

Instructional Technology News



Overton Earth Science vs. Old Man Winter By Doug Overton, North High School

Like a title match for the World Wrestling Federation (WWF) the two opponents sized each other up and quickly locked horns. Not unlike a wrestling match the bad guy, Old Man Winter, takes an early lead with a school closing. The vital timing of the attack -- the very day that Overton Earth Science had planned the 1st semester final exam review session -- seemed to be unrecoverable. With

cold arctic air breathing down my neck, semester final exams pressing down like an insurmountable weight, all seemed lost. Then, at the very last moment before defeat, our secret ally, Blackboard, jumps over the ropes to save the day.

Although comparing a WWF match to Blackboard use at North High School may seem a bit of a stretch, there are some noteworthy parallels that I might point out. The looming disruption of an over-

whelming opponent is something that adds drama and suspense to the match, just as teachers battle the many possible disruptions to our students' learning on a daily basis. Some disruptions are larger than others. But in the arena of "anything can and probably will happen" in both scenarios, it's the can do, don't quit attitude of the protagonist that pulls your bacon out of the fire.

To summarize the set up I found myself in, final exams

were scheduled for the next week, we faced potentially one or two days of school closings, a three day week-end was already in the works, I'm stuck in DeKalb, my teaching partner, Amy Litke, is stuck at home also, and thanks to necessary class activities we had not much, if any, wiggle room to prep kids for the tests. What to do??? Make the counter move and use virtual classroom -- one of the collaboration tools on Blackboard.

How did this work out?? Not so pretty in the beginning. We made the announcement Wednesday, not knowing for sure how virtual classroom

would really work. We told the kids that IF school closes tomorrow our usual after school help session will still be held. "How?" asked the students, looking confused. "On Blackboard, of course!", I said. Mrs. Litke, and I then informed the class that we were going to experiment with the Virtual Classroom and anyone interested in reviewing for the final exam could log on, follow the announcement course link, and have the teachers answer questions in regards to the study guide they already had in their possession.

Again, much like the time

before the big match when I finally took a second to think about all the mechanics and unknown details that always seem to raise their ugly heads, I stopped and said, "Oh Shnikeys!" (Or something to that effect.) In a mad dash during planning and free periods, I tried the program, sought the assistance of my most dear and valuable blackboard advisors, tried the program again and IT DIDN'T WORK! And I had to teach the final few periods of the day. Perhaps foolishly (but I like to think optimistically) I roll the dice and invite the students in my

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Special points of interest:

- Finals review on a snow day using Blackboard Virtual Classroom
- Welcome to Assistive Technology—Articles from Maureen Joy
- New Professional Development System—My Learning Plan
- Don't forget to check out the Great Web Sites section

The Infnitec Coalition by Maureen Joy, Assistive Technology Facilitator

You probably don't know this but D303 has been a member district of the Infnitec Coalition for several years.

But what the heck is Infnitec? And what can it do for me and my students?

According to the website, www.infnitec.org: "*Infnitec, Inc. is a joint effort of the United Cerebral Palsy Association of Greater Chicago and United Cerebral Palsy Associates, Inc., Washington, D.C.*

The UCPA Chicago program sponsors the Infnitec Web site and its many Infnitec Programs. Infnitec brings assistive technology to people with disabilities of all types, in the Illinois counties of Cook, DuPage, Lake and Kane.

The Mission of Infnitec is to advance independence and promote inclusive opportunities for children and adults with disabilities through technology."

As a member district of the Infnitec Coalition we are able to access a plethora of resources that range from lesson plans designed with UDL principles, to adaptive equipment for students to specialized trainings from nationally recognized specialists in the field of technology, to online teacher trainings where you can earn CPDUs while in your sweats!

As a D303 employee you can access these and many other resources by logging onto the My Infnitec website (www.myinfnitec.org/MyInfnitec/) and creating an account. You will only be able to do so with your d303.org email address.

Once you have established an account you can navigate the site to learn of the many, many offerings and opportunities available to us from the Infnitec Coalition. If you are interested in learning more or accessing the some of the re-

sources, you will need to contact your Assistive Technology Facilitator - that's me, Maureen Joy, at 630-587-7155 or mjoy@d303.org.

Next month we will take a closer look at the Learning Exchange on the Coalition website.



