



## School of Education

# iWebfolio for Technology Student Teaching Candidates

For software questions, contact iWebFolio Technical Support at:

[support@nuventive.com](mailto:support@nuventive.com)

877-427-4768

or

See Information About iWebFolio at SUNY Oswego:

<http://www.oswego.edu/~educate>

or

E-mail

[educate@oswego.edu](mailto:educate@oswego.edu)

## Table of Contents

Introduction .....	Page 2
Computer & Browser Compatibility.....	Page 2
Allowing Pop-Ups .....	Page 2
Using iWebfolio HELP .....	Page 3
Definitions .....	Page 3
Registration.....	Page 3
Creating Your Student Teaching Evaluation & TWS Portfolios .....	Page 3
Give Permission to Review & Evaluate Your Portfolios .....	Page 6

# iWebfolio for Technology Student Teaching Candidates

## Introduction

The School of Education must meet rigorous NCATE\* standards for documenting the teaching performance of candidates in school settings. We use NuVentive's iWebfolio electronic portfolios software to collect assessment data on candidate ability to design curriculum (Teacher Work Sample) and deliver high quality instruction. Therefore, the School of Education requires candidates to purchase licenses for NuVentive's iWebfolio in their methods and student teaching semesters.

Your subscription to iWebfolio includes all of the following for one year:

- The ability to create as many Portfolios as you want and to selectively share your Portfolio(s) with as many people as you would like including Faculty and potential Employers.
- 500 Megabytes of Online Storage.
- Technical Support via email.
- Online Help and quick start guides.

\* **NCATE** (National Council for Accreditation of Teacher Education) is the professional accrediting organization for schools, colleges, and departments of education in the United States. More information can be found at its website: <http://www.ncate.org/>.

## Computer & Browser Compatibility

iWebfolio will work on both Windows and Macintosh computers. The following browsers are supported by iWebfolio:

- Apple MACs: Firefox and Netscape are supported. (Safari and Internet Explorer are not supported).
- Windows: Internet Explorer 5.x or greater, Netscape 7.x or greater, and Firefox are supported

Be sure you are up-to-date with security updates for the browser you choose.

## Allowing Pop-Ups

iWebfolio uses pop-up windows for many requests. In the campus computer labs, pop-ups have been blocked. You will have to enable pop-ups in your browser to fully use the software. Beware of completely unblocking pop-ups on your personal (home) PC. Use the **Allowed Sites** feature and add <http://www.iwebfolio.com/> to the allowed list.


### WINDOWS - Internet Explorer 6:

Start Internet Explorer. In the menu bar, select Tools, then select Internet Options. On the Privacy tab, click on the Settings button. In the next window, type <http://www.iwebfolio.com/> in the line labeled **Address of Web site to allow**, then click on the **Add** button, then **Close**. Close the Internet Options window.

### WINDOWS – Firefox 1:

Start Firefox. In the menu bar, select Tools, then select Options. In the window that appears, click on Web Features in the left pane. Click on the **Allowed Sites** button. In the next window, type <http://www.iwebfolio.com/> in the line labeled **Address of Web site:**, then click on the **Allow** button, then **OK**. Close the Options window.

### WINDOWS – Netscape 8:

Start Netscape Browser and go to <http://www.iwebfolio.com/>. In the menu bar, select Tools, then select Security Center. In the window that appears at the bottom right, click on Popup Blocking. Click on blue arrow  to the right of the label **For this Site**. On the Advanced tab, check **Allow unrequested pop-up windows**. Uncheck **Open requested pop-ups in a new tab**. Click on Done. On the Security Center window, click on the "X" to close the window.

### MACINTOSH – Firefox:

Start Firefox. In the menu bar, select Preferences. In the window that appears, select Web Features, then add the URL under Allowed Sites. Close the window.

### MACINTOSH – Netscape 7.2:

Start Netscape. Select Preferences. In the window that opens, click on **Privacy & Security** (to expand the list). On Popup Windows, check **Block unrequested popup windows**, then click on **Allowed Sites to add the URL**. Close the window.

# iWebfolio for Technology Student Teaching Candidates

## Using iWebFolio HELP



At the upper right of the screen, click on the “Help” button. Many common questions you might have about how the iWebFolio software works are answered here.

## Definitions

Owner – The person creating the portfolio, normally a student

Portfolio – A portfolio is a carefully selected collection of artifacts used to show an individual's growth, capabilities, competencies, and experiences. Portfolio may include a variety of different artifacts: text files, multi-media files, experiences, reflections, journal entries, work experience, skills, learning objectives, learning goals and more.

