

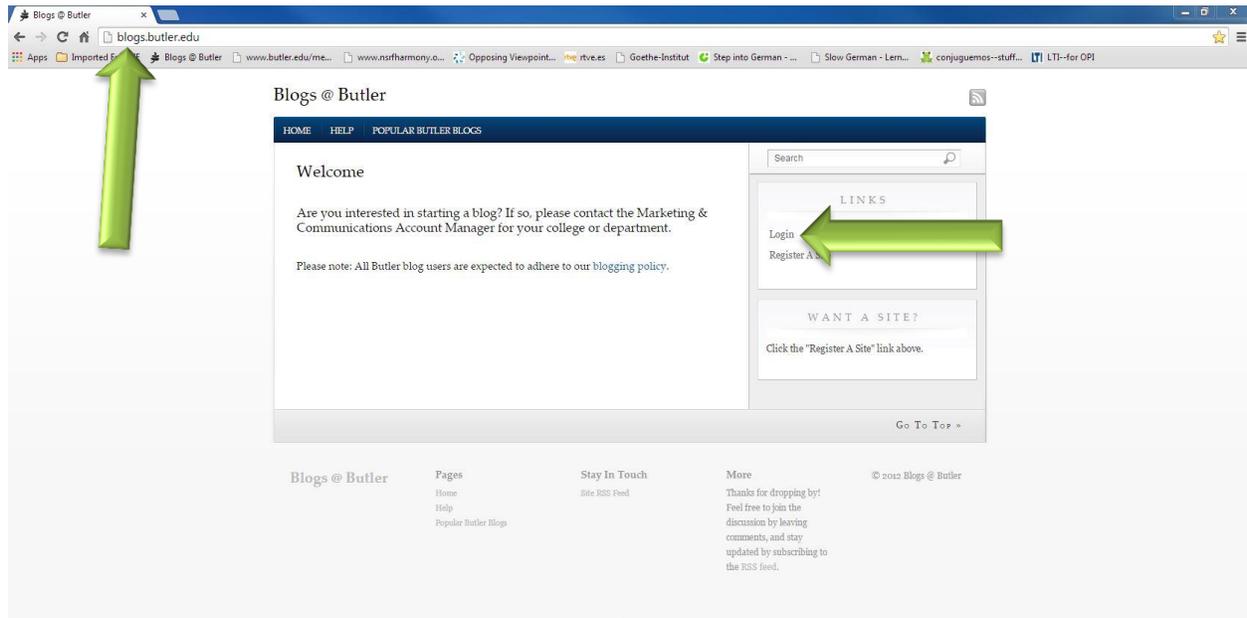
Posting to your ePortfolio

Posting to your ePortfolio is simple, but it must be done from a COMPUTER, NOT A SMARTPHONE.

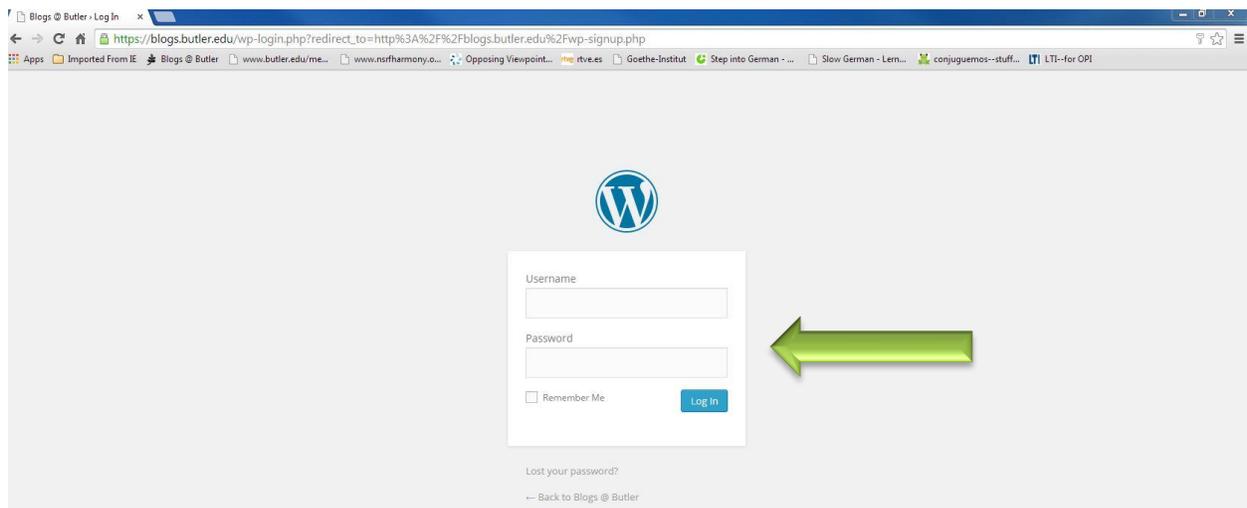
Always use Chrome as your browser when working with your ePortfolio!



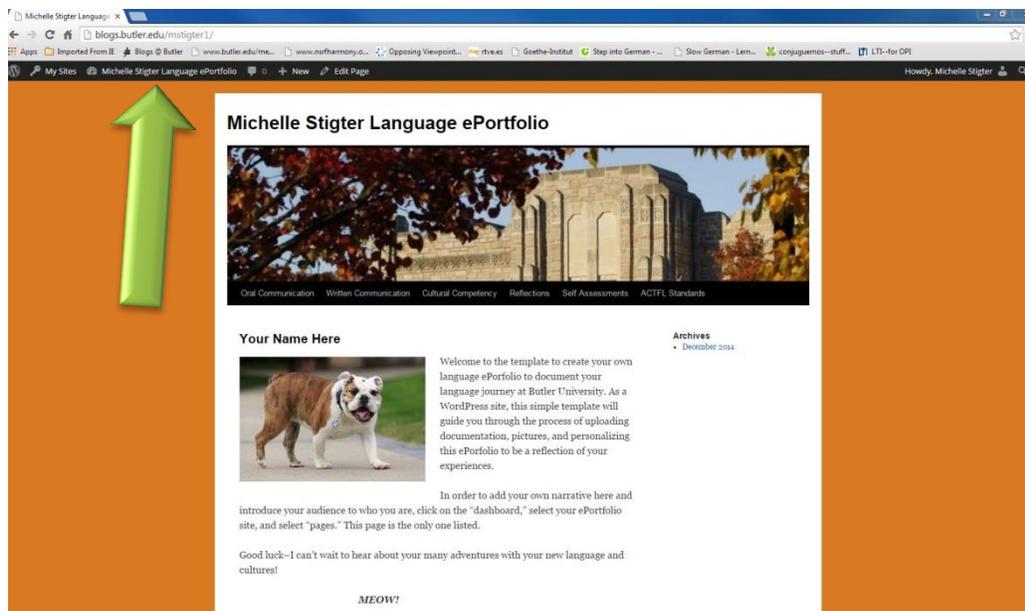
1. Create your ePortfolio. Instructions are available at butler.edu/mlc. Go to your portfolio at blogs.butler.edu. Click "login."



