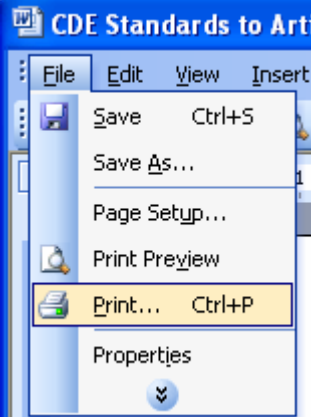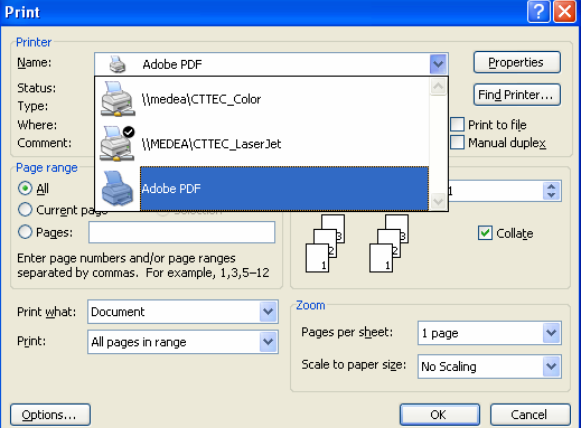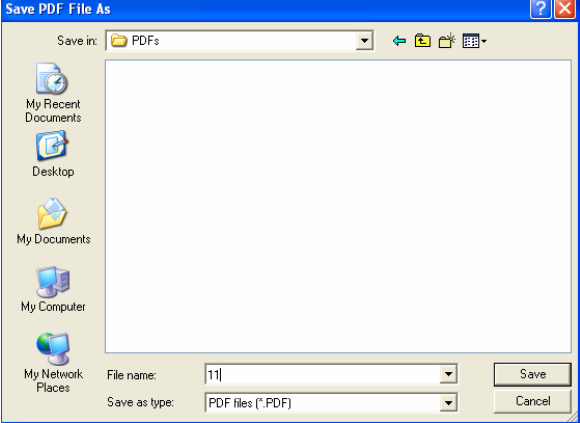## Adding Artifacts to Your E-Portfolio

Here is an overview of the process for adding artifacts to your E-Portfolio:
- Identify the paper or project you want to use for an artifact (see Artifact List table at the end of these instructions).
- Convert the original artifact file into an Adobe Portable Document File (PDF).
- Name the PDF according to the standard it is supporting.
- Place the PDF in the folder named PDF found in the E-Portfolio folder.

A note of caution, you will need a computer that has the PDF writer software installed on it. This is separate from the Adobe Acrobat Reader that is available for free on the Web. All the computer labs in the Ed. building have the PDF writer software.

1. Open the artifact file you want to turn into a PDF document (Word, PowerPoint, or Excel files).	
2. Select "File" from the menu bar. 3. Choose "Print."	
4. Choose PDF Writer from the Printer Name pull-down menu. 5. Select "OK."	

6. You will need to place all of your saved PDF documents in the PDF folder of your E-Portfolio. To get to that directory choose: • Your (S:) drive. • Open the SOE folder. • Open the E-Portfolio folder. • Open Your Named E-Portfolio Folder. • Open the Electronic Portfolio folder. • Open the CDE Standards E-Portfolio folder. • Open the folder named "PDFs."	
7. You will need to name each PDF file in a particular way so the preformatted hyperlinks to your artifacts will work. Refer to the list below.	To name a file, type in the number of the standard you are supporting with this artifact. For example if you were making a PDF document to support CDE standard 4.1, you would name the document "41" **DO NOT use decimal places in your PDf's name, otherwise the link will not work.**

Artifact List and Corresponding CDE Standards (for 2002-2003)