Continued from page 1 Overton Earth Science vs. Old Man Winter

remaining classes to the virtual help session. And, with some help before I left school on Wednesday, it seemed as if virtual classroom should work.

SO... school closes the next day, as you know. The chips are down - will this really work?? 2:30 rolls around and Amy Litke and I wait patiently to see if anyone logs in. Yes !!!..."Hey Mr. O...got some questions." Uploading the review guide to the white board (visible to all, including what I write on it) and fielding questions in a chat room fashion Amy and I are teaching in a virtual world! Kids are getting the help they need despite inconveniences seemingly out of my control. At 3:30 we wrapped up the session with a couple of quick "thank you's" and

speculation about school on Friday. Amy and I sign off with a virtual high five and I relax with a deep sigh.

Two of my most favorite things are helping kids learn and kicking butt. With some perseverance, technical support from my LRC and Technology friends, and a little risk-taking (like we encourage in the kids), I experienced both from home in the comfort of my living room with a cool beverage and my dog at my feet. Although a small victory, today it was mine!!

In every match there should be a moral to the story, or at the very least, a cliffhanger to get you to tune in next time. Well I'm planning another tag

team match -- Overton & Blackboard vs. Formative Assessment & Cumbersome Data Collection. The game plan is to take Blackboard Assessment Tools and climb to the third rope, jump off with a variety of engaging student questions, and pile drive the same old standardized test prep stuff face first into the mat. Game Over, Brother!



What is Web 2.0? By Rodney Mack, LRC Director

Web 2.0 is not a whole new internet. It is different from the internet we all started using a few years ago to find and retrieve information, in that it is collaborative in nature. For the most part, that type of interaction was previously one dimensional. It came to you from some other area of the web. Web 2.0 is different in that the communication is open and moving in many directions. With the old web we mostly searched and read. The new social aspect of the internet has turned it into a read-write-web. Tim O'Reilly pegged the term "Web 2.0" for this new type of social network at a conference a few years back and it stuck.

While sitting down to write an article about Web 2.0, I found myself getting lost in the explanations I was trying to give about many of the tools available. I believe the best way to share what Web 2.0 really is would be to share some of the popular sites used by educators.

Twitter: <http://www.twitter.com>

Twitter is a microblogger used by many to connect with people who have the same interests. It is called a microblogger, in that each entry has to be 140 characters or less. I have found many great web sites for use in education via the connections I have made using twit-

ter. Unlike a text-message that is normally intended for only one person, twitter sends your comment out to anyone who has chosen to 'follow' you.

Polleverywhere: <http://www.polleverywhere.com>

This site allows a person to set up online polling where people answer using text messages. As texting has become more and more popular each year, this tool is easy to set up and requires very little explanation on how to use. Answers are updated almost instantly.

Twiddla: <http://www.twiddla.com>

Twiddla is one of many interactive whiteboard sites available in the web. It is great for tutoring or collaborating with teachers or friends on math problems where the steps to solving are important. You can use images, pencil, paint, math formulas, chat and even voice when collaborating online with Twiddla.

Multicolr Search Lab: <http://labs.ideeinc.com/multicolor>

First off—I did spell the above correctly. This site is great for locating images of bright and vibrant colors. Many of the images are uploaded under the creative commons license which allows people to use them in their work as long as they give credit. What makes

this so unique is that you search for colors and not topics for the images.

AllofMe: <http://www.allofme.com>

This site allows you to create a timeline of your life from any digital assets you have, such as pictures, videos, blogs, documents or any internet page. You can then share this with others to view.

<http://www.go2web20.net>

This is a link that shows hundreds of the Web 2.0 websites available. You can also sort them by the topic you are looking for. Are you looking for fun Web 2.0, communication sites, travel sites, social bookmarking (my personal favorite—diigo.com), or anything? They have tagged so many pages it is a great place to start using Web 2.0. The best part about Web 2.0—it is FREE.

Give these sites a try. For most sites, you do need to register, but I can assure you they are private sites and do not spam or even email after registration. Play around and let me know what sites you are using. On almost all Web 2.0 sites I use the name rmack1272. I would be honored to have you 'follow', chat, collaborate or learn along with me.

New Web Based Professional Development System—My Learning Plan by Becky Small and Annette Sheehan

A new web based Professional Development system is being implemented for the upcoming spring enrollment. The system is called My Learning Plan. To view their website and learn more about the features of this new tool, please [click here](#).