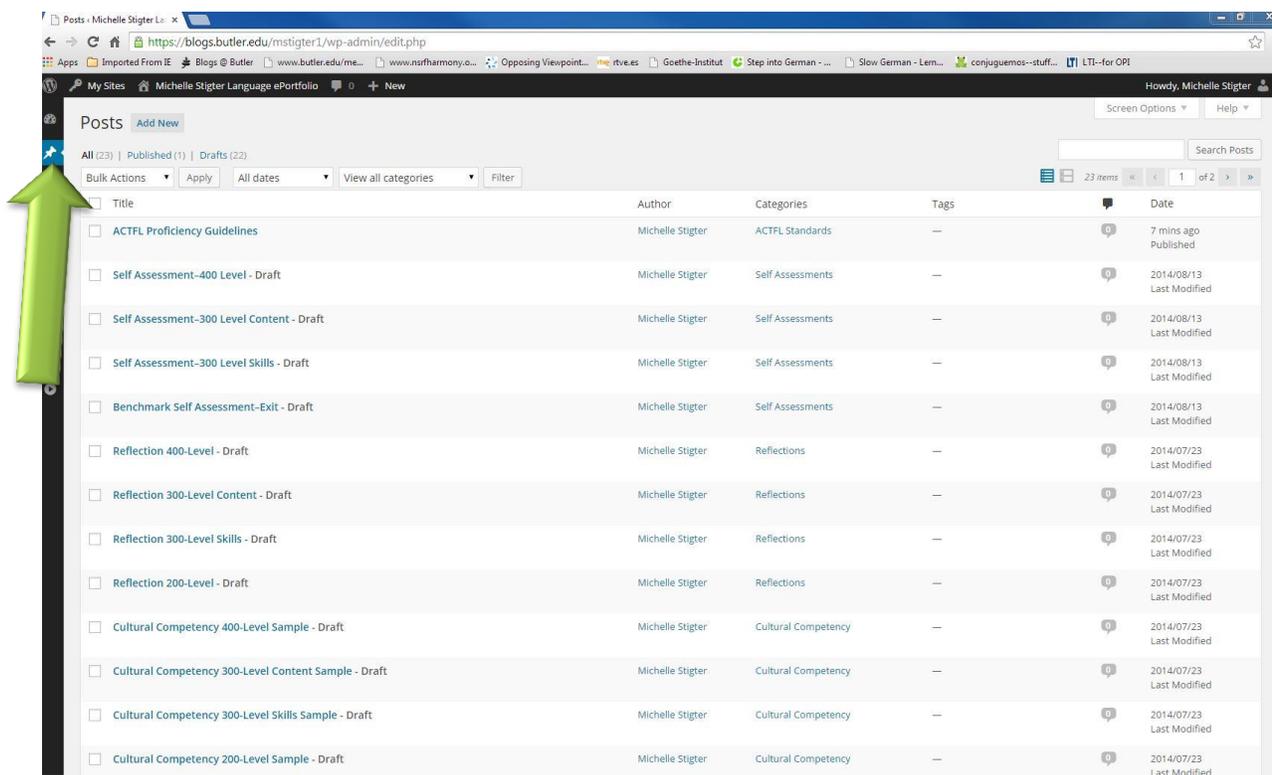
The login page looks like this. Log in using your Butler username and password.



- In order to access the dashboard and posts ready for you to publish to, click on the name of the portfolio in the top banner and then click on dashboard.

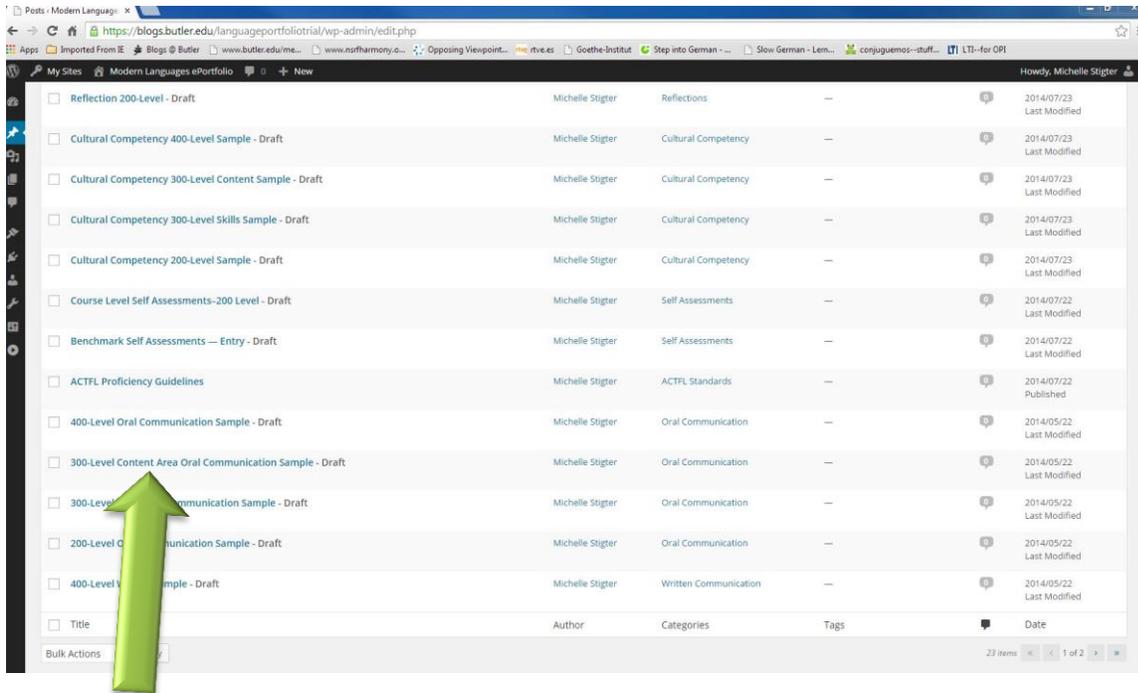


- From there click on the “pin” in the left column, and select “all posts.” This is where you can upload documents, audio files, and download the benchmark assessment.



