



OFFICE OF
**Faculty
Affairs**



Educator Portfolio

User Guide

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Dashboard

The screenshot shows the 'Educator Portfolio: Dashboard' for John S. Penn, Ph.D., a Professor of Ophthalmology & Visual Sciences. The dashboard includes a top navigation bar with links for Dashboard, Activities, Download Portfolio, and Logout. A 'Welcome' section displays the user's name and title. Below this, the 'Activities' section is highlighted with a red arrow. It contains a grid of activity categories, each with a 'Last Entry' date. A 'Manage Delegates (2)' link is also visible. A red arrow points from a text box to the 'Activities' link in the top menu. Another red arrow points from a text box to the 'Manage Delegates (2)' link. A third red arrow points from a text box to the 'Activities' section header. The footer contains a statement of commitment to equal opportunity and affirmative action, and a copyright notice for 2014.

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Welcome John Penn

Dashboard Activities Download Portfolio Logout

Educator Portfolio: Dashboard

Welcome

John S. Penn, Ph.D.
Professor (7/1/1998) of Ophthalmology & Visual Sciences
Initial Hire: 7/1/1998

Manage Delegates (2) About

Activities ⓘ

★ Items available for import

Teaching Activities Last Entry: 3/19/2013	Teaching Evaluations Last Entry: 10/15/2012	Teaching Awards Last Entry: 10/17/2012
Mentoring and Advising ⓘ Last Entry: 5/2/2014	Curriculum Development Last Entry: 11/3/2013	Leadership and Administration Last Entry: 3/12/2013
Scholarly Approach to Education Last Entry: 11/9/2013	Products of Educational Scholarship Last Entry: 2/27/2014	Artifacts Last Entry: 9/18/2012

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Faculty member can access activities from this page or by using the drill-down in the top menu.

Faculty member can add delegates to portfolio.

Displays Educator Portfolio Activities

- Date of last entry
- Items available for import

Dashboard

How to Add Delegates

1

Educator Portfolio: Manage Delegates

Manage Delegates

Last Name	First Name	Department
Ontiveros	Shannon	Faculty Affairs Office
Wood	Ashley	Faculty Affairs Office

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Select "Add Delegate."

You may also remove a delegate by selecting the "Remove" button.

Enter delegate VUNetID and "Save" to add delegate.

Educator Portfolio: Manage Delegates

Manage Delegates

Last Name	First Name	Department
Ontiveros	Shannon	Faculty Affairs Office
Wood	Ashley	Faculty Affairs Office

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Add Delegate

Delegate

VuNetid:

2

Teaching Activities

Select "Add Teaching Activity" to input teaching data.

Edit previously entered teaching activities.

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Dashboard Activities Download Portfolio Logout

Educator Portfolio: Teaching Activities

Teaching Activities for 2011-2012 Academic Year: 2011-2012

[+ Add Teaching Activity](#) [About](#)

	Title	Location	Strategy	Learners	Contact Hours	Sessions	
Edit	Capstone: Vascular Endothelial Growth Factor	Department	Didactic Lecture	40	1	1	Remove
Edit	OPH 5260: EyeSentinel/Disease: Neovascular Eye Disease	Department	Didactic Lecture	25	2	2	Remove
Edit	OPH 7150: SpecStud:Ophthalm Res: Phototransduction	Department	Didactic Lecture	25	1	1	Remove

Summary

Choosing only one or two focal areas of teaching, provide a brief narrative describing the importance, creativity, innovation, and impact of your teaching activities.

[Save Summary](#)

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Teaching Activities are organized by academic years.

Select the drop down menu to find other academic year activities.

Provide narrative on specific areas of teaching to highlight.

Teaching Activities

How to Add a Teaching Activity

Select Academic Year.

Enter Course Title.

Enter Course
Location.

Provide narrative on
teaching activity.

If available, import data
from previous activities.

Identify lecture/
activity type.

Identify audience.

Indicate teaching
strategy.