Reviewer – An iWebfolio user who will be reviewing portfolios. A SUNY Oswego, reviewers will be faculty persons, college supervisors, cooperating (master) teachers, and administrators of the assessment system.

Template – A template provides a starting point and a structure for creating a new portfolio. Often, templates are based on standards, criteria, or outcomes of a program. Templates might also reflect the expectations of external agencies or requirements for licensure. For example, a template might be based on input from potential employers about their preferences when screening job applicants.

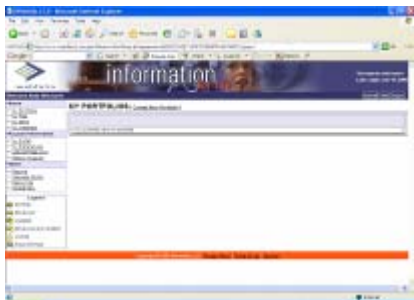
## Purchasing & Registering an OSWEGO-Affiliated iWebFolio Account

The School of Education requires that candidates enrolled in Methods or Student Teaching courses must have an active **OSWEGO affiliated** iWebFolio account. If you do not have one:

1. Purchase an **OSWEGO-affiliated** iWebFolio account online with a credit card for \$36 by going to <http://www.iwebfolio.com> and following the “Account Signup” directions **OR**
2. Use your financial aid award, credit card, or cash to purchase an **OSWEGO-affiliated** iWebFolio account from the College Store for about \$42. Follow the “Account Signup” directions to activate it online at <http://www.iwebfolio.com>

In either case, see the [iWebfolio Registration Directions](http://www.oswego.edu/~educate) on <http://www.oswego.edu/~educate> for complete directions.

## Creating Your Student Teaching Evaluation & TWS Portfolios



### **EVERY STUDENT TEACHER CANDIDATE MUST CREATE THREE PORTFOLIOS:**

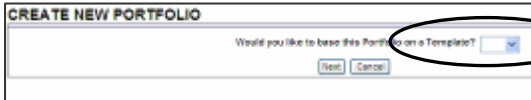
1. A STUDENT TEACHING EVALUATION PORTFOLIO FOR YOUR FIRST PLACEMENT (Quarter 1 or 3)
2. A STUDENT TEACHING EVALUATION PORTFOLIO FOR YOUR SECOND PLACEMENT (Quarter 2 or 4)
3. A TEACHER WORK SAMPLE PORTFOLIO TO BE COMPLETED IN YOUR HIGH SCHOOL PLACEMENT.

### **MY PORTFOLIOS** [ [Create New Portfolio](#) ]

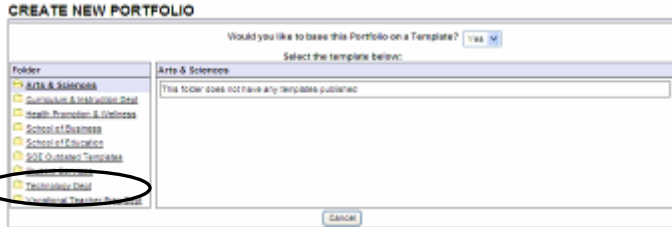
You currently have no portolios

When you first log in, you will see this screen. Click on the Create New Portfolio link.

# iWebfolio for Technology Student Teaching Candidates



When asked “Would you like to base this Portfolio on a Template?”, select YES.

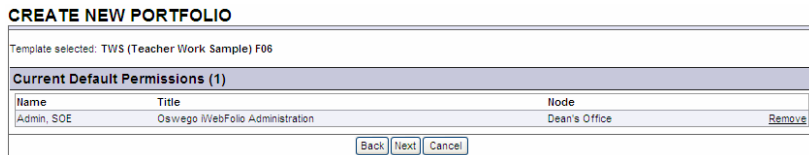


Click on Technology Dept.



The name of the template you will select can be found on the **Technology Student Teaching Candidates Overview** document on <http://www.oswego.edu/~educate>.

On the right hand side of the line, click on the Select option.



The next window shows the individuals who currently have permission to review your portfolio. **Do not remove these names.** Click on <Next>.



If your name is not filled in, enter it here. Then click on <Save>.



Congratulations! Now you have created one of your Student Teaching portfolios (Q1 or Q3). You now will see the Contents tab for the portfolio that your cooperating teacher will use to evaluate your student teaching performance.

## REMEMBER, EVERY TECHNOLOGY STUDENT TEACHER CANDIDATE MUST CREATE THREE PORTFOLIOS:

1. A STUDENT TEACHING EVALUATION PORTFOLIO FOR YOUR FIRST PLACEMENT (Quarter 1 or 3) (You have just done this)
2. A STUDENT TEACHING EVALUATION PORTFOLIO FOR YOUR SECOND PLACEMENT (Quarter 2 or 4)
3. A TEACHER WORK SAMPLE PORTFOLIO TO BE COMPLETED IN YOUR HIGH SCHOOL PLACEMENT.