The system has the functionality to manage both the in-house Professional Development offerings as well as college courses, conferences and the mentoring program. Educators in our district will

be able to view upcoming courses and workshops; register for them online; view their in-district portfolios; and request approval for out-of-district credit options.

We are currently working with the vendor to create the user accounts and import historical data into the system.

In addition, the course catalogue is being developed along with necessary input screens, specific to the way we do busi-

ness in District 303.

We expect the system to be live early in April just in time for the online enrollment for summer Professional Development.

We are looking forward to the implementation of this efficient system.



Infinite Visions by John Gridley

Infinite Visions

It is hard to believe that we are already into February and have been actively using the Infinite Visions software for over a month. We are allowing more users more access to the system each week. We are continuing to work on the remaining training schedule for those users that still require training. As our knowledge grows on the new system, we are better able to create the training materials and documenta-

tion that will assist all users as they begin to utilize the system to its full potential.

As of January 15th, all employees can view payroll information on the IVision web portal. If you need assistance in accessing this information, please contact the ITS Help Desk at 630-443-4357.



More from the back office of ITS... by Becky Small

The Network Team welcomes Ben Rodatz to their team! TR Biddle will be retiring this summer and Ben will be filling that open position. Ben has begun working with the network team to provide a seamless transition.

Cell phone users: if your battery runs down below its critical point your wireless data services and other important services will be shutdown by the phone to conserve power. So remember to keep your battery charged to ensure full functionality of your phone.

Network term of the Month: [TCP/IP](#).

TCP/IP is actually a combination of two protocols that work together to send data over the network. The first TCP is Transmission Control Protocol. And the second, IP is Internet Protocol.

These are just two of several protocols or languages used by networks and the World Wide Web. Another one that many people have heard of is HTML or hyper text markup language. Again, a language spoken by networks and browsers allowing users to send and receive data over a network or the World Wide Web.

So what is the formal definition of TCP/IP? Wikipedia offers this defini-

tion:

The TCP/IP model is a specification for computer network protocols created in the 1970s by DARPA, an agency of the United States Department of Defense. It laid the foundations for ARPANET, which was the world's first wide area network and a predecessor of the Internet.

The TCP/IP Suite defines a set of rules to enable computers to communicate over a network. TCP/IP provides end-to-end connectivity specifying how data should be formatted, addressed, shipped, routed and delivered to the right destination. The specification defines protocols for different types of communication between computers and provides a framework for more detailed standards.

TCP/IP is generally described as having four abstraction layers (RFC 1122). This layer view is often compared with the seven-layer OSI Reference Model formalized after the TCP/IP specifications.

So how are these protocols used in the grand scheme of data transfer over a network? Well lets begin by understanding the many components of a network and the TCP/IP Model. Please see Diagram 1 on Page 5 for reference.

All computers have a Network Adapter

which allows the computer to talk to the network, also called a NIC.

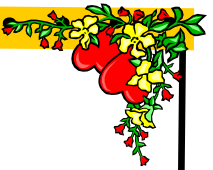
When the user is working in an application on their computer such as email and decides to send an email, the computer presents that information to the Network Adapter which then transmits the information via the TCP/IP Model to the network.

As you can see from Diagram 1 there are layers in the TCP/IP Model. Each layer adds information to the users outbound email. This additional information such as IP address simply tells the network the location of the sender of this email.

From there the different layers of the network decode the information in the email address to determine where to deliver the email.

So why don't you need to know the IP address of all the sites you visit on the internet?

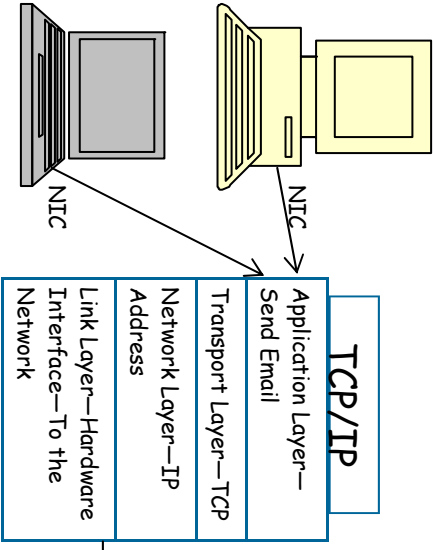
Well there is something called DNS which keeps track of which names and IP address are the same location. So even though you open your browser and type in www.google.com, you are still asking the network to take you to an IP address using TCP and other network protocols.