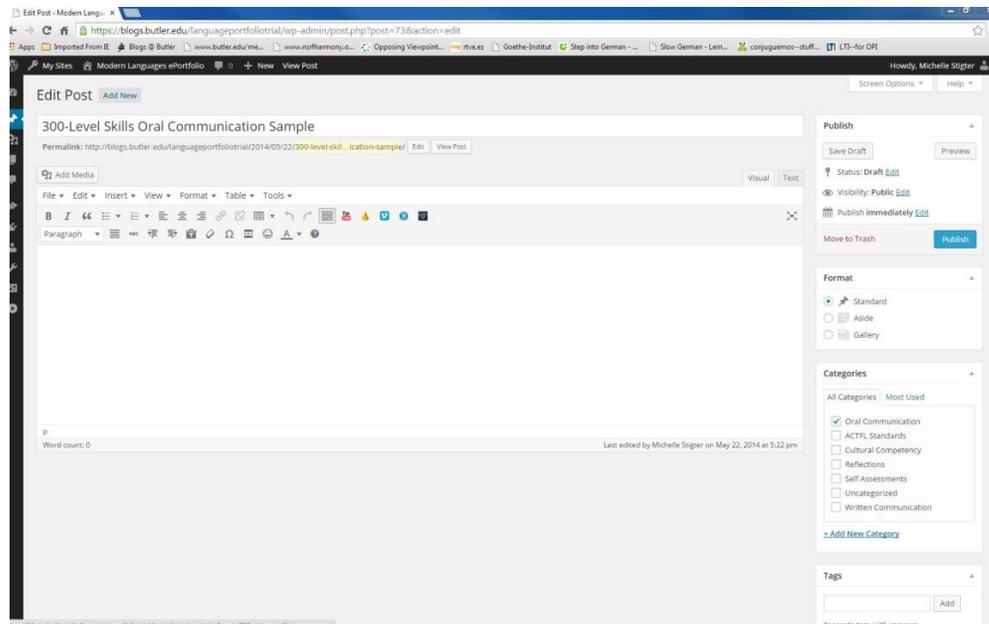
4. Select the post to which you would like to upload your documentation. When you scroll over the post the word “edit” will appear under the post. Click on edit.

NOTE: There are 2 pages of posts. You can move to page 2 at the bottom of the page.

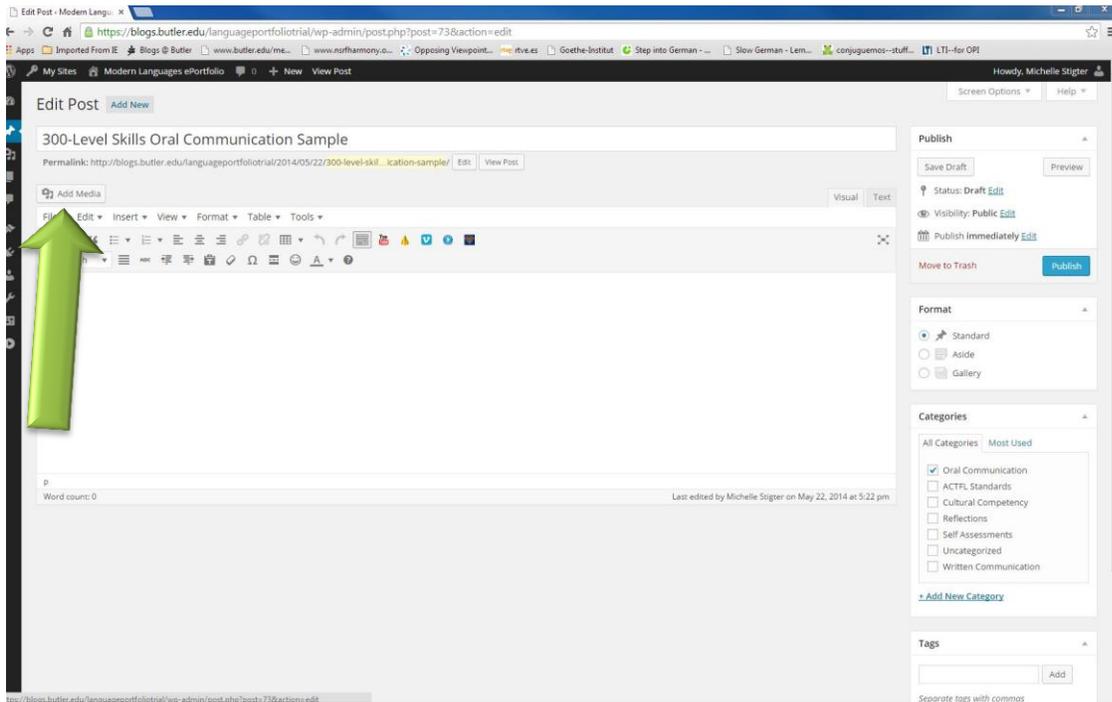


IF YOU DO NOT SEE POSTS LIKE SHOWN ABOVE, YOU DID NOT SELECT THE CORRECT TEMPLATE. YOUR PORTFOLIO MUST BE DELETED AND STARTED OVER. PLEASE EMAIL MICHELLE STIGTER AT MSTIGTER@BUTLER.EDU TO HAVE YOUR PORTFOLIO DELETED.

