

EPORTFOLIO FOR PERSONAL PROFESSIONAL DEVELOPMENT



Serves: Faculty and Employees

Having a plan for professional development is crucial in achieving lifelong learning. Just as educators have learning plans for their students, it is important to plan, reflect, and develop a learning strategy for your career. ePortfolio provided by Desire2Learn offers an extensive array of possibilities for individuals attempting to advance their development within an institution. By using ePortfolio to document your professional goals and accomplishments on a day-to-day basis, and by growing and monitoring your own personal learning network, you can easily track and demonstrate your learning and achievements over time.

Benefits:

- Aids in the expression of professional goals and achievements
- Develops a personal learning network
- Establishes lifelong learning and reflection
- Highlights workplace soft skills
- Enables constructive and focused reviews of performance

WHAT YOU WILL NEED



Requires you or your institution to have ePortfolio 4.1 or higher

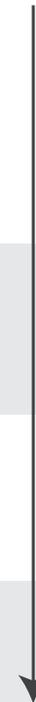
SECTIONS IN THIS RECIPE



Create a professional development plan

Manage your learning network

ePortfolio as employee evaluation



EPORTFOLIO FOR PERSONAL PROFESSIONAL DEVELOPMENT

Serves: Faculty and Employees

CREATE A PROFESSIONAL DEVELOPMENT PLAN

Using ePortfolio as a personal learning environment is an effective way to build and maintain a strong career portfolio, as well as a dynamic professional development plan. Begin by including a number of items in your ePortfolio:

- The most recent version of your resume
- Supplementary material of work experience
- Supplementary academic achievements and experience
- Examples of work such as reports, projects, and other writing activities
- A reflective analysis of your current professional position
- A statement of your future professional goals

Having all items relating to your professional development within one space enables you to express, organize, reflect, and alter your future goals and expectations for your development. The process of collecting, reflecting, and presenting, helps to encourage reflective, personal learning.

- Upload files as individual **Artifacts**
- Comment on and observe your progress through **Reflections**
- Organize related Artifacts and Reflections into **Collections**
- Create **Presentations** as a professional representation of your development plan as a whole

Tip: Once you have reflected on your status, try creating an artifact of action steps to bridge your current position and your career goals. Action steps are individual items that need to be accomplished in order to achieve your overall goal. Include your completed and pending action steps within your ePortfolio as an artifact, or as a collection.

As a personal learning environment for reflection and organization of your professional development, ePortfolio is more dynamic and active than a simple resume build. Be sure to frequently engage with your portfolio, updating it, and reflecting on it to track and understand your development over time.

The screenshot shows the ePortfolio interface. At the top, there are tabs for 'ePortfolio', 'My Items', 'Explore', and 'Sharing Groups'. Below these are buttons for 'New', 'Upload', and 'More Actions'. A filter section shows 'Filter by: Artifacts Collections Presentations Reflections'. The main list contains several items:

- Professional Goals and Objectives** (June 29 11:38 AM | Open File)
Statements of my goals as well as the plan for their implementation.
- Previous Experience** (August 8 9:48 AM | Open File)
Sample of work from 2008: report on status of the industry.
- Resume 2012** (August 8 9:47 AM | Open File)
My updated resume.
- Resume 2011** (June 29 11:55 AM | Open File)
My resume from April-November 2011
- Professional Portfolio** (August 8 9:42 AM | Available to public users)
- Reflection on my current professional position.** (August 8 10:23 AM)

On the right, a preview of a report titled 'Report on the Status of the Industry, 2007-09' by Michael Akerfeldt is shown. It includes an 'Executive Summary' and several paragraphs of placeholder text. Below the report preview is a 'Professional Development Plan' graphic with the text 'A comprehensive collection of my professional past, present, and hopeful future.' and a 'Summary of Experience' section.

The screenshot shows a reflection artifact titled 'Reflection on my current professional position' dated August 8 10:45 AM. It features a group photo of people in business attire. Below the photo is a list of bullet points:

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Sed sit amet nulla vitae magna auctor luctus nec sed lorem.
- Nullam eu odio magna, sed dictum diam.
- Vivamus tristique nulla at odio pharetra non tristique magna euismod.
- Fusce non odio ut lorem ultrices porttitor.

Below the list is another paragraph of placeholder text.

