The Student ePortfolio

Organizational Leadership, B.S.

Wright State University
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The Organizational Leadership ePortfolio

What is an ePortfolio?
- A collection of digital files (artifacts) that are shared electronically for the purpose of reflection, comments, evaluation, and marketing your leadership potential.
- It's quite simply a website that enables students to collect digital evidence of their learning.
- ePortfolios contain a wide range of digital files, including but not limited to, text or PDF documents, videos, sound files, images and links to other websites or online resources.

What is Wix?

Wix is a free web application for creating websites. You develop the website by creating the content of the pages. For Wright State Organizational Leadership students, the ePortfolio is used to collect artifacts from OL courses as well as other personal and/or professional information. These may include assignments, pictures, videos, and any other items specified by your course faculty.

Why Use Wix?
- It's free and it's easy to create.
- Your site is stored on Wix servers.
- You may continue to keep and maintain your site long after graduation as a tool to promote yourself in the job market.

Building your OL ePortfolio in Wix

Register your Wix Account
1. For first-time Wix users, choose the option to start creating your web site. You may create a new registration (email and password) or sign-in using your Facebook or Google account information.

Choose a Site Template
1. Choose 'create a new site' and then the 'portfolio & CV' option
2. Click 'Choose a Template' with the 'Create Your Website with the Wix Editor' option
3. In the 'Portfolios' category, choose a free (no cost) template - *Note: the OL program will require you to create multiple tabs for your menu, so it might be best to choose a template which shows all the menu tabs on the main screen. Choose 'edit' for your template choice.

Name your ePortfolio Wix site (the URL address)
1. Choose 'Save' to create your ePortfolio web domain (URL address). Although you will make changes over time, this same web address will be used throughout your OL experience.

2. In the box option for a 'free' web domain type a preferred choice of your own, then choose 'Save & Continue'

Build the Required OL Main Site Menu (pages for the OL program)
1. Choose Menus & Pages on the screen to begin editing the names (labels) of your main site menu
2. Leave 'Home' Page as is (it cannot be changed)
3. Double click on any remaining names for menu pages – it will then allow you to edit the page name
4. Create (type) the following required menu tabs (pages) for the OL program. Choose 'done' for each page (tab) name you create. If you need to add a page, choose the '+Add Page' icon. These will be used throughout courses in your OL program in which you will be asked to upload various artifacts (assignments, images, papers, assessments, etc.) from your OL Instructors:

   Profile   Skills   Work Experience   Community Engagement   Sample Work   Recognition

Edit Pages – Text & Images
1. Delete unwanted text and/or images (some templates have text and images already on your pages). On any of your created pages, while in Edit mode, click on any text or image you'd like to delete.
   a. Delete Text: double click the unwanted text with your mouse and choose delete on your keyboard
   b. Delete Images: click on the image you'd like to remove, then choose the trash can (delete) icon in the editing panel
2. Add text and images by using the editing icons on your screen.
   a. Add Text: click the Add '+' sign editing icon and choose 'text', then choose whether you want to add a heading or paragraph. Once you've made a choice the editing box will appear on screen and allow you to type your preferred text.
   b. Add Image: click the Add '+' sign editing icon and choose 'image'. You will be given options to upload images from your computer or use free ones from Wix.

Adding an OL Assignment (Artifact) to your ePortfolio
You will be asked to add artifacts (assignments, assessments, videos, papers, etc..) within the required OL site menu pages, from your course Instructors. Instructors will often request that you name the artifact by creating an additional page (sub-page) which will remain under a main site menu page. For example, in the OL3020 course, you may be asked to create a sub-page (new page) under 'Sample Work' and title it 'Lessons of Leadership Past – OL3020'. Create the Required Artifact Page Name
1. In edit mode, click on the Menu & Pages icon until the 'Site Menu' box appears
2. Choose '+Add Page' and type the name of your preferred new page (often assigned by your Instructor), then choose 'done'.

3. Use your mouse to click and drag the new page below the main site menu page – where the artifact will be placed.
4. To make it a sub-page (under the site menu page), use your mouse to drag and move the new page slightly from left to right, until the page remains permanently indented underneath the main site page. Choose 'Preview' to see how the pages look or move (as others would see it).