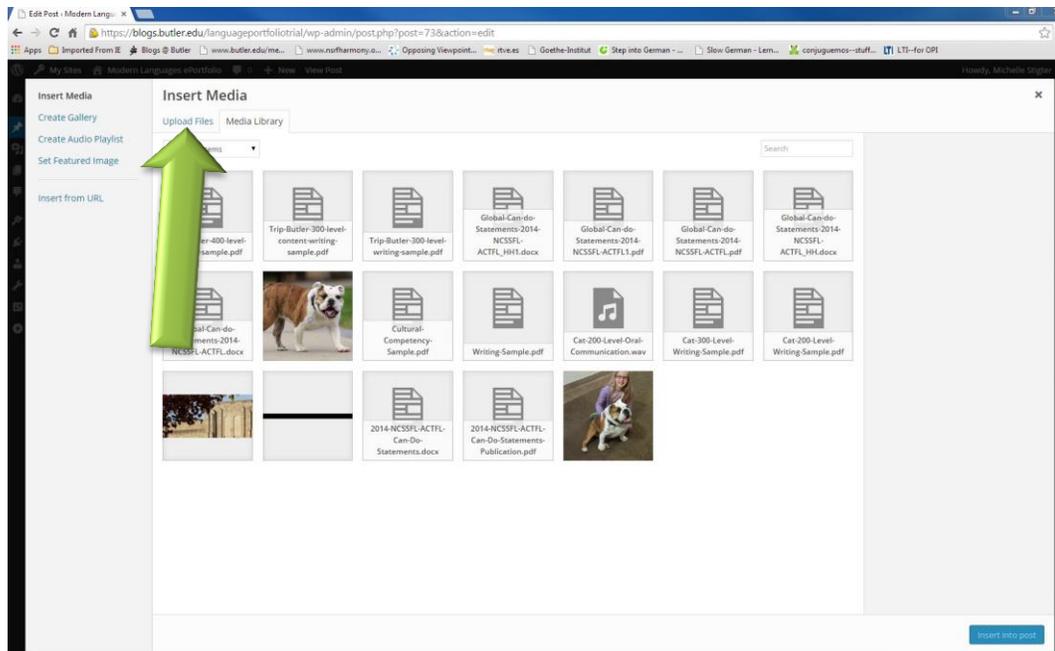
When you click on “edit” this screen will appear:



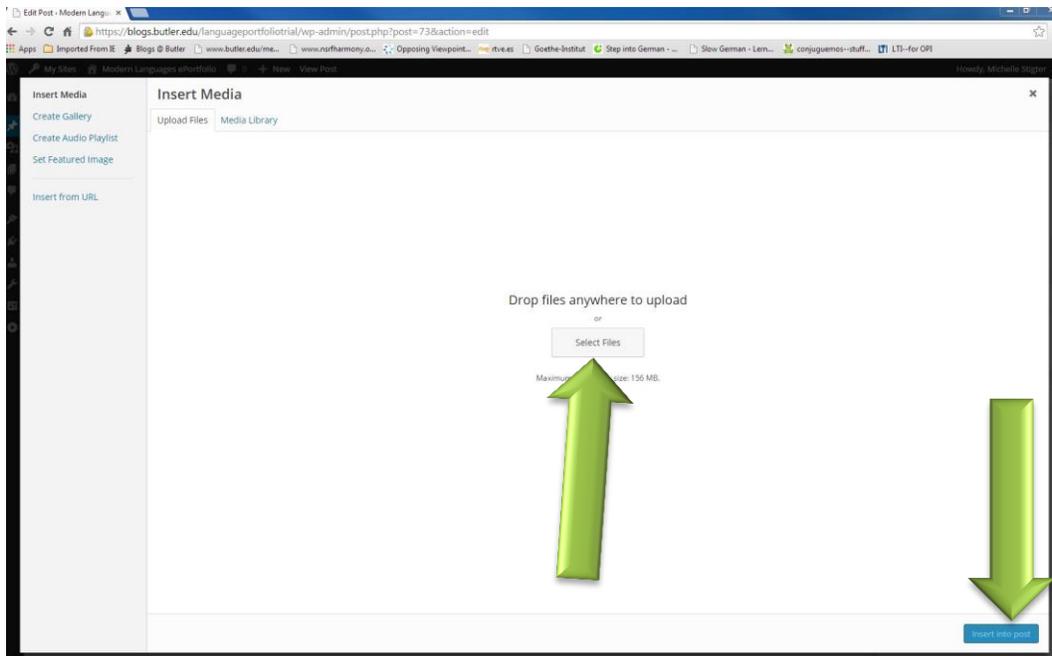
- To add your documentation, whether it is a written file or an audio file, you will first need to save it to a computer or drive space. **YOU CANNOT UPLOAD FILES DIRECTLY FROM YOUR PHONE.** Save your written documents as PDFs!
- After you have saved the files to your network/hard drive space, you are ready to add media. Click on the “add media” button.



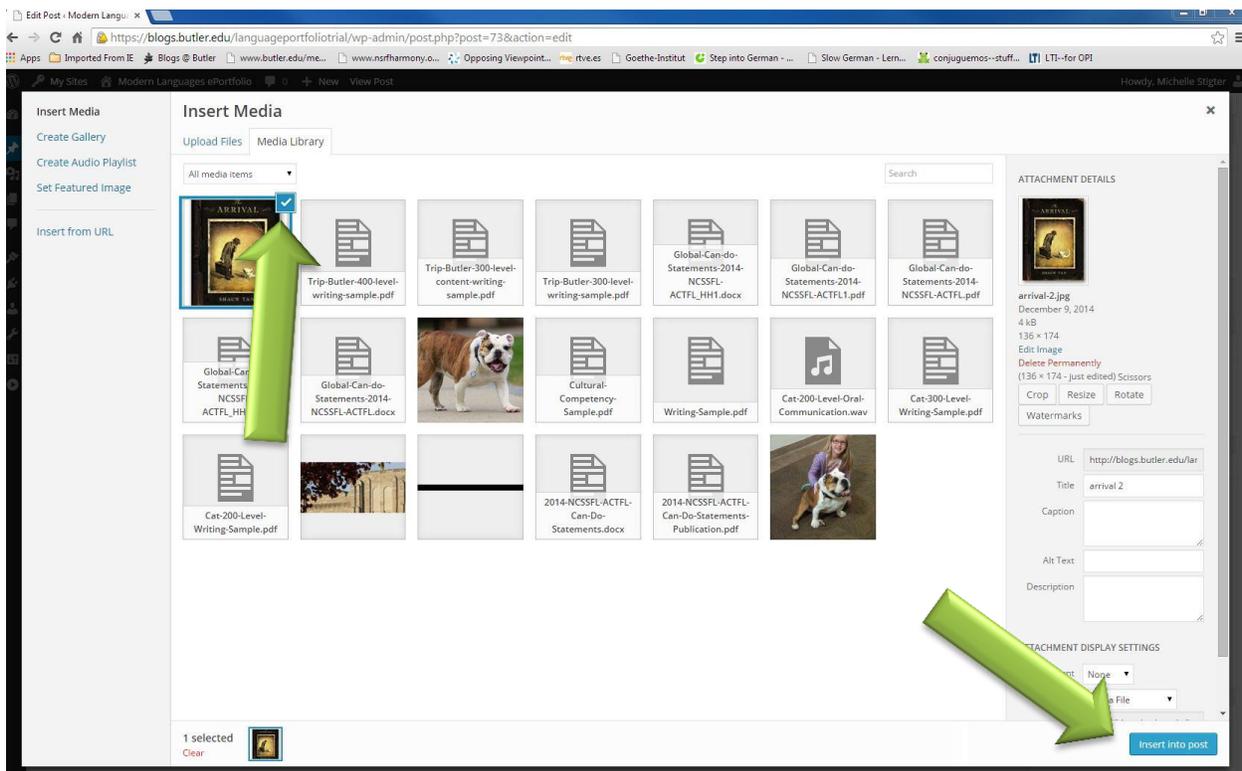
- Click on “upload files.”



