

How to Build Your Portfolio in eKadence

Step I. Create Your Induction ePortfolio (Video 3:31 min)	2
Add Co-teachers	2
Edit Your New Class	2
Step II. Design Your Content	2
1. Create Your “About Me” Page (Video 1:47 min)	2
2. Create Your “Pre-Assessment” Page (Video 3:32 min)	4
3. Create Your “System of Support (SOS)” Page (Video 1:49 min)	7
4. Create Your “Essential Question” Page	8
5. Create Your Candidate/Mentor Log (Video)	8
Step IV. Publish Your Work	9

How to Build Your Portfolio in eKadence

Login to auhsd.ekadence.com with your district-assigned gmail and password. In the upper left side of the dashboard screen, click on the **portfolio**.

Step I. Create Your Induction ePortfolio (Video 3:31 min)

Add Co-teachers

- **Edit Your New Class**
- Go to **Setup Class** (on the left side of your new course) ⇒
- Scroll down to **Co-teaching > Add Faculty**
- Use the pulldown menu to search for and add your mentor and Induction Leadership Team members as “co teachers” with the following permissions
 - ☐ Your mentor
 - ☐ Billie Schwartz (schwartz_b@auhsd.us)
 - ☐ Diana Fujimoto (fujimoto_d@auhsd.us)
 - ☐ Regina Powers (powers_r@auhsd.us)

For each co teacher added, click on Teacher’s permissions and select:

- ☐ Can invite teachers
- ☐ Can edit pages
- ☐ Can edit discussions

Step II. Design Your Content

Now that you’ve created your Y1 or Y2 Module, it’s time to add the content within the module that will become your portfolio. Think of each new “page” as a website page where you can add widgets or content blocks to fill with information. Each individual widget or content block can be edited to express yourself.

1. Create Your “About Me” Page (Video 1:47 min)

- Click on the 3 dots next to your newly created Y1 or Y1 Module
- From the pop-up menu, select “Page”
- Name Your Page “About Me”
- Select the “Allow students to leave comments” →
- Uncheck “Allow marking complete”
- Save
- On your newly created page, click on the “Edit” option on the upper left of the screen

General Details

* Title

Your About Me Page

☒ Allow students to leave comments

How to Build Your Portfolio in eKadence

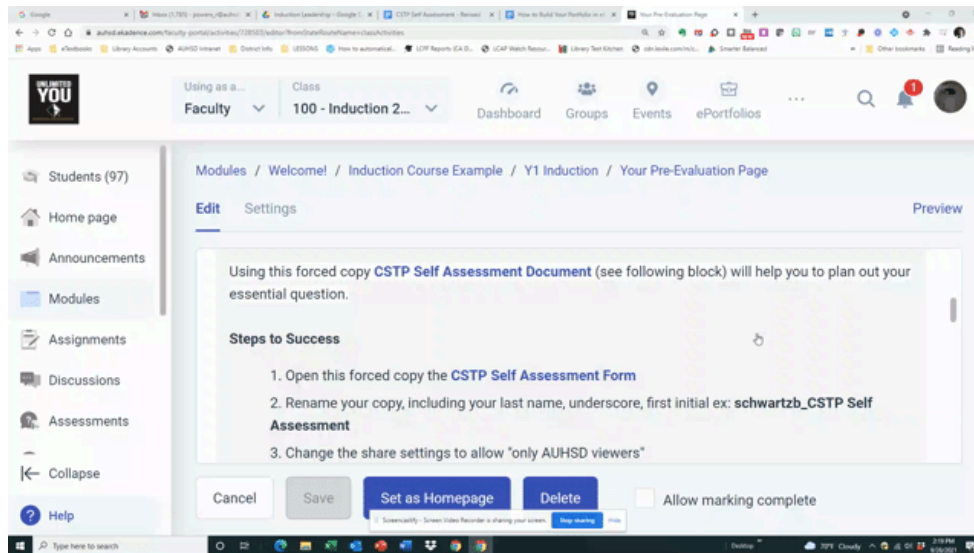
- Add an image to the banner (optional)
- Write within the block that already exists or add additional blocks to include your “About Me” content. Be creative, but include:
 - Your **Resume** (PDF)
 - A written **Bio Blurb** that includes the subjects you teach, the campus where you work, your past experience, image(s), something interesting about yourself, etc.
 - **Classroom Setup** - Picture(s) and/or brief video of your classroom
 - **Site Demographics** - Description of your site’s demographics and how this data impacts your teaching
- Save
- Proceed to [Step 2](#).

