. Your artifacts should remain in your ePortfolio for the duration of your time at ORU. If you remove them, then faculty will not be able to view them, and this may cause problems when your ePortfolio is audited at the end of a semester and prior to graduation.

How do I create my major ePortfolio?
At the homepage of your eportfolio (what comes up right after you log in) hit the button labeled "Create New Portfolio". In the window that appears enter your first and last name as the name of your portfolio and select the name of your major in the Table of Contents drop down box.

Do I need to upload artifacts for electives or classes taken for my minor?
No. You are only required to submit artifacts for your general education classes and for the designated classes in your major.

Is there a way to know that my artifact has been placed successfully in my ePortfolio before I send it for assessment?
If you can see your artifact, then it is there. Changes are saved automatically (assuming that you completed the necessary steps on the "Add Content" page).

What should I do when I think I uploaded my artifact correctly but I received communication from ORU that something with my ePortfolio was incomplete?
Follow the directions given in the message that you received. If you are instructed to contact a specific individual, please do it as soon as you get the message. You are also welcome to contact the individuals monitoring the ePortfolio Help Line at 495-7356 (x7356 on campus) or ePortfolio@oru.edu and ask them to check your status in the Chalk & Wire system. Sometimes there is a problem with your ePortfolio account and we need to fix it to avoid future problems. Other times, you may have inadvertently missed a step in the process. Often these things can be cleared up quickly and easily.

Where can I go to get ePortfolio help?
- ePortfolio Help Line at x7356 (918-495-7356) or ePortfolio@oru.edu
- 2nd Floor (GC) Academic Computing Lab, 8:00 a.m. to 10:30 p.m. most days
- ePortfolio Subadministrator in your major department
- Website: www.ePortfolio.oru.edu (many helpful resources)
- Your APA or ADD
- ePortfolio Help Nights (dates and times vary)

Whom should I contact if I have lost or forgotten my user name/password?
If you have lost or forgotten your user name or password, you can contact the ePortfolio Help Line (ePortfolio@oru.edu or 918-495-7356) or visit the GC 2nd Floor Academic Computing Lab.