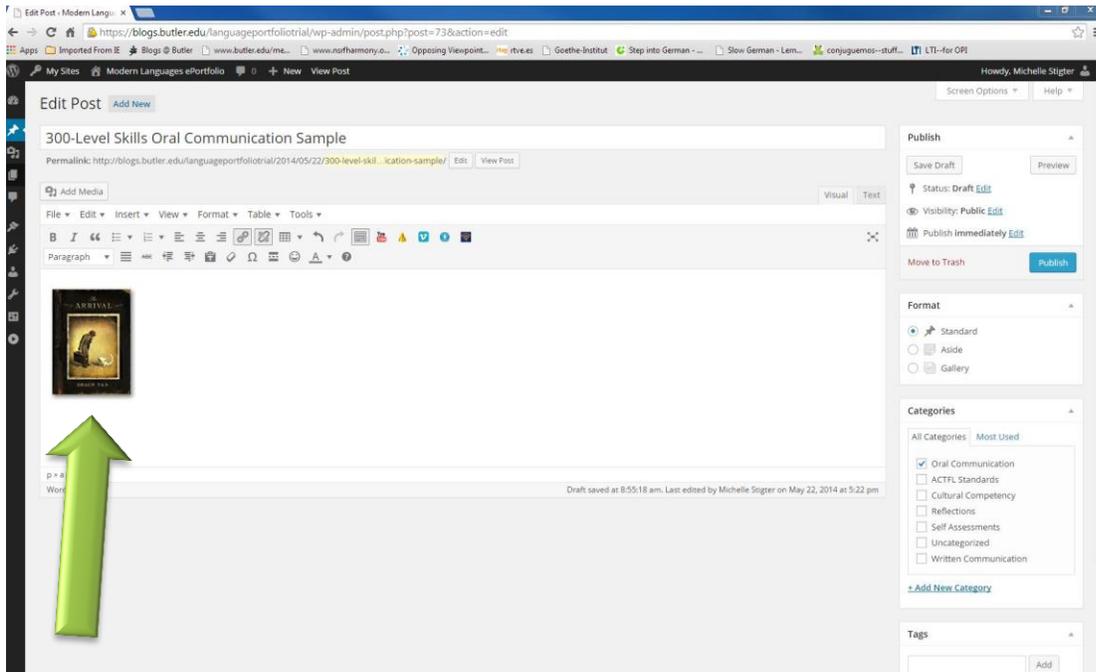
8. Select the file you saved to your network/hard drive space and upload it. You can upload multiple files from this screen. Click on “select files” (drop files does not work as well) and then “upload into post” at the bottom of the screen.



9. The file just uploaded will automatically be selected on the next screen. Select the correct documentation and click “insert into post.”

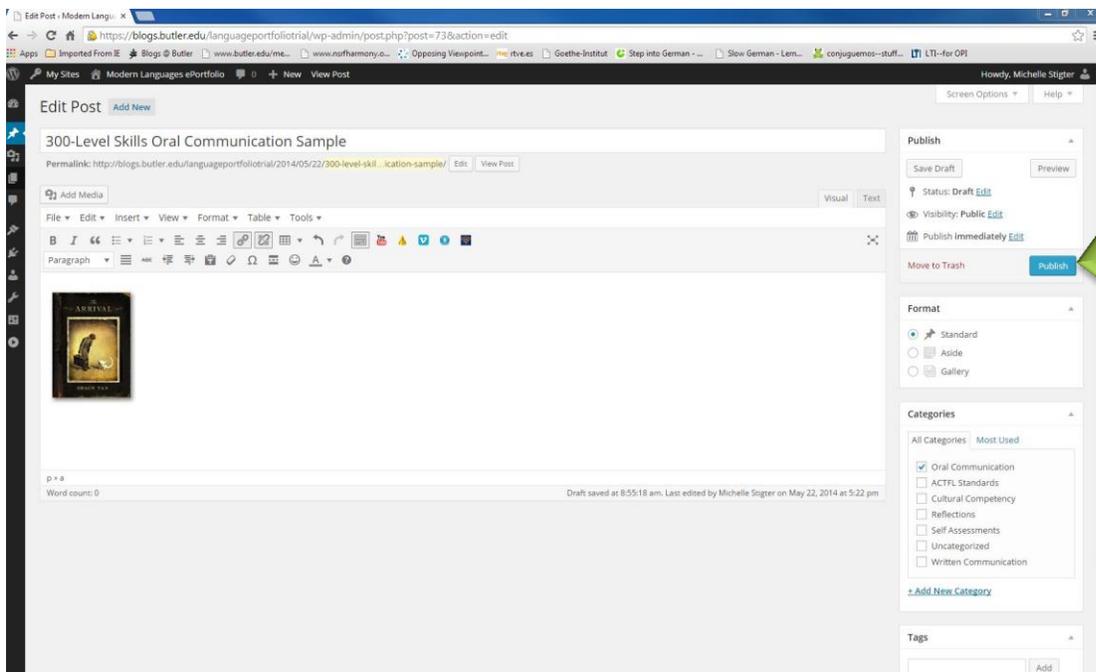


The documentation will now appear in the post on the edit post screen.