How to Build Your Portfolio in eKadence

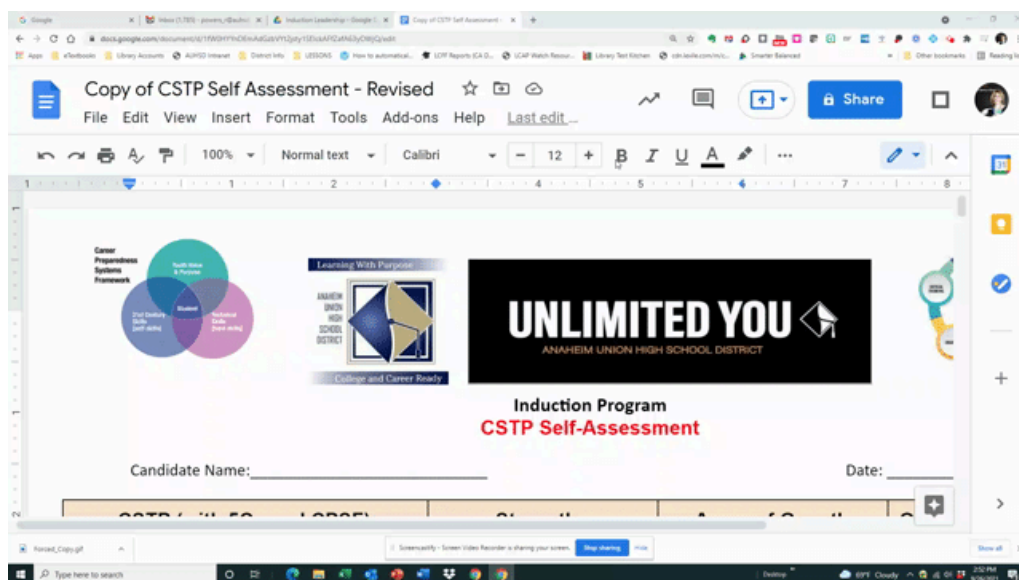
2. Create Your “Pre-Assessment” Page (Video 3:32 min)

After saving your “About Me” Page, click on Modules...

Open this *forced copy* the **CSTP Self Assessment Form**



Rename your copy, including your last name, underscore, first initial
ex: **schwartzb_CSTP Self Assessment**



How to Build Your Portfolio in eKadence

Change the share settings to allow "only AUHSD viewers" and copy the new URL

**Induction Program
CSTP Self-Assessment**

Candidate Name: _____ Date: _____

CSTP (with 5Cs and CPSP)	Strengths	Areas of Growth	Goals for School Year
Engaging & Supporting All Students in Learning 1.1 Using knowledge of students to engage them in learning 1.2 Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests 1.3 Connecting subject matter to meaningful, real-life contexts 1.4 Using a variety of instructional strategies, resources, technologies to meet students' diverse learning needs 1.5 Promoting critical thinking through inquiry, problem solving, reflection 1.6 Monitoring student learning, adjusting instruction while teaching			
Creating & Maintaining Effective Environments for Student Learning 2.1 Promoting social development & responsibility within a caring community where each student is treated fairly, respectfully 2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, encourage constructive, productive interactions among students 2.3 Establishing & maintaining learning environments that are physically, intellectually, emotionally safe 2.4 Creating a rigorous learning environment with high expectations, appropriate support for all students 2.5 Developing, communicating, and maintaining high standards for individual & group behavior 2.6 Employing classroom routines, procedures, norms, &			