Ed 275- Schooling in the US	CDE Standards Addressed in Class Assignments	PDF Name
Purposes of Schooling paper	8.1	81
Ability Grouping paper	8.2	82
Citizen Interview paper	8.2	82
Role of the Teacher paper	8.3.5, 8.4	835, 84
Educational Biography paper	8.2	82
Current Ed. Issues Pres.	8.3.4, 8.3.5	834, 835
Final Presentation	8.1, 8.2, 8.3, 8.4, 8.5	81, 82, 83, 84, 85
ED 331 Educational Technology	**CDE Standards Addressed in Class Assignments**	**PDF Name**
Profiler	7.3, 7.5	73, 75
Introducing the Unit	7.1, 7.3	71, 73
Multimedia Presentation	7.1, 7.2, 7.3, 7.4, 7.5	71, 72, 73, 74, 75
Word Template	7.1, 7.2, 7.3, 7.4, 7.5	71, 72, 73, 74, 75
Excel Exercise	7.3, 7.4	73, 74

Develop a Web Site	7.1, 7.2, 7.3	71, 72, 73
Implementation Plans	7.1, 7.2, 7.3, 7.4, 7.5	71, 72, 73, 74, 75
Unit Plan	7.1, 7.2, 7.3, 7.4, 7.5	71, 72, 73, 74, 75
ED 340 – Literacy and the Learner	**CDE Standards Addressed in Class Assignments**	**PDF Name**
30 Hour Field Work	1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2	11, 12, 13, 14, 15, 21, 22
In-Class Reflection Papers	1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2	11, 12, 13, 14, 15, 21, 22
Think Pieces	1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2	11, 12, 13, 14, 15, 21, 22
Teacher Research Project	1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2	11, 12, 13, 14, 15, 21, 22
ED 350/386 – Individualization/ Management	**CDE Standards Addressed in Class Assignments**	**PDF Name**
Theory-Practice Synthesis Papers	3, 5, 6, 7	3, 5, 6, 7
Professional Communications	3, 5, 6, 7	3, 5, 6, 7
Teacher-Student Work Samples	3, 5, 6, 7	3, 5, 6, 7
Teacher-Student Work Sample Presentation	3, 5, 6, 7	3, 5, 6, 7
Content Standard-based Service Integration Lesson	3, 5, 6, 7	3, 5, 6, 7
Professional Behaviors	3, 5, 6, 7	3, 5, 6, 7
Field Experiences –ED 386	3, 5, 6, 7	3, 5, 6, 7
ED 450/486 – Instruction II, Standards & Assessments	**CDE Standards Addressed in Class Assignments**	**PDF Name**
Self Portrait Brochure	1, 3, 5, 7, 8	1, 3, 5, 7, 8
Discipline Systems Paper	1, 3, 5, 7, 8	1, 3, 5, 7, 8
School/Class Setting Paper	1, 3, 5, 7, 8	1, 3, 5, 7, 8
Assessment #1	1, 3, 5, 7, 8	1, 3, 5, 7, 8
Lesson Plan #1	1, 3, 5, 7, 8	1, 3, 5, 7, 8
Lesson Plan Reflection Paper	1, 3, 5, 7, 8	1, 3, 5, 7, 8
Lesson Plans on Strategies	1, 3, 5, 7, 8	1, 3, 5, 7, 8
ED 450/486 – Instruction II, Standards & Assessments	**CDE Standards Addressed in Class Assignments**	**PDF Name**
Assessment #2	1, 3, 5, 7, 8	1, 3, 5, 7, 8
Teacher Work Sample	1, 3, 5, 7, 8	1, 3, 5, 7, 8
Portfolio	1, 3, 5, 7, 8	1, 3, 5, 7, 8
ED 485 – Assessment Seminar	**CDE Standards Addressed in Class Assignments**	**PDF Name**
In-Class Session	3.5, 3.8, 5.9	35, 38, 59
WebCT Learning Modules	3.4, 3.5, 3.8, 5.9	34, 35, 38, 59
In-Class Session	3.5, 3.8, 7.4	35, 38, 74
WebCT Case Problem Materials	3.4, 3.5, 3.6, 3.8, 5.9, 7.4	34, 35, 36, 38, 59, 74