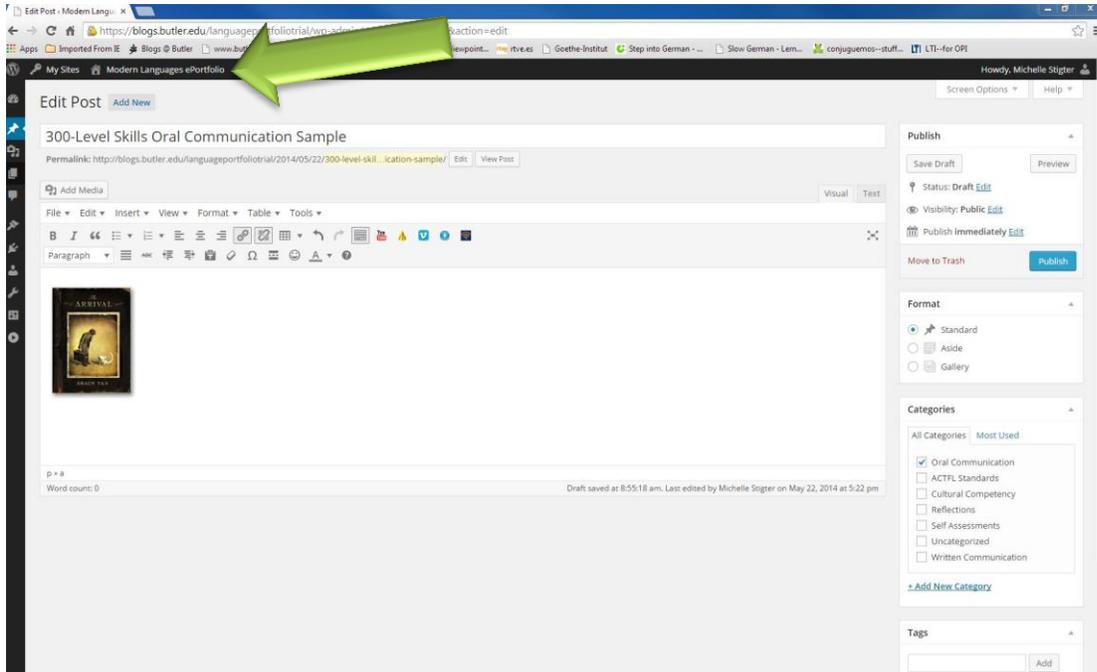


If there was any other writing on the edit post screen, feel free to delete it.

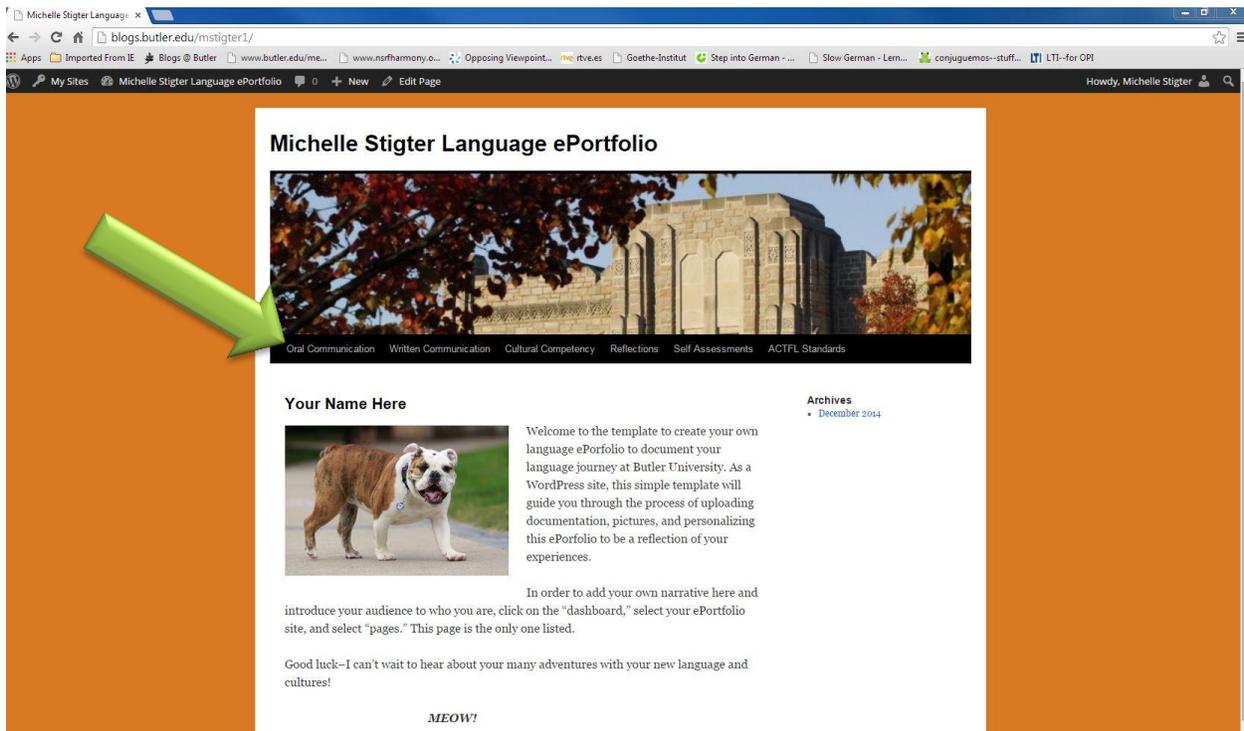
10. Publish your post and you are done!



