Overview
Beginning in 2016, students in the MA in Education program will have the option of compiling and presenting a digital portfolio in lieu of taking and defending a comprehensive exam.

The digital portfolio consists of the following:
- Signature assignments with instructor feedback from each required course
- Short reflection paragraphs on each assignment
- A final reflection and synthesis paper

Once your portfolio is compiled, you will sign up to present it to a panel of 3 instructors, who will also ask you questions about what you have learned during the program. There will be one opportunity to present each semester. The presentation schedule is available on our website. Your entire portfolio must be completed two weeks prior to the presentation date. You must register to present at the beginning of the term by the deadline that is set for registering for the comprehensive exam.

Portfolio Creation

Click on your name in the top right hand corner.
Click the link for Tools at the bottom of the menu.
In the Tools section, click Portfolios.

Click Create Portfolio.

Enter a title for the Portfolio that includes your last name. Click the Select Portfolio Template button.
Choose Graduate Education Portfolio.
Click **Submit**.

Once you have entered a name and selected the template, click **Submit**.
*The Available and Comments boxes remain checked.*

On the next screen, your new portfolio will load and can now be built.
- The **Settings** button will change the name of the Portfolio.
- The **Preview and Customize** button will change the colors, layout, and theme of the Portfolio.
- The **Done Editing** will close the portfolio and take you back to the Portfolios page.
Adding Artifacts and Reflections

Click on one of the assignments from the left hand navigation menu.
Click on the pencil for Required Submission.
Click **Add Artifact** to upload file(s).
Enter a personal reflections related to the artifact in the text box below the artifact link.
Click **Submit**.

*EACH artifact must be accompanied by a personal reflection – a paragraph of 5-12 lines that addresses the following items:

1) What did you do particularly well with this assignment? What do you see as your work's strengths?
2) What could you have done better or differently? Knowing what you know now, at the end of your program, what would you add or change to this assignment?
3) What did you learn from this assignment? What will you remember and use?

*Remember to spell check and edit for proper punctuation, grammar, and diction.*

The Portfolios page will show all of your current portfolios. The **Edit** button will open the portfolio in Edit Mode. The **View** button will display how the Portfolio will be seen by others. The **More** button expands to additional features.

- The **Settings** button will change the name of the Portfolio.
- The **Share** button allows for you to share your Portfolio with other students and instructors.
- The **Download** button creates a copy of your portfolio to your computer.
- The **Delete** button will remove your portfolio permanently.
Submitting the Portfolio

In preparation for your presentation, you must submit your portfolio to the Department. Click the assignment title in your Blackboard Organization (Villanova Master’s in Education Degree Program).

Click **Select Portfolio** and select your portfolio from the list provided. Click **Submit** to choose the portfolio, and then a second time to submit your assignment.

Question should be directed to your instructor.
For technical assistance, contact cit@villanova.edu.