In eKadence, use the 3 dots next to your published Y1 or Y2 Module to add a page

Modules
Info Queen, Jackie Counts, Billie Schwartz

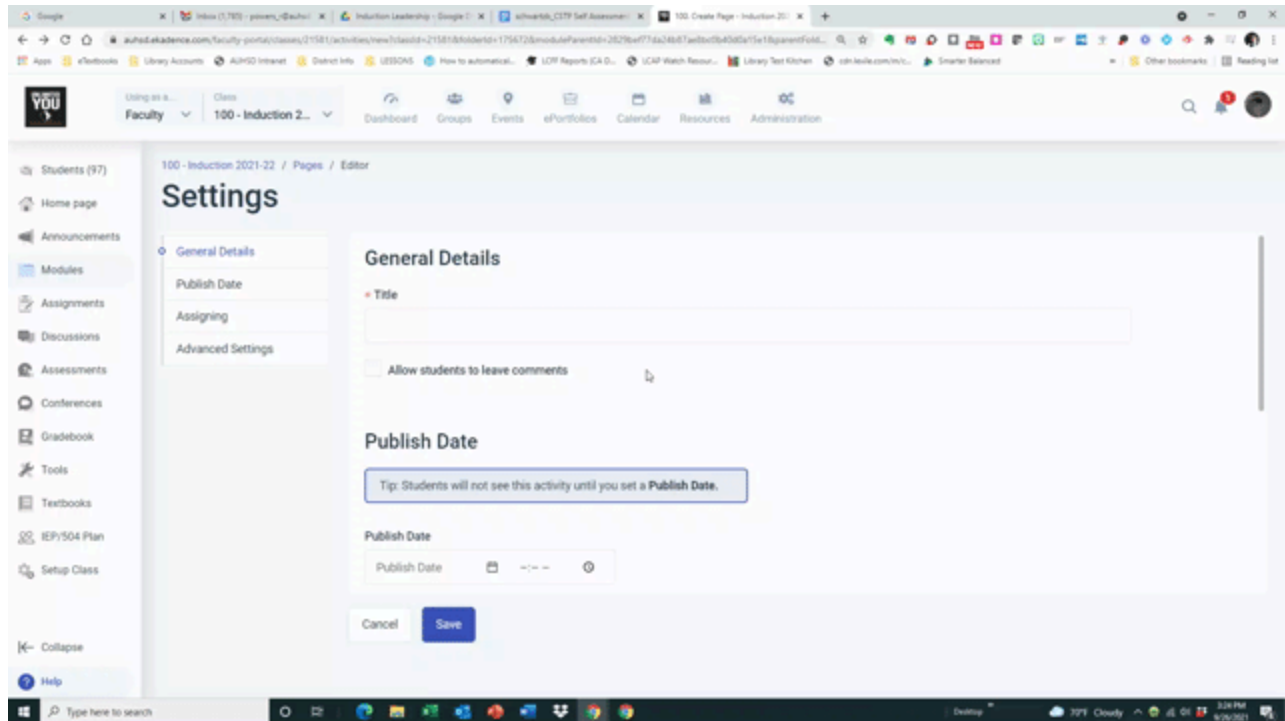
0% Activities and Course Materials
21/19584 submissions completed

Restore Deleted Pages Preview as Student Course Material

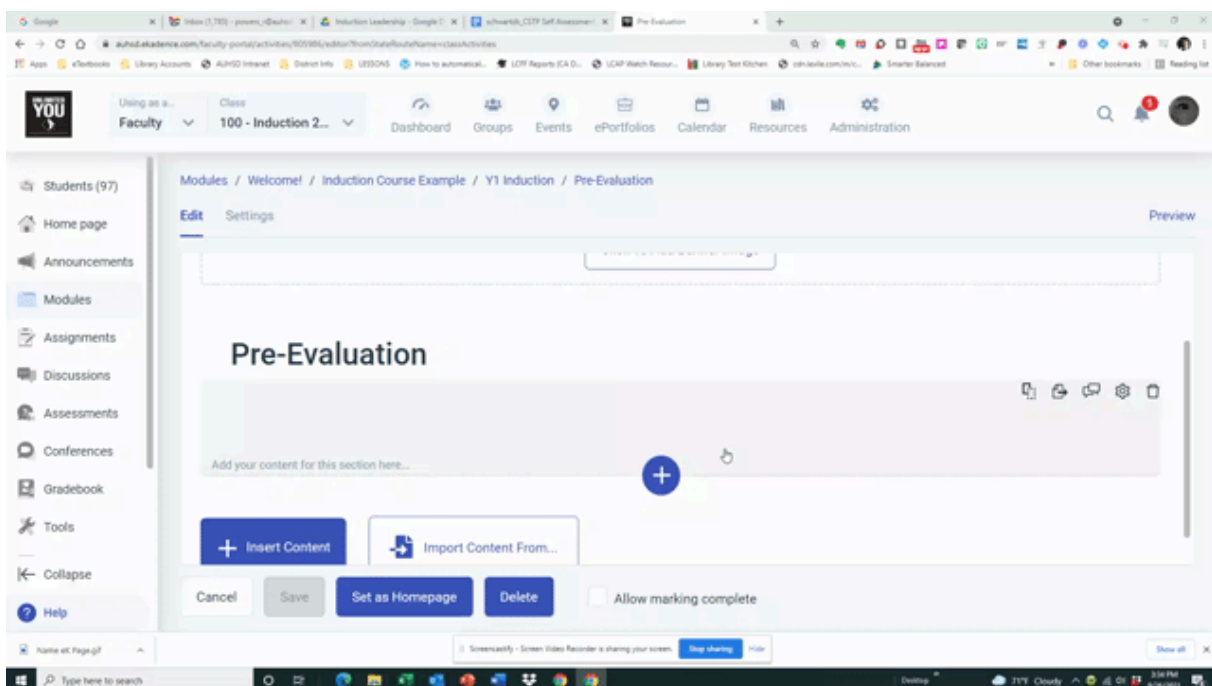
Module	Status	Due	Progress	Actions
Page Welcome! - HOMEPAGE	Published		0% 7/17 submissions	...
Module Induction Course Example	Published		0%	...
Module Y1 Induction	Published		0%	...
Module Mentor Resources	Published		0%	...
Module Candidates	Published		0%	...
Module 2020-21 Induction Files	Published		0%	...
Module Induction Workshop Materials	Published		2%	...