The screenshot shows the 'Educator Portfolio: Teaching Activities' interface. A modal window titled 'Add Teaching Activity' is open. The form includes the following fields and options:

- Academic Year:** A dropdown menu currently set to '2011-2012'.
- Course/Module Title:** A text input field containing 'e.g., ED100 Introduction to Teaching'.
- Lecture/Activity Topic:** An empty text input field.
- Learners:** A group of checkboxes for selecting the audience: Graduate Students, Undergraduate Students, Medical Students, Residents, Clinical Fellows, Research Fellows, Faculty, Staff, Community Physicians, Public, Patient, and Other.
- Location:** A dropdown menu currently set to 'Select One'.
- Strategy:** A group of checkboxes for selecting the teaching strategy: Didactic Lecture, Presentation / Seminar, Small Group, Clinical, Laboratory, Workshop, and Other.
- Description (optional):** A large text area for providing a narrative on the teaching activity.
- Import Previous Activity:** A button in the top right corner of the modal.

Red arrows from the surrounding text boxes point to the following elements in the form:

- 'Select Academic Year.' points to the Academic Year dropdown.
- 'Enter Course Title.' points to the Course/Module Title text field.
- 'Enter Course Location.' points to the Location dropdown.
- 'Provide narrative on teaching activity.' points to the Description (optional) text area.
- 'If available, import data from previous activities.' points to the Import Previous Activity button.
- 'Identify lecture/activity type.' points to the Lecture/Activity Topic text field.
- 'Identify audience.' points to the Learners checkboxes.
- 'Indicate teaching strategy.' points to the Strategy checkboxes.

Teaching Evaluations

Select “Add Teaching Evaluation” to add a new evaluation.

Select “Edit” to edit previously entered teaching evaluation.

Select “Remove” to remove previously entered teaching evaluation.

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Educator Portfolio: Teaching Evaluations

Teaching Evaluations

Add Teaching Evaluation

Activity	Year	Evaluators	Scale Type	Overall Score	
Edit IGP Angiogenesis Module	2009-2010	25 - Learner	1-5 Likert Scale	4.4	Remove

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Teaching Evaluations

How to Add a New Evaluation

Select an Academic Year.

Identify evaluator.

Identify evaluation scale.

Upload any supporting documents.

Save when complete.

Indicate activity being evaluated.

Provide number of evaluators.

Provide overall evaluation score.

Provide a narrative description of evaluation

The screenshot shows the 'Educator Portfolio: Teaching Evaluations' page with the 'Add Evaluation' modal form open. The form contains the following fields and controls:

- Academic Year:** A dropdown menu with 'Select A Year' as the current selection.
- Activity:** A dropdown menu.
- Evaluator:** A dropdown menu with 'Select One' as the current selection.
- # of Evaluators:** A text input field with an information icon.
- Overall Scale:** A dropdown menu with 'Select One' as the current selection.
- Overall Score:** A text input field.
- Supporting Documents:** A 'Choose File' button and the text 'No file chosen'.
- Description:** A large text area with an information icon.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

Red arrows from the instructional text boxes on the left and right point to the following fields:

- 'Select an Academic Year.' points to the 'Academic Year' dropdown.
- 'Identify evaluator.' points to the 'Evaluator' dropdown.
- 'Identify evaluation scale.' points to the 'Overall Scale' dropdown.
- 'Upload any supporting documents.' points to the 'Supporting Documents' section.
- 'Save when complete.' points to the 'Save' button.
- 'Indicate activity being evaluated.' points to the 'Activity' dropdown.
- 'Provide number of evaluators.' points to the '# of Evaluators' text field.
- 'Provide overall evaluation score.' points to the 'Overall Score' text field.
- 'Provide a narrative description of evaluation' points to the 'Description' text area.

Teaching Awards

Select “Add Teaching Award” to create new award.

Select “Edit” to edit existing award information.

Select “Remove” to remove existing award entry



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Educator Portfolio: Teaching Awards

Teaching Awards

 Add Teaching Award  About

	Award Name	Year Received	Sponsor	Level	
	Red Sash Award	2009-2010	University of Arkansas	Institution	
	Red Sash Award	2008-2009	University of Arkansas	Institution	
	Red Sash Award	2007-2008	University of Arkansas	Institution	

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Teaching Awards

How to Add a New Award

The screenshot shows the 'Educator Portfolio: Teaching Awards' page. A modal form titled 'Add Teaching Award' is open, containing the following fields:

- Award Name:
- Academic Year Received:
- Sponsoring Organization:
- Level of Award:
- Criteria for Award:
- Buttons: Save, Cancel

Red arrows point from the following text boxes to the corresponding form fields:

- Enter Award Name. → Award Name
- Identify Sponsoring Organization. → Sponsoring Organization
- Select "Save" when complete. → Save button
- Indicate Year Received. → Academic Year Received
- Select Award Level. → Level of Award
- Provide award criteria narrative. → Criteria for Award

Enter Award Name.