Continued from Page 4
More from the back office of ITS... Diagram 1

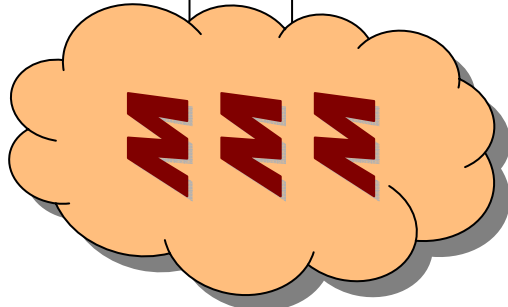
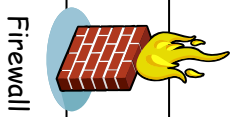
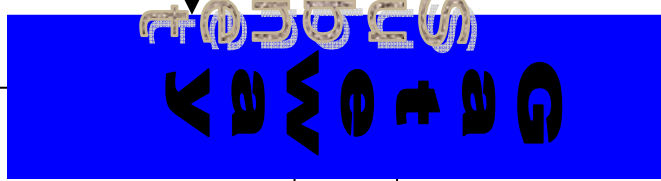
Intranet

In our District the IP Address is dynamically assigned each time a workstation is turned on. You receive an IP address on our local subnet which then tells other computers that you are part of our local network.



Computers have a device called a **Network adapter** or NIC which allows them to connect to the network. Each Network adapter has a unique **MAC address** or Media Access code. This identifies all devices on the network.

Internet



**St. Charles CUSD 303
Information
Technology Services**

We Invite you to share your experiences in the classroom using Blackboard or other Instructional Technologies

To submit an article for an upcoming issue, please email your submission to Rebecca.Small@d303.org

Special Thanks to this months editors: Carole Camp and Pat Sykora



Great Web Sites:

Crayon Physics—is a 2D physics puzzle / sandbox game, in which you get to experience what it would be like if your drawings would be magically transformed into real physical objects.

<http://www.crayonphysics.com/>

AT&T's 21st Century Learning Resources—

<http://www.kn.att.com/wired/21stcent/>

"Interactives" provides educators and students with strategies, content, and activities that can enhance and improve students' skills in a variety of curricular areas-

<http://www.learner.org/interactives/>

A blog on The Magic of Learning with Technology—

<http://langwitches.org/blog/>

ICT Digital Literacy site—KidsRGreen, 2009 Focus on Earth Charter

<http://www.kidsrgreen.org/krg.html>

Answers to Frequently Asked Questions...

How Do I.....Step by step guides:

In the October issue of the Instructional Technology Newsletter we featured the Step by step guides. These guides are located on the District web site and are viewable to staff after they login. Once logged into the district website, select [Departments](#) from the top menu -> a drop down menu will appear and you will select [Information Technology Services](#) -> then, along the left hand side of the Information Technology Services page click on [Step by step guides](#).

The Guides consist of printable documents and instructional videos. Areas covered are:

- **General:** topics such as password change, lock/unlock computer, create a PDF, Word Templates, Windows Movie Maker and Using your Laptop away from school
- **Printers/Copiers:** topics such as adding a printer, changing your default printer, Secure Printing to D303 Copiers and Scanning on

copiers

- **Outlook:** topics such as Archiving e-mails, saving emails to your home drive, creating a Distribution list and email with attachments
- **Blackboard:** topics such as Student Login and Enrollment Guide, Teachers Guide to Bb, Virtual Drive and Content Collection
- **Dash and Data Warehouse:** topics such as the Quick Reference Card, Security Level Change Request Form, Student Historical Report, Class Reports and Table View in Dash
- **Assessments:** Instructions for administering the 8th Grade Tech Assessment
- **At Home:** Installing Sophos at Home

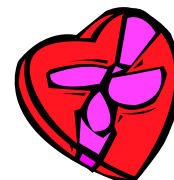
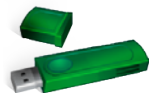
Materials are added on a regular basis. If there is a question that you would like to see answered and posted to the Step by step guides, please email your

request to Rebecca.Small@d303.org

How can I transfer files from my school computer to my home computer and back?

