

MCC E-Portfolio Information



Who needs to complete the E-Portfolio?

The E-Portfolio is mandatory for all graduations earning a Transfer Degree

AA, AS, AES, AFA, AGE

When is the E-Portfolio due?

The E-Portfolio is due the Friday of finals week in the semester you are graduating

Requirements

- Place four distinct items in your E-Portfolio, one per general education goal
- Write a paragraph explaining each artifact

Need Help?

- Need help or have questions about your E-Portfolio? Contact the Student Success Center!
 - A247
 - 815-455-8550
 - stulife@mchenry.edu



What you need – 4 Assignments

Four Distinct items that represent each General Education Goal

- Each item must represent your best work in one of MCC's four general education goals.
- Only **graded** work is allowed for critical thinking, effective communication, and information literacy. In the professionalism category, you may submit a reflection on an experience where you learned to be professional or a copy of your resume.

Critical Thinking: construct arguments, evaluate ideas, interpret results, & recognize bias.

- Comp I or II argumentative essay in which you have constructed an argument and supported with appropriate evidence
- An assignment in which you interpret the results of mathematical calculations

Effective Communication: select a communication style for the situation, adapt to audience and context, and clearly communicate ideas.

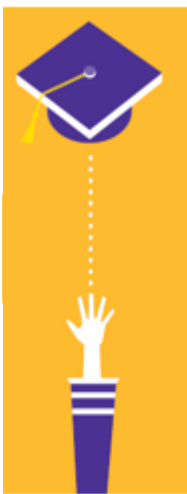
- A video of a speech given in class
- A picture of an art piece you have constructed
- A lab report from a science course in which you explain or present scientific concepts

Information Literacy: locate, evaluate, and use quality resources to provide evidence and reasoning in an assignment; acknowledge resources to avoid plagiarism.

- An Art Appreciation essay in which you have analyzed an art piece and used scholarly (library) resources to critique the piece
- A research paper on how economics influences politics, using scholarly resources

Professionalism: active and effective participation, presenting yourself courteously and appropriately, and following through on commitments.

- Resume
- Writing a lab report demonstrating professional format and scientific standards
- Participation in Phi Theta Kappa, undergraduate research, silver cord, or student government
- Writing a letter to your instructor to request a letter of recommendation (or make a different request) in an appropriate way



What you need – 4 paragraphs

1-4: A paragraph that explains each item & how it relates

- What course is it from?
- How does this artifact represent your knowledge of this general education goal?

Sample Critical Thinking Paragraph: For the general education goal of Critical Thinking, I have submitted my scientific paper from Biology 157: Fundamentals of Biology. The objective of the assignment was to investigate and research the effect of pH on yeast fermentation. Before the experiment was conducted, there was a required step to consult information from academic sources to predict the outcome. This research taught and reinforced how to analyze information and predict consequences. I was able to categorize reliable sources and make an accurate prediction, which was later proven true due to my diligence and detail orientation. Furthermore, I was able to later apply this detailed thinking to organize my report in cohesive order. I was then able to take all the knowledge I learned from this process to draw an effective conclusion to the assignment.

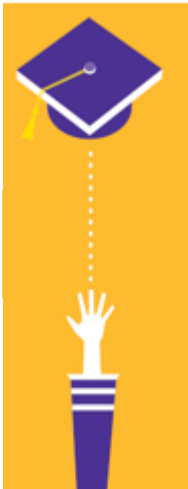
Sample Effective Communication Paragraph: For effective communication, I chose to include a speech from SPE151. As a massage therapist and health educator, it is important to me to convey the benefits of massage therapy. In the speech, I focused on encouraging classmates to learn a new skill and to consider massage therapy as a possible career or as a healthy way to relax. I described the massage and the benefits provided, then demonstrated massage technique. The explanation and demonstration worked together and convincingly. My volunteer for the massage demonstration was happy to attest to the relaxation of the massage.

Sample Information Literacy Paragraph: For Information Literacy, I include Research Question 2, about the Aftermath of Hurricane Katrina, from History 172. I decided to choose this paper because I had to find two primary sources and two secondary sources and interpret our Research Question. In this assignment, I brainstormed questions and selected one to discuss: What was the impact of the government's response to the aftermath of Hurricane Katrina? This research question was important because citizens always thought that our government didn't prepare well enough for a full-blown crisis. I found primary and secondary sources that described the aftermath of Hurricane Katrina and determined that individual source to be useful in discussing my research question. Thus, information literacy was used in this assignment because I was able to use our database, analyze the source, and describe primary and secondary sources.