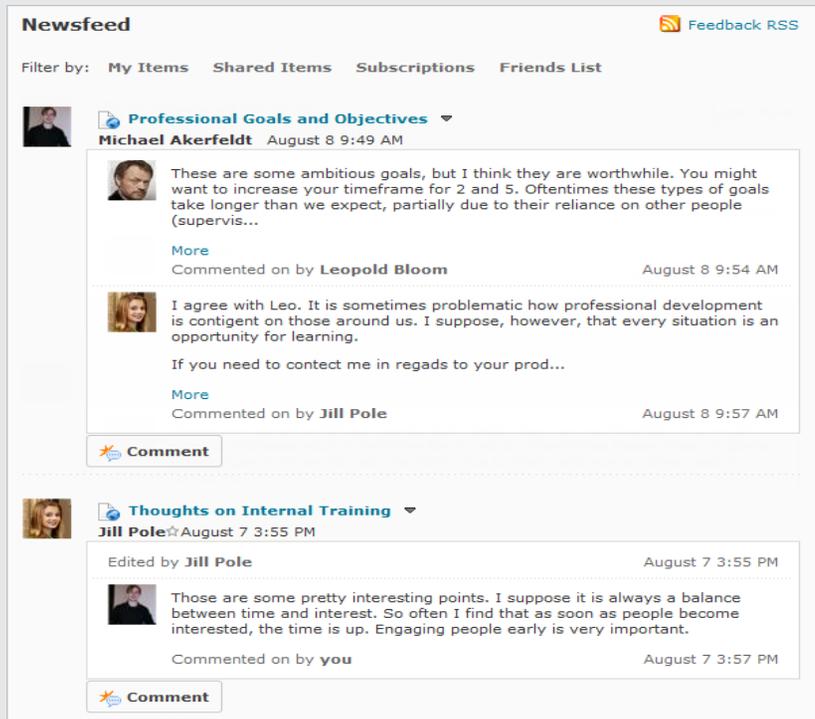
Serves: Faculty and Employees

MANAGE YOUR LEARNING NETWORK

Sharing groups enable you to create and participate in a personal learning network. A personal learning network helps individuals learn from one another in a self-directed and communal way.

Create one or more sharing groups depending on the types of learning you wish to receive and participate in for your professional development. Sharing groups can be as large or small as you wish, and any items within your ePortfolio can be shared with those groups, or kept private for your own reference.

Tip: Set a default sharing group. New artifacts will automatically be shared with that group, unless you choose otherwise.



Newsfeed Feedback RSS

Filter by: **My Items** Shared Items Subscriptions Friends List

Professional Goals and Objectives ▼
Michael Akerfeldt August 8 9:49 AM

 These are some ambitious goals, but I think they are worthwhile. You might want to increase your timeframe for 2 and 5. Oftentimes these types of goals take longer than we expect, partially due to their reliance on other people (supervis...
[More](#)
Commented on by **Leopold Bloom** August 8 9:54 AM

 I agree with Leo. It is sometimes problematic how professional development is contingent on those around us. I suppose, however, that every situation is an opportunity for learning.
If you need to contact me in regards to your prod...
[More](#)
Commented on by **Jill Pole** August 8 9:57 AM

[Comment](#)

Thoughts on Internal Training ▼
Jill Pole August 7 3:55 PM

Edited by **Jill Pole** August 7 3:55 PM

 Those are some pretty interesting points. I suppose it is always a balance between time and interest. So often I find that as soon as people become interested, the time is up. Engaging people early is very important.
Commented on by **you** August 7 3:57 PM

[Comment](#)



New Sharing Group
[What are sharing groups?](#)

20 per page

Sharing Group ▲	Actions
Mentor Program This is the sharing group for my mentors.	 
Personal Learning Network This sharing group contains all the members and individuals that I learn from and give advice to on a daily basis.	 
Supervisors This is the sharing group where I demonstrate learning, career goals, and achievements to my supervisors.	 

Communication from other professionals is essential in learning and development. Ideas and collaboration with a learning network enables you to contribute and receive advice, theories, and ideas that can help bridge the gap between theory and practice. Be sure to share and contribute to your learning network with links, reflections, files, and collections.

- You can keep track of newly shared items in your news feed.
- Try subscribing to your news feed's RSS, and incorporate ePortfolio into your day-to-day activities.
- New invites will also appear on your main page. In addition, you can have all new invites sent to your e-mail.

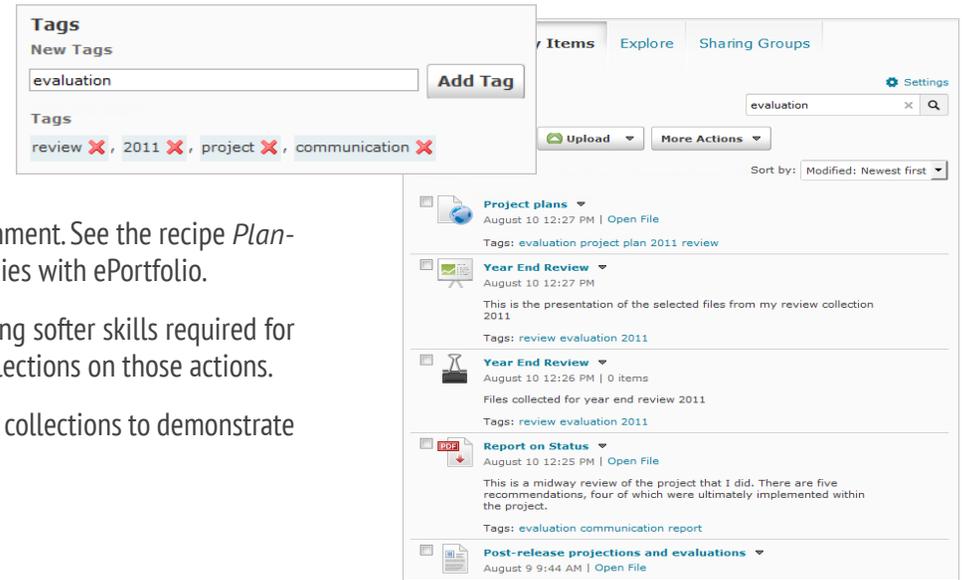
Faculty, staff, or employees can use sharing groups to build strong communities of practice. Professional development plans can be supplemented with reflections and comments by co-workers and peers.