How to Build Your Portfolio in eKadence

Name your new page "Pre-Evaluation," deselect "Allow Marking Complete" and Save



Hover over the "+" sign, select "Text" and "Embed external link" and paste the URL to your personal Pre-Evaluation document. Save.

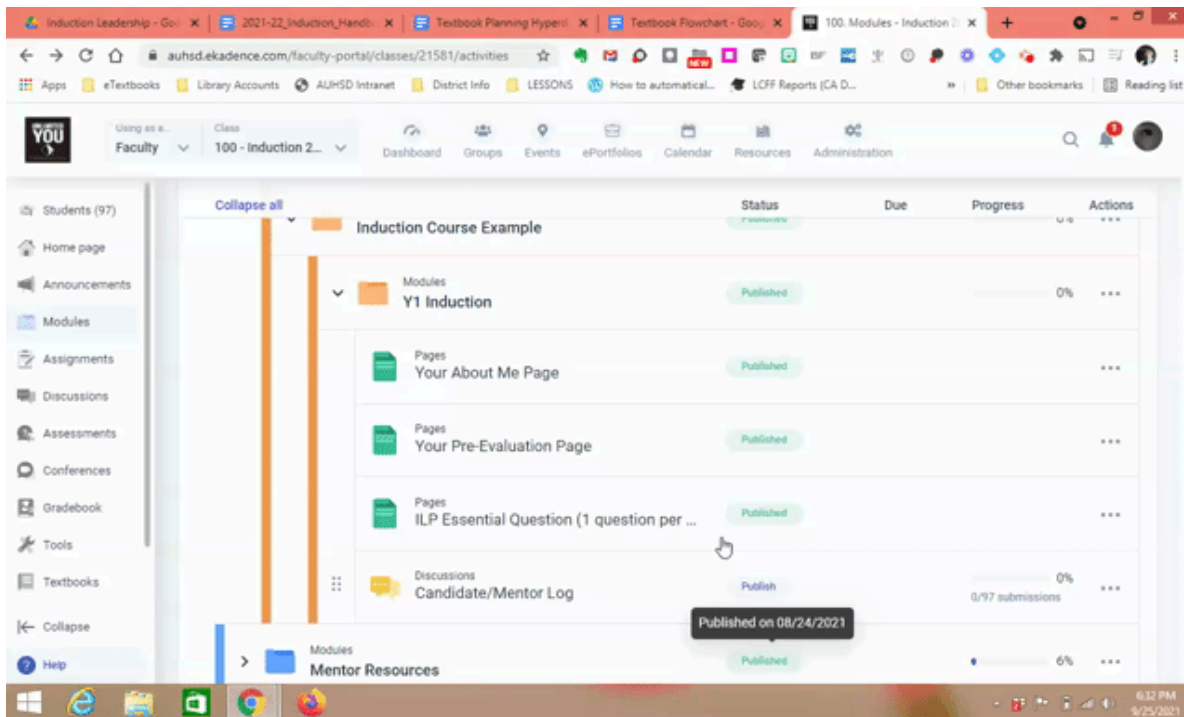
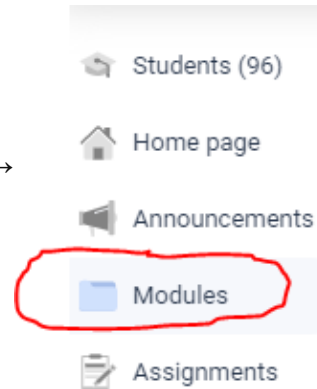


How to Build Your Portfolio in eKadence

Now that you've created your "About Me" and "Pre-Evaluation" Pages, it's time to create your "Essential Question" and "System of Support (SOS)" pages.