Identify Sponsoring
Organization.

Select "Save" when
complete.

Indicate Year Received.

Select Award Level.

Provide award criteria
narrative.

Mentoring and Advising

Select “Manage Mentoring Activities” to add mentoring activities.

Select “Manage Advisory Committees” to add advisory roles.

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Educator Portfolio: Mentoring and Advising

Mentoring ★

Mentoring involves informal communication, usually face-to-face and during a sustained period of time, between a person who is perceived to have greater relevant knowledge, wisdom, or experience (the mentor) and a person who is perceived to have less (the mentee).

[Manage Mentoring Activities](#)

Group Advising

Group advising involves providing guidance and assistance to a small group of people (<20), rather than a one-on-one interaction.

[Manage Group Advising Activities](#)

Advisory Committees

Advisory committees involves a group of mentors providing guidance and assistance to one individual. Faculty mentoring committees and student dissertation committees are two examples of activities that should be found in this section.

[Manage Advisory Committees](#)

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Select “Manage Group Advising” to add new group advising roles

Mentoring and Advising

Mentoring Activities

Enter Mentee's Name.

Enter End of Mentoring Date.

Identify Mentoring Topic

Provide Additional Narrative about Mentoring Role.

Identify Mentoring Start Date.

Identify the Mentee's Role.

Identify Mentee's Current Position.

Select "Save" to Save Record.

Form Fields:

- Mentee's Name: [Text Field]
- Beginning of Mentoring: [Select One] [Select One]
- End of Mentoring: [Text Field] [Present]
- Mentee's Role: [Text Field]
- Topic: [Text Field]
- Mentee's Current Position: [Text Field]
- Achievements: [Text Area]
- Buttons: Save, Cancel

Mentoring and Advising

Group Advising

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welcome John Penn

Educator Portfolio: Group Advising

Group Advising

+ Add Group Advising

Title

test

Summary

Use the space below to

Bacon ipsum dolor sit
pancetta tongue fatba
Turducken pastrami s
capicola meatloaf fran

Ham hock short ribs p

Save Summary

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+ Add Group Advising Activity

Group Advising

Title:

Number of Advisees:

Type of Advisees:

<input type="checkbox"/> Graduate Students	<input type="checkbox"/> Undergraduate Students	<input type="checkbox"/> Medical Students
<input type="checkbox"/> Residents	<input type="checkbox"/> Clinical Fellows	<input type="checkbox"/> Research Fellows
<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Community Physicians
<input type="checkbox"/> Public	<input type="checkbox"/> Patient	<input type="checkbox"/> Other

Beginning of Advising:

End of Advising:

Frequency:

Description:

Save Cancel

Enter Group Title.

Identify Number of
Advisees.

Select Start Date
for Advising.

Indicate Frequency of
Group Meetings.

Select "Save" to
Create New Record.

Select Advisee Type.

Select End Date for
Advising.

Provide Narrative for
Group Activity.

Mentoring and Advising Advisory Committee

Enter Committee Title.

Enter Advisee's Name.

Indicate Number of
Advisors.

Identify Advisee's
Topic.

Select "Save" to Enter
New Record.

The screenshot displays the 'Educator Portfolio: Mentoring Activities' interface. A modal window titled 'Add Advisory Committee' is open, showing the following fields and controls:

- Title:** Text input field.
- Advisee's Name:** Text input field.
- Number of Advisors:** Text input field.
- Beginning of Advising:** Dropdown menu (currently 'Select One').
- End of Advising:** Dropdown menu (currently 'Present').
- Advisee's Role:** Text input field.
- Topic:** Text input field with an information icon.
- Frequency:** Text input field with an information icon.
- Description:** Text area with an information icon.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

Background elements include the Vanderbilt School of Medicine logo, navigation links (Dashboard, Activities, Download Portfolio, Logout), and a list of existing advisory committees with 'Edit' and 'Remove' buttons.

Enter Start Date for
Advising Committee

Enter End Date for
Advising Committee.

Identify Advisee's Role.

Identify Frequency of
Interactions.

Curriculum Development

Select “Add New Curriculum Development” to Add New Record.



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Educator Portfolio: Curriculum Development

Curriculum Development

 Add Curriculum Development  About

Topic	Role	Year Developed	Strategy	Learners	Implemented	
New way to teach c#	Adhoc Committee Member	2013-2014	Didactic Lecture Presentation / Seminar	5 - Graduate Students, Residents	Implemented - VUMC	 Edit  Remove

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Select “Edit” to Edit Existing Curriculum Record.