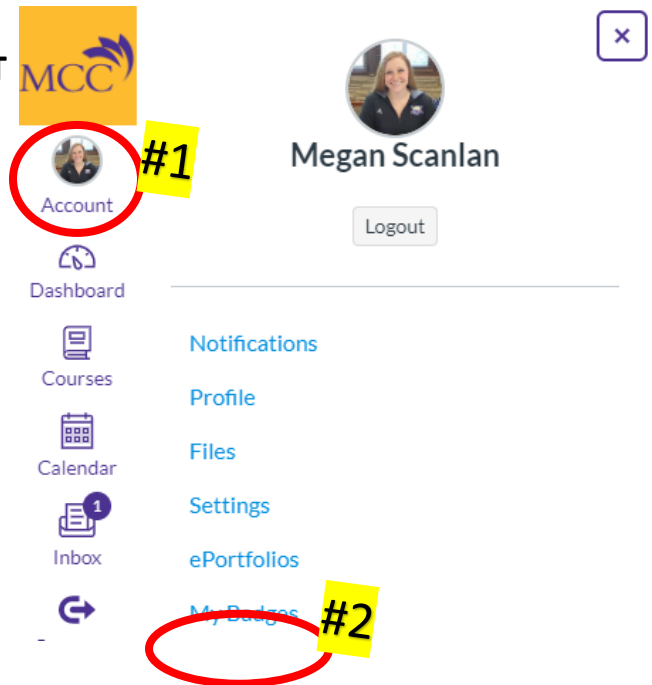
Sample Professionalism Paragraph: In my Intro to Broadcasting class, JRN165, we created a simulated news station within our classroom. Our main objective for the project was to work together to write and film our own newscast. On the first day of the project, every student went into an interview for our job within the station. After the interviews were concluded, we were assigned jobs for the newsroom, and I was given the position of head producer and editor-in-chief. My position came with many responsibilities and duties, like running the newsroom

meetings, checking in with my classmates on their work, and putting together the final script we would shoot later in the semester. The first day of this class project, my teacher put my classmate who was the general manager and I in front of the classroom. We were given the task of assigning stories for our writers to begin working on. My main task was to edit the master script and create the flow of the entire newscast. I also had to work close with my general manager to collect all the written stories we needed. This project was a important learning experience in how to work in a professional environment. I gained the experience and the knowledge that it takes to be in a role of authority and work with my team to create a good product. At the end of the project, I saw the newscast that we recorded I was very proud of all that we had accomplished.