3. Create Your "System of Support (SOS)" Page (Video 1:49 min)

- After saving your "Pre-Evaluation" Page, click on Modules
- Click on the 3 dots next to your newly created Y1 or Y1 Module →
- From the pop-up menu, select "Page"



- Add and name your page "SOS"
- Check "Allow students to leave comments"
- Save

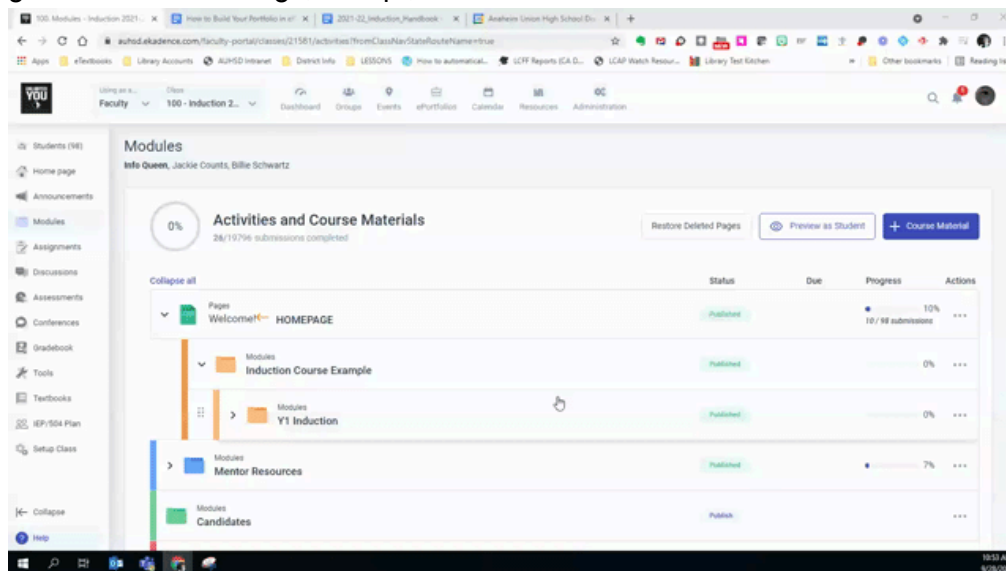
How to Build Your Portfolio in eKadence

4. Create Your “Essential Question” Page

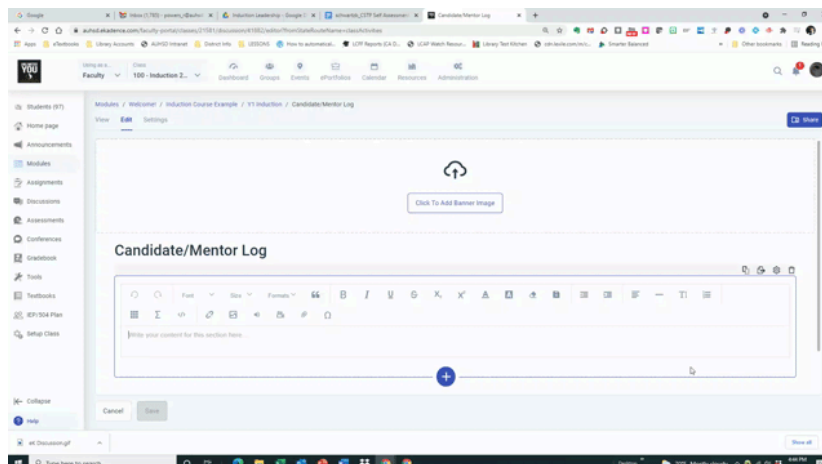
- Follow the same steps for creating your “SOS” page
- Add and name your new page “Essential Question”
- Check “Allow students to leave comments”
- Save and Publish Now

5. Create Your Candidate/Mentor Log (Video)

- Click on the 3 dots next to your newly created Y1 or Y1 Module
- From the pop-up menu, select “Discussions”
- Name Your Discussion with your “Full Name + Candidate/Mentor Log”
 - Ex: **Diana Fujimoto Candidat/Mentor Log**
- You can ignore all other settings, except, check “Share Outside of Class”



- Add a banner image (optional), but delete the pre-existing content block.
- Save



How to Build Your Portfolio in eKadence

Step IV. Publish Your Work

Congratulations! Now that you've set up all of the components of your eKadence Class/Portfolio, be sure that all of them are published.

- Click on Modules
- Check the Status column for each component
- If the status does not indicate green published, click on "Publish"
- From the popup menu, click on "Publish Now"

Modules	Status	Due	Progress	Actions
Y1 Induction	Published		0%	...
Pages				
1. Your About Me Page	Published			...
Pages				
2. Your Pre-Evaluation Page	Published			...
Pages				
3. SOS	Publish			...
Pages				
4. ILP Essential Question (1 question p...	Published			...
Discussions				
Candidate/Mentor Log	Published		0/97 submissions	...