Select “Remove” to Remove Existing Curriculum Record.

Curriculum Development

How to Add a New Record

Enter Curriculum Topic/
Title.

Identify Your Role in
Development.

Identify Year
Created.

Identify Total
Learners.

Indicate if Curriculum
Has Been Implemented

Select "Save" to Create
Record.

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Educator Portfolio: Curriculum Development

Curriculum Development

+ Add Curriculum Development Activity

Topic:

Role:

Year Developed:

Teaching Strategy:

☐ Didactic Lecture ☐ Presentation / Seminar ☐ Small Group ☐ Clinical
☐ Laboratory ☐ Workshop ☐ Other

Type of Learners:

☐ Graduate Students ☐ Undergraduate Students ☐ Medical Students
☐ Residents ☐ Clinical Fellows ☐ Research Fellows
☐ Faculty ☐ Staff ☐ Community Physicians
☐ Public ☐ Patient ☐ Other

Number of Learners, if determined:

Curriculum Implemented: ☐ Yes ☐ No

If 'Yes', where:

Degree of Responsibility:

Save Cancel

Identify Teaching Strategy.

Indicate Audience.

Indicate Location of
Curriculum.

Indicate Degree of
Responsibility

Educational Leadership & Administration

Add New Leadership & Administration Activity.

Select "Edit" to Edit Existing Record.

Provide Narrative of Educational Leadership Activity and Impact

Remove Existing Record.

Select "Save" to Save Existing Record.



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Educator Portfolio: Educational Leadership & Administration

Educational Leadership & Administration


 Add Leadership & Administration Activity  About

Activity Title	Role	Activity Level	Start Year	End Year
 Edit Educator Portfolio	Committee Chair	Institutional	2010	 Remove

Summary

Choose one activity as an example of your best effort and provide a description of the activity and its impact.

educational leadership and administration

 Save Summary

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Educational Leadership & Administration

How to Enter a New Activity

Enter New Activity Title.

Identify Your Role.

Indicate Level of Activity.

Identify Number of Teachers.

Select "Save" to Create New Record.

Indicate the Start Year.

Indicate the End Year.

Identify Number of Learners.

Provide Activity Narrative.

The screenshot displays the 'Educator Portfolio: Educational Leadership & Administration' page. A modal window titled 'Add Educational Leadership & Administration Activity' is open, showing the following fields:

- Activity Title:
- Your Role:
- Level of Activity:
- Start Year:
- End Year:
- # Teachers (if applicable):
- # Learners (if applicable):
- Description:

At the bottom of the modal are 'Save' and 'Cancel' buttons. The background page shows a 'Summary' section with a 'Save Summary' button and a 'Vanderbilt University is committed to principles of...' statement.

Scholarly Approach to Education

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Dashboard Activities Download Portfolio Logout

Educator Portfolio: Scholarly Approach to Education

Evidence of a Scholarly Approach to Education

A scholarly approach to education is reflected by evidence of one's consistent use of accepted principles and standards for planning and designing educational activities.

[Manage Scholarly Approach to Education](#)

Professional Development in Education

List any conferences, certification or degree programs, or other educational professional development activities that you have attended as a learner (not a teacher).

[Manage Professional Development Activities](#)

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Select "Manage Scholarly Approach to Education" to Create New Record.

Select "Manage Professional Development Activities" to Create New Record.

Scholarly Approach to Education

Evidence of a Scholarly Approach

1

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Dashboard Activities Download Portfolio Logout

Portfolio: Scholarly Approach To Education

Evidence of a Scholarly Approach to Education

About

A scholarly approach to education is reflected by evidence of one's consistent use of accepted principles and standards for planning and designing education activities. Review the information you have provided related to your teaching activities and consider the primary focus of each. This focus provides the centerpiece of your scholarly approach to education.

Using **one focal teaching activity** that demonstrates a scholarly approach, describe the activity while providing evidence of your application of sound principles and systematic planning. Glassick's criteria (see below) offer a structured approach to documenting this evidence. Include evidence demonstrating use of accepted models from the literature or reflective practice to improve quality.