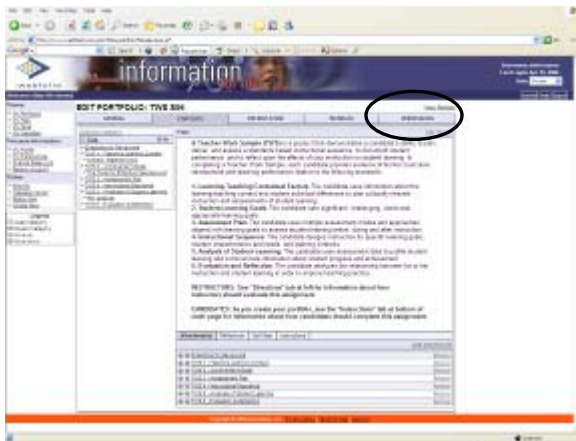
## Give Permission to Review & Evaluate Your Portfolio(s)

Once you have created your portfolio(s), you need to give permission to your college supervisor to view ALL your portfolios and your cooperating teacher to review your student teaching evaluation portfolio. Your cooperating teacher will grade your performance in the classroom on the student teaching evaluation portfolio (and your supervisor will look at this evaluation in recommending your course grade); your college supervisor will be grading your TWS portfolio. THESE STEPS ARE VERY IMPORTANT. If not done correctly, your grade in TED 410, 411 and 414 may be delayed.

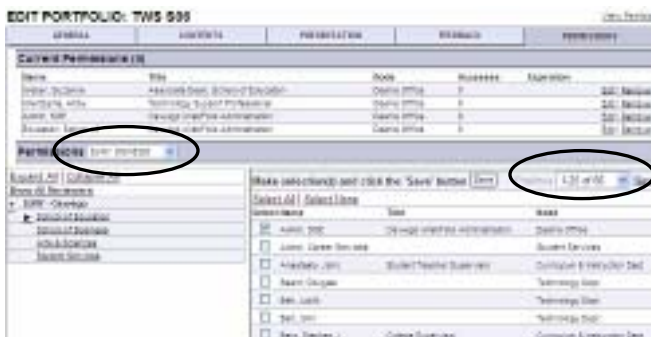


Open your portfolio by selecting the Edit link on the portfolio name listed on the **My Portfolio** page.

(If necessary, click on “yes” to accept any changes in the portfolio template during the semester.)



Click on the Permissions tab

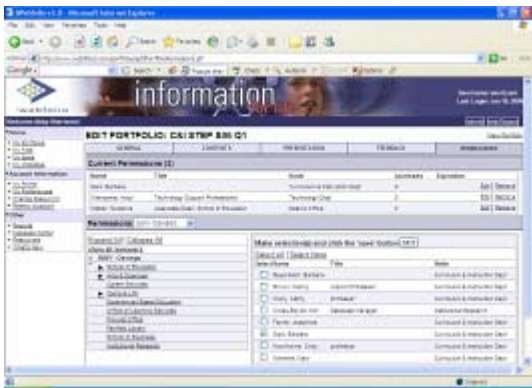
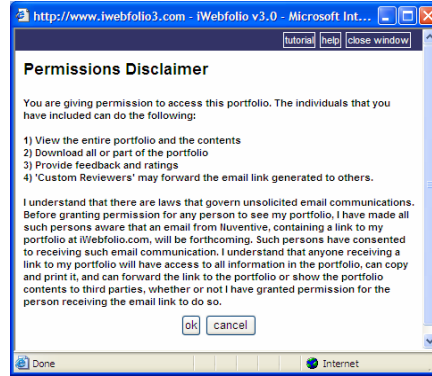
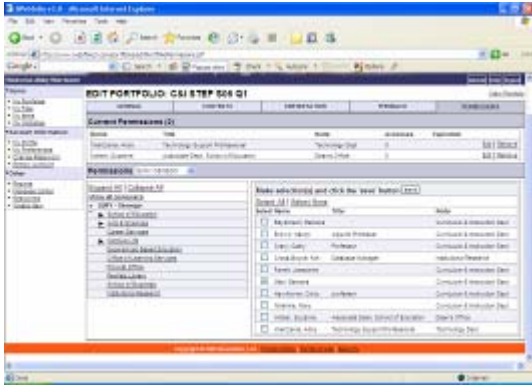


### COLLEGE SUPERVISOR PERMISSION:

College supervisors' and instructors' names will appear in the list in the bottom right corner. If you don't see your supervisor's name, click on the name of your department on the list at left. If you do not see any names displayed, verify that “SUNY Oswego” is selected in the dialog box labeled “Permissions”. If it is not, open the dialog box and select it. Then if there are still no names, click on the **show all reviewers** link.

