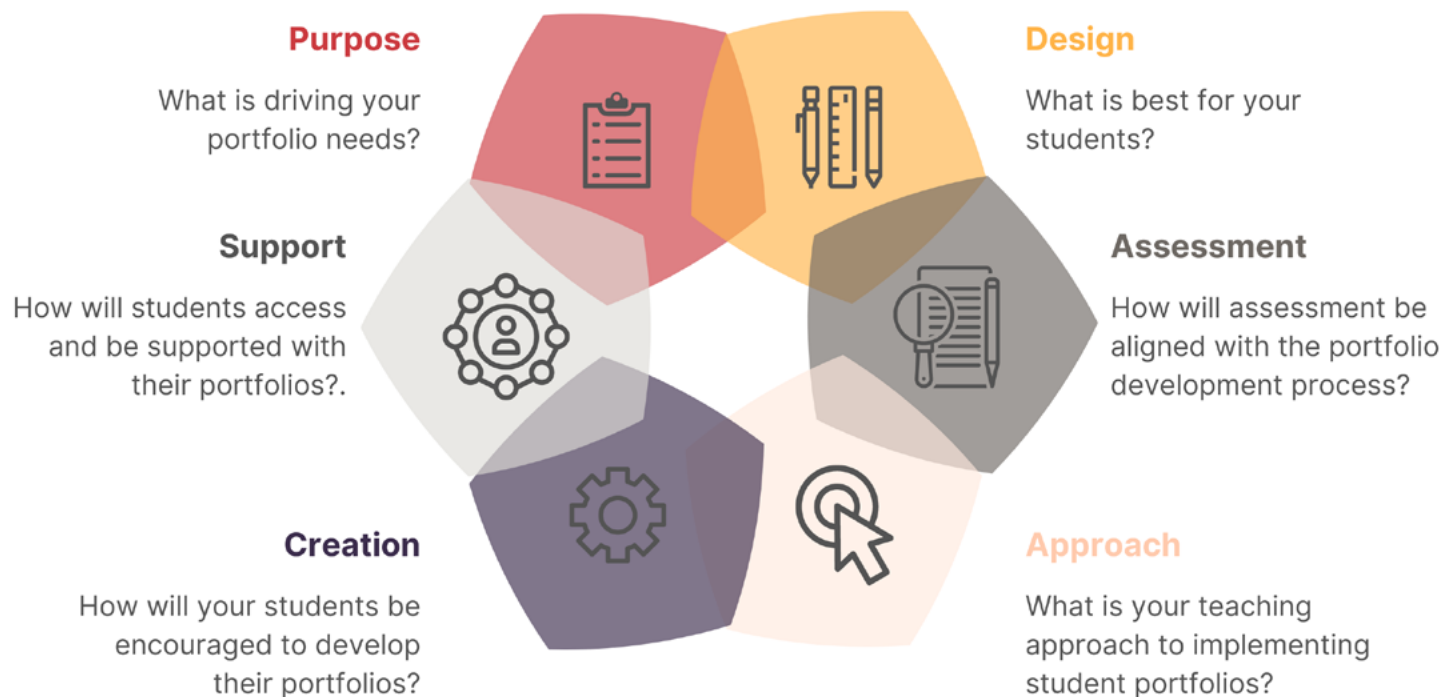


The *Six Portfolio Elements for Learning and Teaching Success* – support, planning and preparation for student portfolios



University of
Southern
Queensland



The following SIX elements guide, School, and program planning for Create@USQ portfolios using WordPress as well as other platforms.

1. PURPOSE

What is driving your portfolio needs?

Course? Program? School? Other?

Alignment with the UniSQ Education Plan?

Linked with curriculum development?

Linked with re-accreditation goals?

What type of portfolio do you want your students to create?	
Why would your students bother to create a portfolio?	
What would an exemplar student portfolio look like? (first year, second year, upon graduation?)	<input type="checkbox"/> Year 1? <input type="checkbox"/> Year 2? <input type="checkbox"/> Year 3? <input type="checkbox"/> Graduate? <input type="checkbox"/> Postgraduate?

2. DESIGN

What type of portfolio is best for your students?	<input type="checkbox"/> Showcase/Professional - demonstrate highlights of a students' academic career
	<input type="checkbox"/> Learning - demonstrates student learning and the learning process and could be shared for peer review/feedback
	<input type="checkbox"/> Assessment - shows competencies aligned with discipline requirements using formative and summative assessment
	<input type="checkbox"/> Combination of the above?
Will students be given a template to start their portfolio work?	

How will the attributes of the template align with the type of portfolio?	
What role does reflection and reflective learning play in your choice of design?	

3. ASSESSMENT

How will assessment be aligned with the portfolio development process? [Collect, Select, Reflect, Connect]	
How will formative assessment be linked?	
How will summative assessment be shared and acknowledged?	
What is the role of authentic assessment for your discipline?	
What is the role of reflection and reflective practice regarding assessment?	
How will media-rich assessment that utilises audio and/or video be treated?	
How will assessment be aligned in different years of study?	<input type="checkbox"/> Year 1? <input type="checkbox"/> Year 2? <input type="checkbox"/> Year 3? <input type="checkbox"/> Graduate? <input type="checkbox"/> Postgraduate?

4. APPROACH

What is your teaching approach to implementing student portfolios?	
How will you integrate portfolios into the course and program?	
When will portfolios be integrated within a course and discussed/ shared with students?	
What are your communication methods to ensure all teachers and markers are on the same page?	
How will you ensure all students understand the purpose and what is expected of them for portfolio development?	
What professional learning / training / staff capacity building do you need?	<input type="checkbox"/> Before the semester?
	<input type="checkbox"/> During the semester?
How will you evaluate the impact and success of portfolios in your course/ program?	
How will you ensure scalability and sustainability of student portfolios in your program/course?	

5. CREATION

How will your students be encouraged to develop their portfolios?	<input type="checkbox"/> Weekly prompts? <input type="checkbox"/> Assessment triggers? <input type="checkbox"/> Other
How does the development process align with your purpose and design requirements?	
What approach will students be encouraged to take regarding:	<input type="checkbox"/> Use of portfolios for assessment
	<input type="checkbox"/> Collecting, selecting, reflecting and connecting
	<input type="checkbox"/> Developing a 'brand of me' digital narrative or digital brand via their portfolio
How will students be encouraged to develop their portfolios to reveal a unique point of difference for future employability?	
How will you encourage students to use portfolio development to improve their digital literacy?	

6. SUPPORT

How will students access their portfolio?	<input type="checkbox"/> Batch processed by Create@UniSQ <input type="checkbox"/> Self-serve by Create@UniSQ <input type="checkbox"/> Other
---	---

Where will students go to find out how to develop their portfolio?	<input type="checkbox"/> Online resources?
	<input type="checkbox"/> In tutorials? Who?
How will staff access their students portfolios?	
Will your school/program/discipline have a portfolio hub or portal? If so, what is the purpose of the hub?	<input type="checkbox"/> To share the purpose and development process of portfolios with students?
	<input type="checkbox"/> To gather bespoke program and course resources for student learning?
	<input type="checkbox"/> Other?
How will assessments linked with portfolios be delivered in conjunction with StudyDesk?	
Where will students go for technical support?	
Where will staff go for technical and pedagogical support?	