Glassick's six Standards of Excellence in scholarly work ([Acad. Med. 2000; 75: 877-880](#)) provide a useful structure for systematic description of an educational activity:

1. **Clear goals:** stated purpose, realistic objectives, important questions
2. **Adequate preparation:** understanding of literature appropriate skills, needed resources
3. **Appropriate methods:** choice of methods that match goals, effective use and flexible application of methods
4. **Significant results:** goals are achieved, results are important, field is advanced
5. **Effective presentation:** presentation well organized, forums appropriate, message clear and sound
6. **Reflective critique:** work critically evaluated, supported with good evidence, evaluation use to improve future studies

+ Add Evidence of a Scholarly Approach

Academic Year	Activity	Date Last Updated		
Edit	2011-2012	OPH 5260: EyeSentinel/Disease	11/6/2013 11:57:57 PM	Remove

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Select "Edit"
to Edit
Existing
Record.

Select "Add"
to Create
New Record.

Select "Remove"
to Remove
Existing Record.

Identify Goals.

Identify Academic Year.

Select Activity.

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Dashboard Activities Download Portfolio Logout

Educator Portfolio: Scholarly Approach To Education

Evidence of a Scholarly Approach to Education

About

A scholarly approach to education is reflected by evidence of one's consistent use of accepted principles and standards for planning and designing education activities. Review the information you have provided related to your teaching activities and consider the primary focus of each. This focus provides the centerpiece of your scholarly approach to education.

+ Add A Scholarly Approach

Scholarly Approach To Education

Academic Year:

Activity:

Indicate in one or more boxes below how glassicks criteria were applied to your teaching activity.

Clear goals: stated purpose, realistic objectives, important questions

Adequate preparation: understanding of literature, appropriate skills, needed resources

Appropriate methods: choice of methods that match goals, effective use and flexible application of methods

Significant results: goals are achieved, results are important, field is advanced

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Describe
Preparation.

Identify Methods.

2

Scholarly Approach to Education

Professional Development

1

Educator Portfolio: Professional Development

Professional Development in Education

[Add Professional Development Activity](#) [About](#)

	Program Name	Sponsor	Program Type	Training Hours	Start	End	
Edit	Educator Portfolio Demo	VUMC	Small Group	4	11/1/2013	11/2/2013	Remove
Edit	Building Better Faculty Resources	Vanderbilt School of Medicine	Seminar	12	11/1/2013	11/2/2013	Remove

Summary

Choose ONE activity above and describe briefly its impact on your practice as an educator.

Pork chop venison t-bone, tenderloin chuck ribeye shoulder ham hock beef meatloaf turducken drumstick corned beef. Short loin prosciutto jerky, brisket pork chicken kielbasa pork chop tri-tip frankfurter capicola strip steak pancetta. Tri-tip filet mignon chuck, meatball doner short ribs brisket frankfurter jerky bacon chicken short loin capicola sausage tongue. Beef andouille bacon, brisket pork belly pancetta bresaola capicola t-bone tongue pork chop kevin. Pancetta pig beef ball tip, bresaola shankle pastrami andouille kevin brisket flank salami. Ground round strip steak turducken pork loin kevin pork belly corned beef frankfurter brisket pig swine biltong short ribs sausage. Ground round short ribs shank, drumstick filet mignon flank turkey beef turducken ribeye cow jerky bresaola.

[Save Summary](#)

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Select "Remove" to Remove Existing Record.

Identify Name of Program.

Identify Sponsoring Organization.

Select Program Type.

Provide Training Hours.

Add New Activity.

Select "Edit" to Edit Existing Record.

Provide Summary of One Listed Activity.

Select "Save" to Create New Record.

Educator Portfolio: Professional Development

Professional Development in Education

[Add Professional Development Activity](#) [About](#)

Professional Development Activity

Name of Program:

Sponsoring Organization:

Type of Program:

Training Hours:

Start:

End:

Description of Activity or Program:

[Save](#) [Cancel](#)

Program Start Date.

Program End Date.

Select "Save" to Create New Record.

Describe Program.

2

Products of Educational Scholarship

Select “Manage Educational Publications” to Create New Record.

Select “Manage Educational Grants” to Create New Record.

Select “Manage Workshops and Presentations” to Create New Record.

Select “Other Educational Products” to Create New Record.

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Dashboard Activities Download Portfolio Logout

Educator Portfolio: Products of Educational Scholarship

Publications Related to Education

List articles, books and other products specifically related to education. Do NOT include clinical or research publications.