Serves: Faculty and Employees

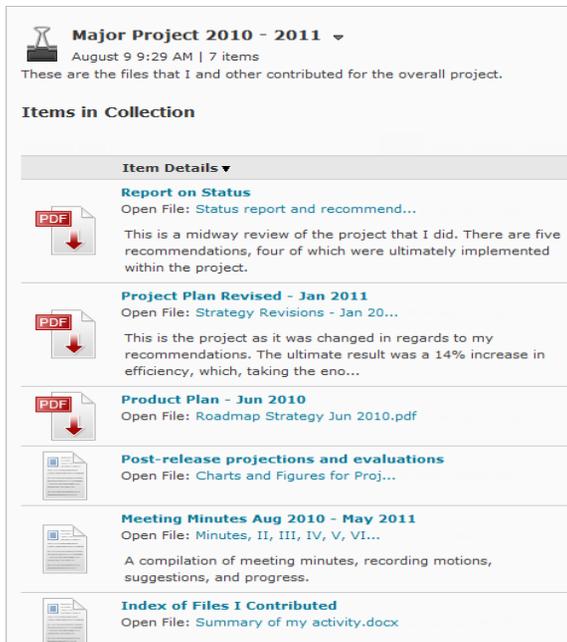
EPORTFOLIO AS EMPLOYEE EVALUATION

By using ePortfolio to track and present your professional development and learning, you can swiftly collect and prepare material for evaluation. Institutions can use ePortfolio as a means of employee evaluation or faculty review.

- ePortfolio can be used for competency-based assessments connected with Learning Environment. See the recipe *Planning for an Educational Co-op Evaluation System* for more ideas on connecting competencies with ePortfolio.
- Because ePortfolio is both an interpersonal and reflective space, it is useful in demonstrating softer skills required for professional development as it keeps track of your interactions with others, as well as your reflections on those actions.
- You can also use ePortfolio for an evidence-based evaluation system. Use presentations and collections to demonstrate your learning and achievements.



The screenshot shows the ePortfolio interface. On the left, a 'Tags' dialog box is open, allowing a user to add a new tag (currently 'evaluation') or view existing tags like 'review', '2011', 'project', and 'communication'. On the right, a collection of items is displayed, including 'Project plans', 'Year End Review', 'Report on Status', and 'Post-release projections and evaluations'. Each item includes a date, a description, and a list of tags.



This screenshot shows a collection titled 'Major Project 2010 - 2011' created on August 9, 9:29 AM, containing 7 items. The collection description states: 'These are the files that I and other contributed for the overall project.' The items in the collection are:

- Report on Status**: A PDF file titled 'Status report and recommend...'. Description: 'This is a midway review of the project that I did. There are five recommendations, four of which were ultimately implemented within the project.'
- Project Plan Revised - Jan 2011**: A PDF file titled 'Strategy Revisions - Jan 20...'. Description: 'This is the project as it was changed in regards to my recommendations. The ultimate result was a 14% increase in efficiency, which, taking the eno...'
- Product Plan - Jun 2010**: A PDF file titled 'Roadmap Strategy Jun 2010.pdf'.
- Post-release projections and evaluations**: A document titled 'Charts and Figures for Proj...'
- Meeting Minutes Aug 2010 - May 2011**: A document titled 'Minutes, II, III, IV, V, VI...'. Description: 'A compilation of meeting minutes, recording motions, suggestions, and progress.'
- Index of Files I Contributed**: A document titled 'Summary of my activity.docx'.

For example, you can collect and record data as it happens throughout the year, so that by the time end-of-year evaluations arrive, you already have all the material you need. Simply tag items as you collect them, or place them in a collection. Then, at year's end, decide which resources you will use for your evaluation.

Document your contributions to large projects, or the changes made to your own projects by including various stages within your portfolio. In this way, you can capture and record the process of a project, as well as the sources of ideas and content.

By using ePortfolio as a continual reference point for your career, you can easily learn, grow, and develop professionally through reflective learning, collaboration with peers, and interactions with supervisors.