There are several ways to do this:

- Thumb drive, flash drive or jump drive—these drives have come down in cost and increased in storage size.
- Use the Virtual Drive in Content Collection in Blackboard. All teachers have a virtual drive under Content Collection in Blackboard. Using Web Dav Technology you are able to place documents or folders in your virtual drive in Bb and then transfer them to any machine you might be working from.



Danielson Framework E Portfolio Template in Blackboard— Sharing your Portfolio by Becky Small

This month we are continuing our discussion of the Blackboard E Portfolio tool and the Danielson Framework Template. We will focus on Settings, Share Portfolio and Comments.

If you would like to review how to create a Blackboard E Portfolio using the Danielson Framework Template, you will find this information in the December

Instructional Technology Newsletter beginning on page 4. You may view last months IT Newsletter by clicking this [link](#).

The Blackboard E Portfolio tool allows you to easily share your portfolio with your peers and/or your supervisor. You may also share your portfolio with "external users" such as a college professor or colleagues not in District 303.

Options involving comments allow you to make your comments private or make them viewable by anyone with whom you have shared your portfolio.

Lastly, you may package your portfolio to go. This option allows you to turn your E Portfolio into a stand alone web page that you may then display on any hosting site.

Featured Blackboard Tool—Settings, Sharing and Comments

1. **Modify Portfolio:** From the Modify Portfolio page you are able to select [Edit Settings](#), [Share Portfolio](#), [Manage Comments](#) and [Pack your portfolio to go](#). To begin we will explore the [Edit Settings](#) Option. Click on [Edit Settings](#).

Modify Portfolio: D303 Danielson Template

[Edit Portfolio](#)

Manage the properties and behavior of the Personal Portfolio.

- [Edit Properties](#)
- [Edit Styles](#)
- [Build the Portfolio](#)
- [Edit Settings](#)

[View Portfolio](#)

Icon Legend: Not Started
 In Progress
 Complete

[Share Portfolio](#)

Share this Portfolio with system users or external users by issuing passes.

[Comments](#)

Manage the comments for the Portfolio.

[Comments 0](#)

[Portfolio to Go](#)

[Package the Portfolio](#) to download and save it for storage or reuse.

2. **Settings:** The settings tab allows you to mark the status of your portfolio as Complete and determine the settings for sharing your portfolio and if comments are public or private. As stated in the Portfolio Status section, you may mark your Portfolio as complete. This does not prevent further editing and is for informational purposes only.

To Share your portfolio the [Available](#) Selection must be checked and saved. A portfolio which is not marked Available can not be shared. If you wish to keep Comments private you may check the Comments are Private check box.

Next Step is informational for the user. This option is available on all the tabs in Modify Portfolio and provides a visual cue as to the status of each tab. When you have completed a tab such as Build you may mark it [Complete](#).

When you click [Save and Exit](#) you will be taken back to the Modify Portfolio page.



Modify Personal Portfolio: D303 Danielson Template

Tabs may be visited in any order after the template has been saved once. Moving from one tab to another automatically saves information entered on a previous tab. Tabs may be marked complete or in progress by selecting a corresponding icon below.

Properties Style Build **Settings**

Edit Settings

basic.portfolio.properties.wizardStepInstruction.edit_settings=Settings control how others view and interact with this Portfolio.

1 Portfolio Status

Indicate whether the Portfolio is still a draft or considered complete. This setting will display to reviewers for informational purposes. Marking a Portfolio complete does not prevent further editing.

Complete

2 Share Portfolio Settings

Define access to the Portfolio. If the Portfolio is **Available**, it can be shared with others.

Available

Comments are Private

If checked, all comments will be hidden from users who can view the Portfolio.

3 Next Step

- Mark step as in progress
 Mark step as complete

* Required Field

Cancel

Save and Exit

3. **Share Portfolio.** To share your portfolio select [Share Portfolio](#).

Modify Portfolio: D303 Danielson Template

Edit Portfolio

Manage the properties and behavior of the Personal Portfolio.

[Edit Properties](#)

[Edit Styles](#)

[Build the Portfolio](#)

[Edit Settings](#)

[View Portfolio](#)

Icon Legend: Not Started
 In Progress
 Complete

Share Portfolio

Share this Portfolio with system users or external users by issuing passes.