[Manage Educational Publications](#)

Educational Workshops and Presentations

List workshops and presentations you have developed and/or given. Do not include a presentation whose purpose is to report on or teach about clinical or research activities; include only presentations related to education.

[Manage Workshops and Presentations](#)

Educational Grants Funded

List any grants you have received to support your educational scholarship.

[Manage Educational Grants](#)

Other Educational Products

List other products of educational scholarship not documented elsewhere.

[Manage Other Educational Products](#)

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Products of Educational Scholarship

Publications Related to Education

1

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Educator Portfolio: Publications Related to Education

Education Related Publications

[Add Publication](#) [About](#)

Date	Type	Citation
No publications to display		

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Select "Add Publication"
to Add New Record.

Enter Publication
Date.

Select "Save" to
Create New Record.

Identify Type of
Publication.

Enter Citation.

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Educator Portfolio: Publications Related to Education

Education Related Publications

[Add Publication](#) [About](#)

Date	Type	Citation
No publications to display		

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Add Publication

Publication

Published Date: Select Month Select Year

Type of Publication: Select One

Publication Citation:

2

Products of Educational Scholarship

Educational Grants

1

Select "Add Educational Grant" to Add New Record.

Select "Edit" to Edit Existing Record.

WELCOME JOHN PENN

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Educator Portfolio: Educational Grants

Educational Grants

[Add Educational Grant](#) [About](#)

Title	Role	Start	End	Funding Source	Total Direct Cost	Scope	
Faculty Portal - Bringing It All Together	Principal Investigator	Jan 2012	Present	Institutional Funds	\$50,000	Institutional	Remove
test	Principal Investigator	Jan 2007	Present	test	\$4,324,234	National	Remove

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Select "Remove" to Remove Existing Record.

Identify Your Role.

Identify Start of Grant.

Enter Grant Title.

Identify Funding Source.

Identify End of Grant.

Select Scope of Grant.

Select "Save" to Create New Record.

Provide Total Direct Cost of Grant.

Provide Description of Project.

2

WELCOME JOHN PENN

Dashboard Activities Download Portfolio Logout

Educator Portfolio: Educational Grants

Educational Grants

[Add Educational Grant](#) [About](#)

[Edit](#) [Remove](#)

Add Educational Grant

Title:

Your Role:

Funding Source:

Start of Grant:

End of Grant:

Total Direct Cost:

Scope:

Description of Project:

Products of Educational Scholarship Workshops

1

Select "Add Workshop/Presentation" to Add New Record.

Select "Edit" to Edit Existing Record.

Educator Portfolio: Workshops and Peer-reviewed/Invited Presentations

Workshops and Peer-reviewed/Invited Presentations

[Add Workshop/Presentation](#) [About](#)

	Title	Location	Date	Medium	Scope	Peer Reviewed	Invited	
Edit	aaa	a	11/4/2013	Didactic Presentation	Institutional	<input type="checkbox"/>	<input type="checkbox"/>	Remove
Edit	test	fsdfsdf	10/28/2013	Workshop	Regional	<input type="checkbox"/>	<input type="checkbox"/>	Remove

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Select "Remove" to Remove Existing Record.

Identify Presentation Location.

Identify Presentation Medium.

Identify Audience.

Select if Presentation was Peer Reviewed.

Describe Presentation.

Presentation Date.

Enter Number of Attendees.

Identify Scope of Presentation.

Select if Presentation was Invited.

Select "Save" to Create New Record.

2

Educator Portfolio: Workshops and Peer-reviewed/Invited Presentations

Workshops and Peer-reviewed/Invited Presentations

[Add Workshop/Presentation](#) [About](#)

Workshop/Presentation

Title:

Location:

Date Presented:

Attendees:

Audience:

Medium:

Scope:

Peer-Reviewed: ☐

Invited: ☐

Description:

[Save](#) [Cancel](#)

Products of Educational Scholarship

Other

1

Select "Add Other Product" to Enter New Record.

Select "Edit" to Edit Existing Record.

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Educator Portfolio: Other Educational Products

Other Educational Products

[Add Other Product](#) [About](#)

	Year Created	First Utilized	Description	Venue	Scope	
Edit	2012-2013	11/1/2013	Educator Portfolio	Web Application	Institutional	Remove
Edit	2013-2014		Standardized Evaluation			

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Select "Remove" to Remove Existing Record.

Enter Year Created.

Provide a Product Description.

Select "Save" to Save New Record.