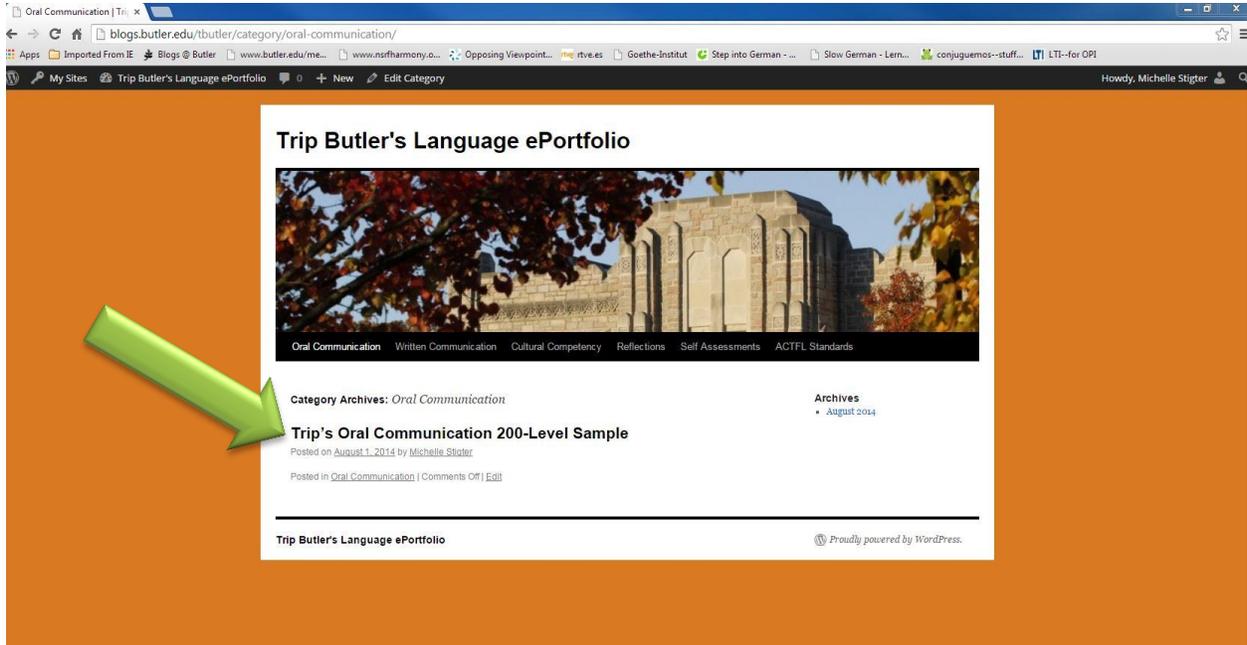
To see your post, go back to the top of the page, click on the name of your site, and “visit site” will appear. Click on “visit site” and you will go back to your homepage (which you should customize with your own name, picture and short bio at some point).



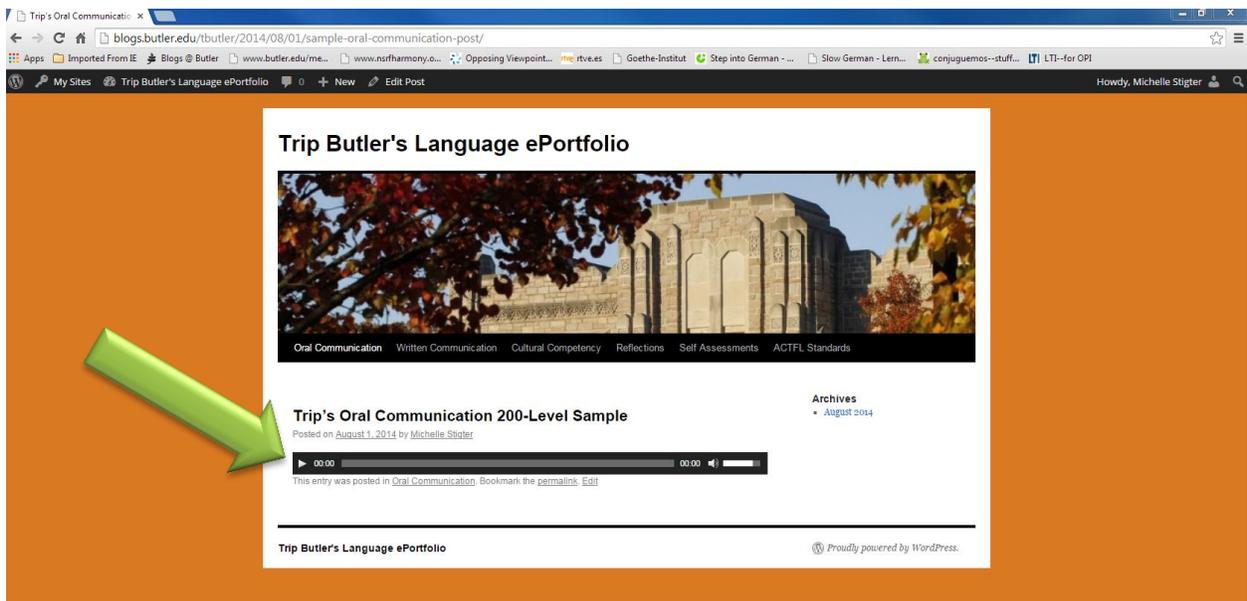
From here, click on the competency where you posted your documentation.



Now click on the writing, then it will lead you to the link where you can view or listen to your documentation.



Now the player and or documentation will appear:



If your documentation does not appear, please check and make sure you used CHROME when following these steps. Also verify that you published your post. If you are not seeing the posts and followed those instructions, please email Michelle Stigter at mstigter@butler.edu and she will troubleshoot your portfolio.

Benchmark Assessment Instructions

For the benchmark assessments, it is easiest to go to the post for “Benchmark Assessment—Entry” and open the post. From there right click on the .doc file and “save it as” it to your computer.

Benchmark Self Assessments -- Entry

Permalink: <http://blogs.butler.edu/languageportfoliotrial/2014/07/22/benchmark-self-assessments/> Edit View Post

Add Media Visual Text

File Edit Insert View Format Table Tools

Paragraph

Please complete the following self assessment at the beginning and at the end of your language-learning journey at Butler University. These will be benchmarks that will allow you to see your own progress according to the standards established by the American Council for the Teaching of Foreign Languages.

The parts of the document you must complete are on pages 4-39 in the form of checklists. Once you have highlighted and checked the appropriate fields, please upload your personal version of the statements to your ePortfolio as a PDF.

[2014 NCSSFL-ACTFL Can-Do Statements \(.docx\)](#)

The first link is to a Microsoft Word document that you may highlight and/or type in; the second link is for a PDF version of the Can-Do Statement Publication.