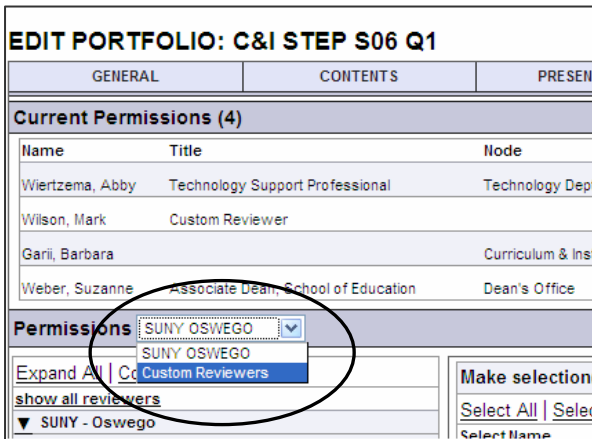
Find your college supervisor's name in the list. Click on the box in front of their name (a check mark will appear in the box), then click on the <save> button. A pop-up box will appear that explains the permissions you are giving this individual. Click on the <ok> button. Then their name will appear in the **Current Permissions** list at the top of the window. The pictures below show an example.

# iWebfolio for Technology Student Teaching Candidates



## COOPERATING TEACHER PERMISSION:

Cooperating teachers will not appear on the Reviewers list. You will give them permission by making them custom reviewers.

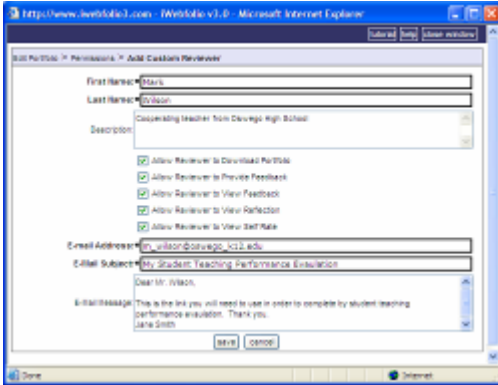


From the Permissions dialog box, select "Custom Reviewers".



Click on the **Add Custom Reviewer** link.

# iWebfolio for Technology Student Teaching Candidates



A pop-up window will open for you to fill in some information. You are asked to complete:

- your cooperating teacher’s name (use proper capitalization)
- selections that tell the permissions you are giving. **MAKE SURE ALL 5 BOXES ARE CHECKED.**
- your cooperating teacher’s e-mail address
- the subject of an e-mail message from you
- an e-mail message to your cooperating teacher thanking them for completing your student teaching evaluation.

**Please be professional when writing your e-mail.** This may be the first impression your cooperating teacher has of your work. Your text message can be longer; the window will expand to fit whatever you write. When you are finished, click on the <save> button. You will then see your cooperating teacher listed. Click on “give permission” next to his/her name; preview your email; and send.

EDIT PORTFOLIO: C&I STEP S06 Q1 [View Portfolio](#)

GENERAL	CONTENTS	PRESENTATION	FEEDBACK	PERMISSIONS	
<b>Current Permissions (3)</b>					
Name	Title	Role	Accesses	Expiration	
Carl, Barbara		Curriculum & Instruction Dept	0	<a href="#">Edit</a>   <a href="#">Remove</a>	
Wiertzema, Abby	Technology Support Professional	Technology Dept	0	<a href="#">Edit</a>   <a href="#">Remove</a>	
Weber, Suzanne	Associate Dean, School of Education	Dean's Office	0	<a href="#">Edit</a>   <a href="#">Remove</a>	
<b>Permissions</b> Custom Reviewers <a href="#">Add Custom Reviewer</a>					
<b>Custom Reviewers</b> <a href="#">Add Custom Reviewer</a>					
Name	Download	Provide Feedback	View Feedback	View Reflection	View Self Rate
Wilson, Mark	yes	yes	yes	yes	yes
					<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Give Permission</a>

When your e-mail is actually sent, it will include your message PLUS a message from iWebfolio giving complete technical directions to your cooperating teacher to complete the task.

Check with your cooperating teacher to verify they received the e-mail and will work with your college supervisor to complete the evaluation.

**IMPORTANT NOTE:** If your cooperating teacher does not use e-mail or the internet, s/he may complete your evaluation(s) on paper. However, you must still create electronic iWebFolio portfolio(s), because someone else will enter your evaluations into your electronic account from the paper forms.