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Welcome John Penn

Dashboard Activities Download Portfolio Logout

Educator Portfolio: Other Educational Products

Other Educational Products

[Add Other Product](#) [About](#)

	Year Created	First Utilized	Description	Venue	Scope	
Edit	2012-2013	11/1/2013	Educator Portfolio	Web Application	Institutional	Remove
Edit	2013-2014					

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Other Educational Product

Year Created:

Date First Utilized:

Product Description:

Utilization Venue:

Scope:

[Save](#) [Cancel](#)

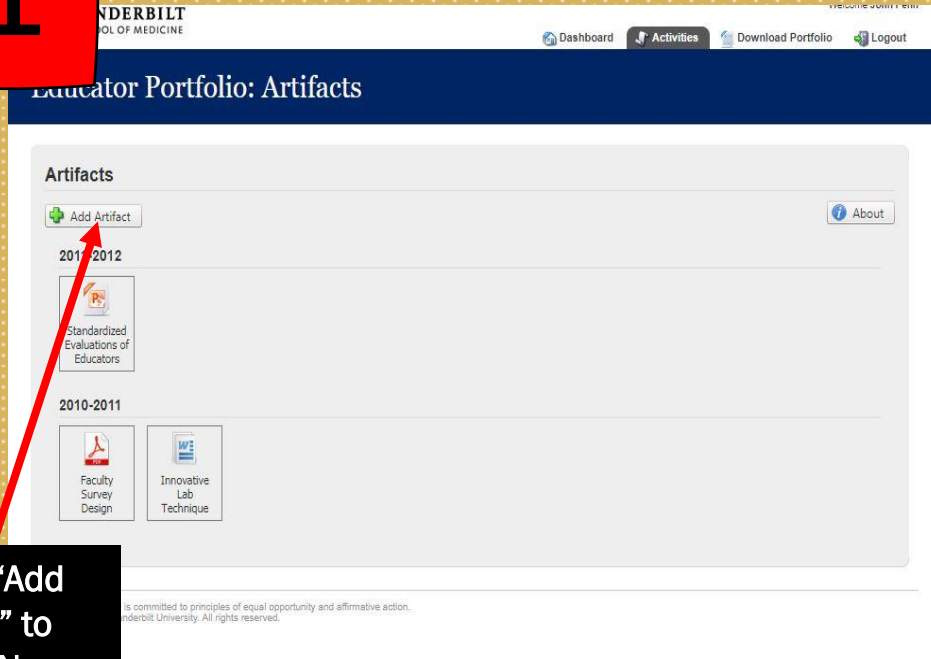
Enter Date First Used.

Identify Utilization Venue.