[2014 NCSSFL-ACTFL Can-Do Statements Publication \(.pdf\)](#)

Word count: 125

Last edited by Michelle Stigter on August 13, 2014 at 1:16 pm

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Revisions: 2 Browse

Publish on Jul 22, 2014 @ 15:13 Edit

Move to Trash Publish

Format

Standard

Aside

Gallery

Categories

All Categories Most Used

Self Assessments

ACTFL Standards

Cultural Competency

Oral Communication

Reflections

Uncategorized

Written Communication

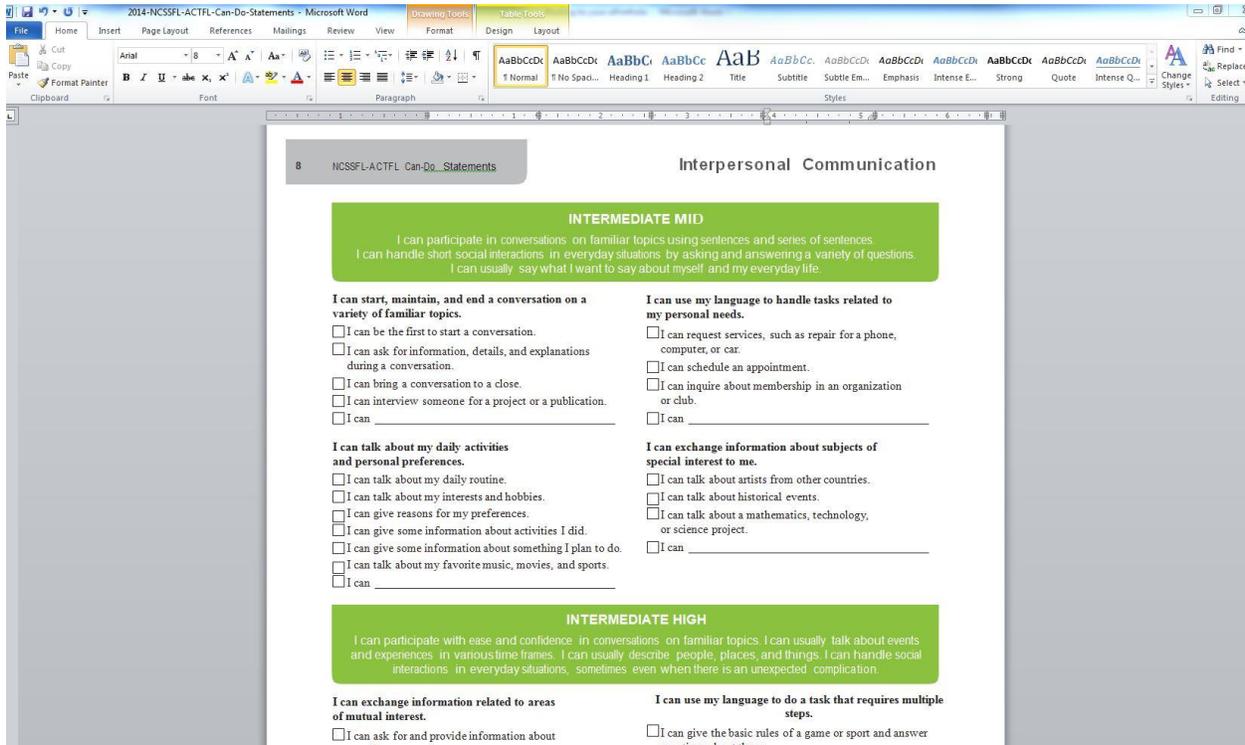
Read through the document; highlight using the highlighting tool in Word.

On pages 6-7 of the document (pages 4-5 on the booklet pages), you will find a chart. **Read each section across and highlight the box that best describes your abilities.** You may highlight a box in a different column for each one of the rows.

	Novice Low	Novice Mid	Novice High	Intermediate Low	Intermediate Mid
Interpersonal Communication	I can communicate on some very familiar topics using single words and phrases that I have practiced and memorized.	I can communicate on very familiar topics using a variety of words and phrases that I have practiced and memorized.	I can communicate and exchange of information about familiar topics using phrases and simple sentences, sometimes supported by memorized language. I can usually handle short social interactions in everyday situations by asking and answering simple questions.	I can participate in conversations on a number of familiar topics using simple sentences. I can handle short social interactions in everyday situations by asking and answering simple questions.	I can participate in conversations on familiar topics using sentences and series of sentences. I can handle short social interactions in everyday situations by asking and answering a variety of questions. I can usually say what I want to say about myself and my everyday life.
Presentational Speaking	I can present (give) information about myself and some other very familiar topics using single words or memorized phrases.	I can present (give) information about myself and some other very familiar topics using a variety of words, phrases, and memorized expressions.	I can present basic information on familiar topics using language I have practiced using phrases and simple sentences.	I can present (give) information on most familiar topics using a series of simple sentences.	I can make presentations on a wide variety of familiar topics using connected sentences.
Presentational Writing	I can copy some familiar words, characters, or phrases.	I can write lists and memorized phrases on familiar topics.	I can write short messages and notes on familiar topics related to everyday life.	I can write briefly about most familiar topics and present information using a series of simple sentences.	I can write on a wide variety of familiar topics using connected sentences.
Interpretive Listening	I can recognize a few memorized words and phrases when I hear them spoken.	I can recognize some familiar words and phrases when I hear them spoken.	I can often understand words, phrases, and simple sentences related to everyday life. I can recognize pieces of information and sometimes understand the main topic of what is being said.	I can understand the main idea in short, simple messages and presentations on familiar topics. I can understand the main idea of simple conversations that I overhear.	I can understand the main idea in messages and presentations on a variety of topics related to everyday life and personal interests and student. I can understand the main idea in conversations that I overhear.

After you have completed the chart, go to the next part of the booklet.

The next pages of the document more deeply describe the skills you just highlighted. **For each one of the skills, you will read through the level where you placed yourself, as well as the level above and the level below. Highlight the things you are able to do in each one of those levels.** For the example above, I would go through and highlight the things I can do in “interpersonal communication” in the intermediate low, intermediate high, and intermediate mid sections.



Once you have finished highlighting for all of the skills (there are 6, so you will be highlighting in 18 levels), save your document as a Word file. After that, save it as a PDF.

Upload the file to the appropriate post following the steps above.