Comments

Manage the comments for the Portfolio.

[Comments 0](#)

Portfolio to Go

[Package the Portfolio](#) to download and save it for storage or reuse.

To select users with whom you wish to share your portfolio, click on the [Share with Users](#) Link.

Share Portfolio: D303 Danielson Template

 [Share with Users](#)  [Share with External Users](#)  [Remove](#)  [Share with Courses](#)

Portfolio is not shared.

To share this Portfolio, select one of the actions above.

Now click [Browse](#) from section 1: Choose Users. This will allow you to search for individuals in Blackboard by their last name.

[PORTFOLIOS HOMEPAGE](#) > [MY PORTFOLIOS](#) > [MODIFY PERSONAL PORTFOLIO: D303 DANIELSON TEMPLATE](#) > [SHARE PORTFOLIO: D303 DANIELSON TEMPLATE](#) > [SHARE PORTFOLIO WITH USERS](#)

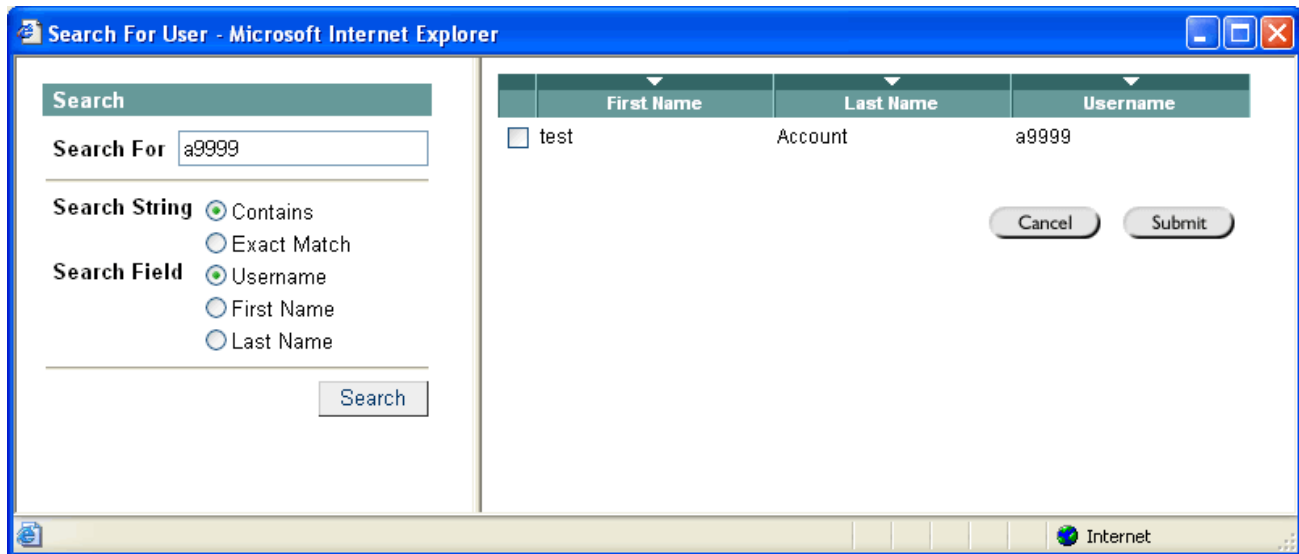
Share with User: D303 Danielson Template

1 Choose Users

To share this Portfolio, enter one or more Usernames or [Browse](#) to search. Separate multiple Usernames with commas.

* Username

Browse for Users: A popup box will appear and you may select to search on the users last name. Click [Search](#) and a list of users matching the search criteria will appear on the right. Click the [radio button](#) next to the appropriate name and click [Submit](#).



	First Name	Last Name	Username
<input type="radio"/>	test	Account	a9999

Send Email: In Section 2 you can choose to email an invitation to the users selected in section 1. Simply check the box next to [Send Email](#). Please note that if an email account does not exist in Blackboard for a selected user, this email function will fail.

2 Email Information

Notify the users above that this Portfolio has been shared with them.

Send Email

Subject


Becky Small has invited you to view the Portfolio: D303 Danielson Template To view the Portfolio, login to Blackboard and go to 'Received Portfolios'.