2

Artifacts

1

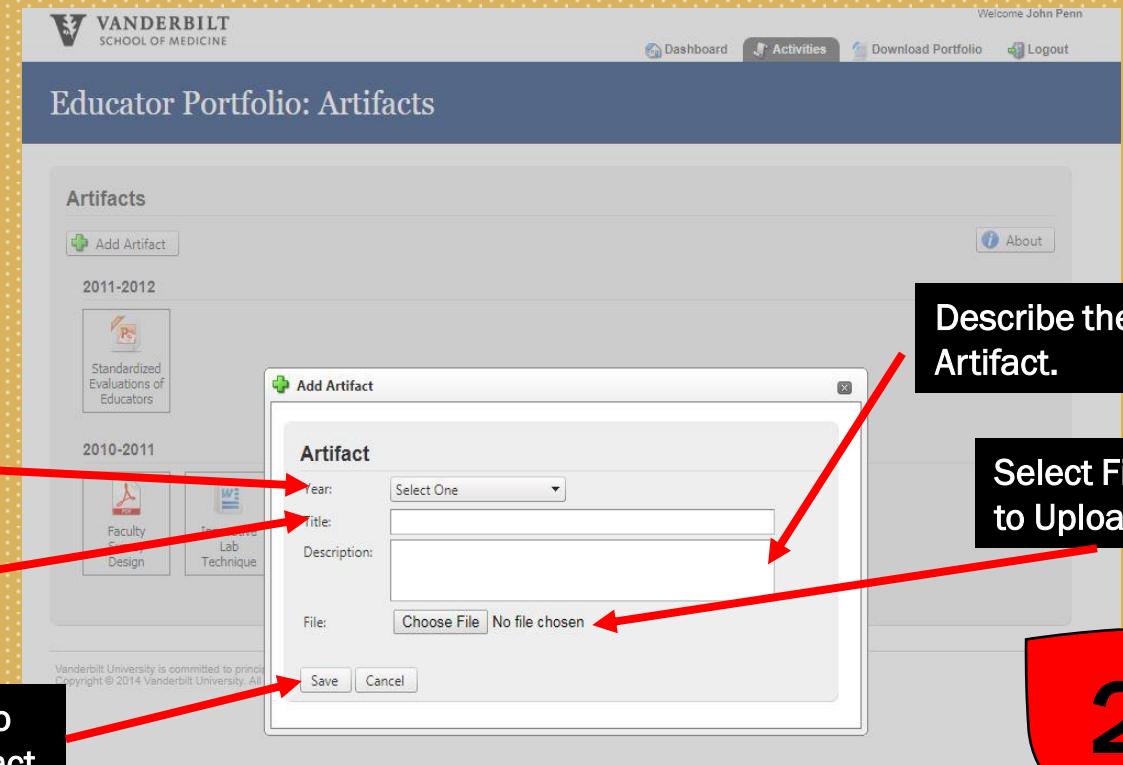


Select "Add Artifact" to Create New Record.

Select Year.

Identify Title of Artifact.

Select "Save" to Save New Artifact.



Describe the Artifact.

Select File to Upload.

2

Downloading and Printing your Portfolio

You May Download
All Data or a
Specific Range.

Select Format –
Adobe PDF or
Microsoft Word.

You May Select
All Activities to Print
or Certain Activities.

Select “Download Portfolio”
to Download.

The screenshot shows the 'Educator Portfolio: Download' page. At the top, there's a navigation bar with 'Dashboard', 'Activities', 'Download Portfolio' (highlighted), and 'Logout'. Below this is a dark blue header with the title 'Educator Portfolio: Download'. The main content area has three sections: 'Select Date Range', 'Sections', and 'Format'. The 'Select Date Range' section has two radio buttons: 'Download All Data' (selected) and 'Select Date Range'. The 'Sections' section has a list of activities with checkboxes, most of which are checked. There are 'Select All' and 'Deselect All' buttons. The 'Format' section has two radio buttons: 'Adobe PDF' (selected) and 'Microsoft Word'. At the bottom of the 'Format' section is a 'Download Portfolio' button. Red arrows point from the callout boxes to these specific elements: from the first box to the 'Download All Data' radio button, from the second box to the 'Download Portfolio' button, from the third box to the 'Select All' button, and from the fourth box to the 'Download Portfolio' button.

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Educator Portfolio: Download

Select Date Range [About](#)

Select the date range for which you want to report. For example, you might only want to pull data for the previous year if you are going to use it for annual performance review.

☒ Download All Data
☐ Select Date Range

Sections

Select the sections of your educational portfolio that you would like to download.

[Select All](#) [Deselect All](#)

<input checked="" type="checkbox"/> Teaching Activities (5)	<input checked="" type="checkbox"/> Advisory Committees (2)	<input type="checkbox"/> Publications Related to Educational Scholarship (0)
<input checked="" type="checkbox"/> Teaching Evaluations (1)	<input checked="" type="checkbox"/> Curriculum Development (1)	<input checked="" type="checkbox"/> Workshops and Peer-Reviewed/Invited Presentations (2)
<input checked="" type="checkbox"/> Teaching Awards (3)	<input checked="" type="checkbox"/> Educational Leadership and Administration (1)	<input checked="" type="checkbox"/> Educational Grants Funded (2)
<input checked="" type="checkbox"/> Mentoring Activities (3)	<input checked="" type="checkbox"/> Evidence of a Scholarly Approach to Education	<input checked="" type="checkbox"/> Other Educational Products (2)
<input checked="" type="checkbox"/> Group Advising Activities (1)	<input checked="" type="checkbox"/> Professional Development in Education (2)	

Format



Select the way you want to use your educational portfolio.

☒ Adobe PDF - Exports the portfolio in the standard format but can not be easily modified. (currently offline)
☐ Microsoft Word - Allows you to easily edit the standard portfolio format to meet your unique needs.

[Download Portfolio](#)

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Helpful Hints

- To learn more information about the different activities, hover over activity titles for a pop-up explanation.
- Items available for import are denoted by a .
- Items with a  will provide a detailed explanation of appropriate text, uploads, or data necessary for the activity.
- Questions, contact Ashley Wood (ashley.wood@Vanderbilt.edu).