TIDEWATER COMMUNITY COLLEGE

USING THE TCC TEACHING PORTFOLIO TOOL

(July 24, 2014)

The TCC Teaching Portfolio is a tool for the faculty to use in composing their self-evaluation component of the *TCC Full-time Teaching Faculty Development and Evaluation Plan*.

The portal to the Teaching Portfolio is located on the Academic Services webpage under “Faculty Professional Development” (see “ePortfolios”). The following are instructions on how to use the tool and its functions.
1. After following the link on the Academic Services website to access the ePortfolios page, login following the instructions provided. (Simply login using your TCC username and password that you use to access the college’s network.)
2. The “Welcome” page provides general information about the Teaching Portfolio and its use in the evaluation process.

3. The “Portfolio Resources” button contains documents that you may find useful in planning and creating your Teaching Portfolio. This page will be updated as needed with new information. For example, the “Calendar for Full-Time Teaching Faculty 2014” is a yearly calendar of important dates in the evaluation process. This calendar will be updated and replaced each December for the next calendar year. Other documents will be added or deleted based on input from you. At the bottom of this page is a “Please submit your feedback and/or suggestions here” button. When you click on “here”, it opens an email box where you may submit your comments/suggestions to a staff member in the Academic Services Office (in 2014 that person is Terry L. Jones). Please revisit this page often as the information on it will change.
4. On the top bar, click “My Teaching Portfolio” to open the page to create your personal teaching portfolio. First time users click the “Create New Teaching Portfolio” green button.
5. After you place an initial item in your teaching portfolio, click the magnifying glass symbol to open your portfolio page to conduct all future additions/edits.

6. When the page opens, it should indicate that this is the “Teaching Portfolio for (your name).”
7. On the left side of the page is the “Table of Contents” which is based on the various components of the college’s evaluation plan. Under “Table of Contents,” click the specific button to take you to the domain page you want to add/edit materials.

8. Select one of the domains listed in the “Table of Contents” to open the domain to the right of the column. Each page provides the specific instructions for what needs to be addressed on that page.
For example, under “Teaching Domain, Instructional Design” it provides you with the seven items (for senior faculty, six for all others) that need to be included in this section.

9. Under each element there are two green buttons which are used to add and/or edit portfolio content: (1) “Add/Edit Content” and (2) “Add/Edit Attachments.”

10. The “Add/Edit Content” button allows you to type in information or cut and paste information from another document onto this page. To execute these operations click the green “Add/Edit Content” button. After adding your information, click the green “Apply Changes” button
to upload your new content and return to the page where you were working.

11. The “Add/Edit Attachments” button allows you to upload documents or images to your portfolio page. When you click this button another window opens and provides instructions on how to attach a file. Click the “Browse” button to locate the file on your computer or media drive. Once the file has been located, click the file name in the window and then click the green “Upload File” button which then attaches the file. (Do not load multimedia files such as podcasts or videos directly into your portfolio. Multimedia files can be hyperlinked to your portfolio via the “Add Edit Content” button.) Under “Document to Attach” is a “Comments” box which allows you to explain what the attached document contains. This dialogue entry box is intended for you to provide clear context about the attachment for the dean/director as they review your portfolio. Finally, click the “Close Window” button. When you close the window, the materials you have attached and the comments you have entered are placed on the Portfolio in the appropriate section.
12. To the right of the Table of Contents are four buttons: (1) “Preview Portfolio Content,” (2) “Return to My Teaching Portfolio,” (3) “Submit Final Portfolio to Dean” (in red), and (4) “Print All Comments”. The (1) “Preview Portfolio Content” and (3) “Submit Final Portfolio to Dean” (in red) buttons are only visible if you have already loaded content into your portfolio. If you do not see these buttons and have submitted content, click the “Return to My Teaching Portfolio” button and then return to the portfolio component where you were working. All three buttons will now be accessible.
13. “Submit Final Portfolio to Dean”: **DO NOT** click this button until you have **completed** your Teaching Portfolio and are **ready to submit** the document to your dean/director for review prior to your summative evaluation meeting. Once you submit the Teaching Portfolio to the dean/director, you cannot make any edits or revisions until the dean/director reviews and provides comments on it. If you click the Submit button accidently and send it to the dean/director, you can email the dean/director to please return it and they will simply click on a button on their screen that indicates that the review is complete and it will return to you for additional edits or additions. This will be true only if you accidently submitted this **prior to** the published deadline for submission on the annual calendar.

14. “Preview Portfolio Content”: At any time while you are creating your teaching portfolio, you may click this button and it provides you with a document that contains everything you have put into the portfolio. If you choose, you may print the entire document by clicking on the icon at the very top of the page.
15. “Return to My Teaching Portfolio”: When you click this button it takes you back to the initial “My Teaching Portfolio” page.

16. Be sure to address all elements under each of the domains in the Table of Contents before you send the Teaching Portfolio to your dean/director for review.
17. When you click the “Submit Final Portfolio to Dean” button, an email is automatically sent to your dean/director informing them that your portfolio is ready for review. Remember that once you submit the portfolio to your dean/director, you may not make any additional changes to the portfolio until after the dean/director has finished the review. At that time you will be able to see the comments made by the dean/director on each of the domain areas. To see comments after the dean/director notifies you, click on the “View Domain Comments” under each domain area.
To view all of the dean’s comments on one PDF document, you may click on the “Print All Comments” button to the right of the red “Submit Final Portfolio to Dean.” This provides you with the dean’s comments under each of the domains in one document.