How to create an E-Portfolio

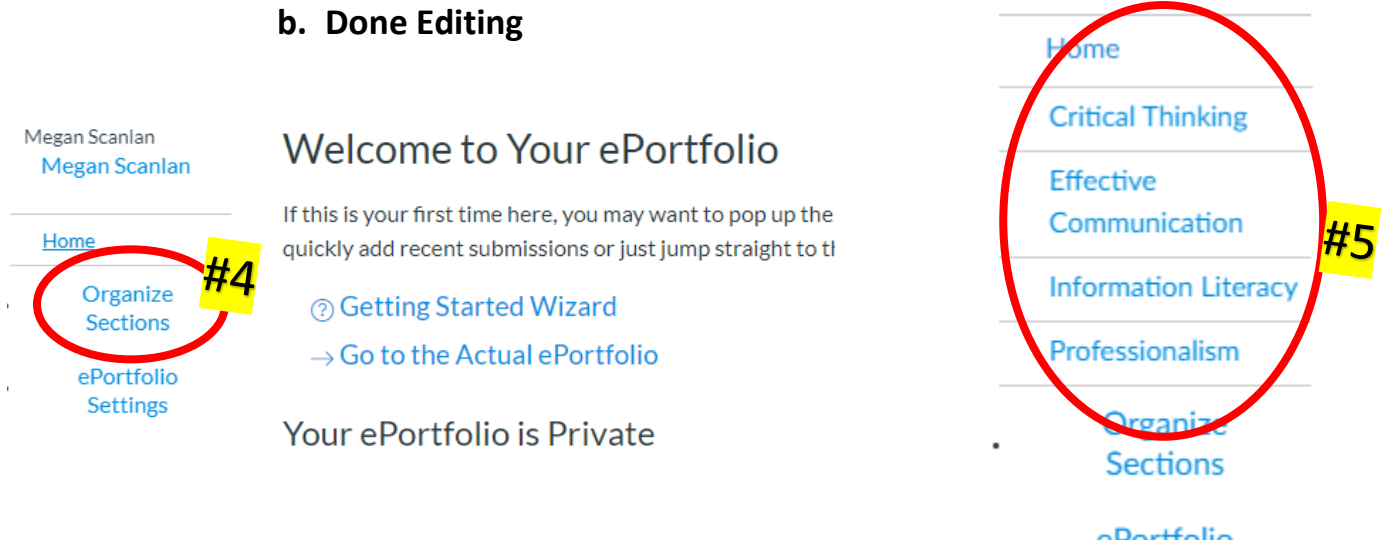


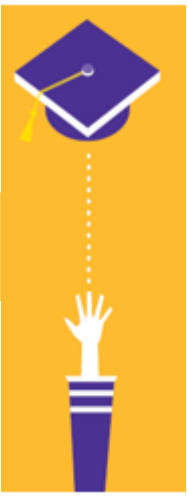
1. Log into **CANVAS** and select **ACCOUNT**
2. Select **ePortfolios**
3. Create an ePortfolio (*upper right*)
 - a. ePortfolio Name = **YOUR NAME**
 - b. **DO NOT** make it public



Once in your ePortfolio, create your sections:

4. Click **Organize Sections** (*left side*)
5. **Add Section**
 - a. Continue adding section until all sections have been added
 - b. **Done Editing**





Adding Content to Each Section

1. Click on the section you want to add content to
2. **Edit This Page** (*right side*)

A screenshot of a Canvas LMS interface. On the left, a navigation menu shows 'Home', 'Introduction', 'Critical Thinking' (circled in red with a yellow '#1' sticker), and 'Effective'. The main content area shows 'New Page' and 'Page Comments' (with 'No Comments'). On the right, there are links for '? How Do I...?', 'Introduction Organize/Manage Pages', 'Pages for this section', 'New Page', 'Edit This Page' (circled in red with a yellow '#2' sticker), and '< Back to Portfolio Dashboard'.

3. Uploading your assignment/artifact

Option #1: Course Submission. This will allow you to choose from all assignments you have submitted via canvas to all of your courses. *They will be listed in DATE order.*

Option #2: Image/File Upload. This will allow you to upload a document from the computer or a flash drive.

***GOOGLE DOCUMENTS ARE NOT ACCEPTABLE, Document must be a PDF or word documents.**

? How Do I...?

Add Content

- Rich Text Content
- HTML/Embedded Content
- Course Submission
- Image/File Upload

Cancel

Preview

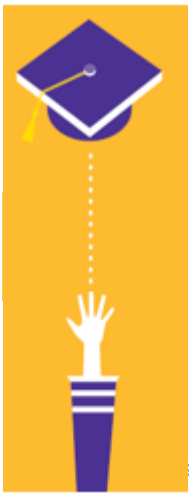
Save Page

4. Writing your paragraphs

Click **Rich Text Content** and type your paragraph in the box provided.

Paragraphs should be included in all sections and can be added if you have uploaded an assignment.

5. SAVE PAGE



How to submit an E-Portfolio

1. On the home page of your e-portfolio, you will find your link for submission. Copy this link!

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

[? Getting Started Wizard](#)

[→ Go to the Actual ePortfolio](#)

Your ePortfolio is Private

That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:

<https://mchenry.instructure.com/eportfolios/37480?verifier=4l1gAOczYfvvkLEjXhBwvMtzgyM9PHxerEFpGzCL>

*If you do not see a link, change your E-Portfolio to **private** under the settings tab*

2. On CANVAS, under courses, select **MCC GRAUDUATION E-PORTOFOLIO**
 - a. Go to **MODULES**
 - b. Click the link for the **semester you are graduating**

Example:

▼ Graduation Portfolio Submission (find your graduation semester and submit)

Fall 2021 E-Portfolio Link
0 pts

Summer 2021 E-Portfolio Link
0 pts

3. Click on 'Submit Assignment'
 - a. Paste the link from your E-Portfolio in the **WEBSITE URL** option
 - b. Click 'Submit Assignment' again

You're done!