

ePortfolio Professional Learning

Duration: The first week during teacher training, then focused support/coaching for 2-6 weeks, and continued support/coaching throughout the school year.

Week 1: Introduction to ePortfolios & Teacher ePortfolio Creation

Overall Objectives:

- Understand the purpose and benefits of ePortfolios for both students and teachers.
- Explore platform-specific tools through guided use.
- Begin creating a personal teacher ePortfolio.
- Collaborate in content-area groups to plan for student integration.

Day 1 – Why ePortfolios? Making Learning Visible

Essential Questions:

- What is an ePortfolio?
- How can it showcase growth, learning, and reflection?

Activities:

- Slide Deck: Why ePortfolios? Making Learning Visible
- Group Jamboard Reflection: "How can ePortfolios enhance your content area?"
- Demonstration of a sample classroom ePortfolio and department discussion of effectiveness.

ePortfolio Task:

- Teachers sign into the appropriate platform and create a home page with name, subject, and welcome message.

Content Collaboration:

- Discuss how ePortfolios can support your subject standards and long-term goals.

Day 2 – Exploring Impact & Case Study Examples

Essential Questions:

- What are the proven benefits of ePortfolios?

- How have other teachers used them successfully?

Activities:

- Case Study Gallery Walk: Subject-specific examples of ePortfolios
- Handout Review: Research summary on ePortfolio impact

ePortfolio Task:

- Add a second page titled “Professional Reflection” and post a written or video reflection on initial thoughts about using ePortfolios.

Content Collaboration:

- Share insights from the gallery walk and brainstorm ways to gather quality student artifacts.
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Day 3 – Planning with Purpose

Essential Questions:

- How can we align ePortfolio artifacts with instructional goals?
- What does authentic assessment through portfolios look like?

Activities:

- Workshop: Backward Design Unit Planning – Identify ePortfolio artifacts
- Begin drafting a unit that includes at least 2 portfolio artifacts.

ePortfolio Task:

- Create a page on your teacher ePortfolio titled “Unit Plan” and post the draft of the unit or planning document.

Content Collaboration:

- Review one another’s unit ideas and give peer feedback using a simple success criteria checklist.
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Day 4 – Platform Practice & Confidence Building

Essential Questions:

- What technical skills do I need to teach students to use ePortfolios confidently?

- What platform features will support student voice and choice?

Activities:

- Guided Practice: Platform-specific breakouts (Seesaw, Google Sites, Wix)
- Explore features such as adding images, embedding video, linking to other artifacts.

ePortfolio Task:

- Add a sample artifact (photo, PDF, video, or lesson file) with a short caption to demonstrate platform fluency.

Content Collaboration:

- Discuss common tech challenges and draft simple student instructions for using the platform.
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Day 5 – Reflection, Collaboration, and Next Steps

Essential Questions:

- How can we support student reflection and growth documentation?
- How can I use my ePortfolio as a model?

Activities:

- Complete Confidence & Familiarity Survey (Google Form)
- Checklist Review: Success criteria for ePortfolio tasks
- Peer Gallery Walk: Review each other's teacher ePortfolios and leave feedback using a rubric.

ePortfolio Task:

- Add a final reflection page summarizing what you've learned and a checklist of next steps for student implementation.

Content Collaboration:

- Finalize coaching schedule and agree on initial unit timeline for student ePortfolio rollout.
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Weeks 2–6: Focused Coaching and Implementation

Objective: Support teachers as they implement ePortfolios in their classrooms through ongoing coaching, collaboration, and platform-specific training.

Week 2: Initial Implementation + Coaching Check-In

- Teachers begin integrating ePortfolios in a selected unit
- Coaching meetings to review lesson plans and student onboarding
- Q&A on platform features (Seesaw, Google Sites, Wix)

Week 3: Bootcamp Week (Platform Deep Dives)

- Seesaw (Grades 3–5)
 - Sandbox practice, folder setup, media reflections
- Google Sites (Grades 6–10)
 - Creating pages, embedding media, managing structure
- Wix (Grades 11–12)
 - Page design, professional formatting, project showcasing

Week 4: Midpoint Coaching + Troubleshooting

- Classroom observations (optional)
- Peer feedback and collaborative problem-solving
- Adjustments to ePortfolio tasks and timelines

Week 5: Reflection + Student Support

- Support students in curating content and writing reflections
- Highlight examples and celebrate progress
- Continue coaching and troubleshooting

Week 6: Showcase Preparation + PD Reflection

- Plan end-of-unit or end-of-quarter showcases
- Reflective survey for teachers
- Feedback session for continuous PD improvement

Resources Carried Through the School Year:

- Calendar Template: Grade-level implementation planner
- Coaching Planner: Peer support and monthly check-in organizer
- Platform-specific slide decks and tip sheets
- Ongoing access to PD facilitators for questions and support