Uploading an Artifact – Files & Documents
1. Add a file (.doc, .pdf) – To add a paper (file) as an artifact onto your artifact page, choose the My Uploads icon (in edit mode).
2. Under 'Upload Your Media', choose the Upload Media icon.
3. Drag & drop your file or choose upload from your computer to place your chosen document.
4. Be sure the chosen document is highlighted and choose 'Add to Page'
5. Wix allows you to move the document anywhere on the artifact page as well as choose a design icon for the document.
6. Click Preview to test what your artifact site will now look like to others.
7. To update your changes, be sure to choose Publish anytime you make edits to your ePortfolio

YouTube offers many helpful WIX tutorials:
https://www.youtube.com/playlist?list=PL0y_aclKYoYiAkDcBTVv5HOm7lTgvVt7A

Uploading your ePortfolio link to your Pilot Profile
Once you begin creating your ePortfolio, upload your link (web / URL address) to your Pilot Profile (Wright State University Pilot). This will be the primary method of how others (faculty / peers) will access your ePortfolio for viewing and/or grading. Although you will make ePortfolio changes and add assignments throughout your OL program, your ePortfolio address will remain the same.

- Log into Pilot (Wright State's learning management system)
- At the top of the screen, click on your name (or picture, if you have uploaded one)
- On the drop-down menu, choose 'Profile'
- In the 'Homepage' text block, paste your ePortfolio web address (URL) and choose 'save'

You may view ePortfolios of your classmates in any OL Pilot course by choosing the drop-down arrow next to their name in the Classlist feature tab, then choosing 'View Homepage'.

What ePortfolio artifacts are required for the OL program?
Early in the OL program students will be required to create main-pages (bold) that will be used for collecting and organizing various digital artifacts (indented). The list of items to include in your ePortfolio is presented below, first by category and then by course.

OL ePortfolio Artifacts by Category

Profile
- Personal Commercial (Elevator Speech) (2010)
- Top 5 Personal Values (3030)
- Top 5 Virtues (3030)
- Mission Statement (3030)
- Public Service Announcement (4025)
- Leadership Legacy (4950)

Skills
- Strengths Theme Report (2010)
- Top 5 competencies from the SLC Inventory (2010)
- MBTI Results (2010)
- Emotionally Intelligent Leadership Capacities (3030)
- Top 5 competencies from the SLC Self-Evaluation (3030)
- Ethical Decision-Making Style (3030)
- Communication Style (3030)
- Love Language (3030)

Work Experience
- Resume (4940)
- Executive Summary (PLA-if applicable)
- Final Reflection/Project (4025, 4030-if applicable)
- Certifications (optional)
- Letters of recommendation (optional)

Community Engagement
- Final Reflection/Project (4020-if applicable)
- Other service/volunteer experiences (optional)

Sample Work
- Lessons of Leadership: Past (3020)
- Team Project (3040)
- Organizational Culture Paper (4010)
- Final Presentation (4025)
- StrengthsFinder Coaching Project (4940)
- Training Project (4940)
- Performance Improvement Plan (4940)
- Final Capstone Project (4950)
- Honors Project (4990-if applicable)

Recognition
- Awards (optional)
- Scholarships (optional)
- Certificates (optional)

Organizational Leadership ePortfolio Checklist

As a part of the Organizational Leadership (OL) program you will create a WIX Portfolio. You will create it in either OL 2010 or 3020 and you will add artifacts from each OL class you take.

The creation of the WIX site in OL 2010 or OL 3020, includes the following:

Create the following tabs in WIX

_____ Profile
_____ Skills
_____ Work Experience
_____ Community Engagement
_____ Sample Work
_____ Recognition

Brand your WIX site

_____ Professional headshot
_____ Professional and consistent font throughout the site
_____ Professional and consistent color theme throughout the site
_____ Professional and consistent graphics/phots to compliment branding

_____Upload your ePortfolio link to your Pilot Profile

What follows are all the documents (assignments) that will be uploaded to your ePortfolio from each OL course.

Note: When uploading documents DO NOT include your name, date, course names or instructor names on your documents. Make sure you have incorporated feedback from your instructors before uploading your documents.

OL 2010 Items

_____Personal Commercial (Elevator Speech)
_____Strengths Theme Report
_____Top 5 competencies from the SLC
         Inventory
_____MBTI Results

OL 3020 Items

_____Lessons of Leadership: Past

OL 3030 Items

_____Top 5 Personal Values
_____Top 5 Virtues
_____Mission Statement
_____Emotionally Intelligent Leadership
         Capacities
_____Top 5 competencies from the SLC Self-
         Evaluation
_____Ethical Decision-Making Style
_____Communication Style
_____Love Language

OL 3040 Items

_____Team Project

OL 4010

_____Organizational Culture Paper

OL 4020/OL 4030

_____Final Reflection Paper

OL 4025

_____Final Presentation
_____Public Service Announcement

OL 4940

_____StrengthsFinder Coaching Project
_____Training Project
_____Performance Improvement Plan
_____Resume

OL 4950

_____Leadership Legacy Paper
_____Final Capstone Project

These (optional) items can be added at any time.

_____Awards
_____Scholarships
_____Certificates

_____Other service/volunteer experiences
_____Certifications
_____Letters of recommendation