- Send copy of message to self
 Use blind carbon copy (Bcc:)

You may also share your portfolio with External Users such as a professor or a colleague outside of District 303. The external users email address is required. When you share your portfolio with an external user a link to the portfolio is sent via email to the external user. By clicking this link they will be able to view your portfolio and add comments. Remember—under Modify Portfolio -> Settings tab -> Section 2, you are able to make comments Private. If they are not set to Private anyone invited to view your portfolio will be able to see all comments.

To Share your portfolio with an external user click [Share with External Users](#).

Share Portfolio: D303 Danielson Template

 Share with Users  Share with External Users  Remove  Share with Courses

Portfolio is not shared.

To share this Portfolio, select one of the actions above.

OK

On this page you will enter the [email address](#) of the External User with whom you would like to share your portfolio. You will see check boxes allowing you to send yourself a copy.

You have the option of password protecting your invitation. It is recommended that you email the password in a separate email or Do Not include the password in the invitation generated by Blackboard.

Lastly you may set an expiration date. Once the expiration date is reached the link will no longer work.

Share with External Users: D303 Danielson Template

The Portfolio may be shared with people who do not have accounts on the system. A valid email address must be supplied for each recipient.

1 Email Recipients

Enter email addresses below. Separate multiple email addresses with commas.

2 Email Information

The Subject may be modified and additional text may be included. Do not modify the auto-generated links located in the Message body. The system will automatically replace PORTFOLIO_URL with the actual URL for the Portfolio.

Becky Small has shared a Portfolio with you

Becky Small has invited you to view the Portfolio: D303 Danielson Template Click the link below to view the Portfolio: D303 Danielson Template <PORTFOLIO_URL>

- Send copy of message to self
- Use blind carbon copy (Bcc:)

3 Portfolio Password

Portfolios may be password protected. Select whether or not to include the password in the email message. If the password is not included, provide Portfolio users with the password by other means.

Use password

Include password in email

For security reasons, send the Password in a separate email if you chose to use one.

4 Expiration

Determine the amount of time for which this share will be valid.

- No expiration
- Lifetime

5 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel

Submit

4. **Comments:** From the Modify Portfolio page you are able to Manage your Comments. Select [Comments](#).

Modify Portfolio: D303 Danielson Template

Edit Portfolio
Manage the properties and behavior of the Personal Portfolio.

- [Edit Properties](#)
- [Edit Styles](#)
- [Build the Portfolio](#)
- [Edit Settings](#)

[View Portfolio](#)

Icon Legend: Not Started
 In Progress
 Complete

Share Portfolio
Share this Portfolio with system users or external users by issuing passes.

Comments
Manage the comments for the Portfolio.
[Comments 0](#)

Portfolio to Go
[Package the Portfolio](#) to download and save it for storage or reuse.

If Comments exist you will be able to see a list of those comments on this page. You are also able to view each comment by clicking on the [link](#) under the Comment column. Remember—under Modify Portfolio -> Settings tab -> Section 2, you are able to make comments Private.

You are only able to Modify comments that you created either here using the [Add Comment](#) link or by adding a comment by Clicking on the Comment button in the Portfolio.

Comments

[Add Comment](#) [Remove](#)

	Date	Author	Comment	
<input type="checkbox"/>	01/28/2009 03:36 PM	Small, Becky	test	Modify
<input type="checkbox"/>	01/29/2009 11:35 AM	Small, Becky	My Comment	Modify

[Select All](#) [Go](#) | Items Per Page [Go](#)

[OK](#)

5. **Portfolio to Go:** This feature allows you to create a zip file of your portfolio and download the zip file to your computer or other storage media. Click on [Package the Portfolio](#).

Modify Portfolio: D303 Danielson Template

Edit Portfolio

Manage the properties and behavior of the Personal Portfolio.

[Edit Properties](#)

[Edit Styles](#)

[Build the Portfolio](#)

[Edit Settings](#)

[View Portfolio](#)

Icon Legend: Not Started
 In Progress
 Complete

Share Portfolio

Share this Portfolio with system users or external users by issuing passes.

Comments

Manage the comments for the Portfolio.

[Comments 0](#)

Portfolio to Go

[Package the Portfolio](#) to download and save it for storage or reuse.

Your portfolio will be immediately packaged into a zip file and you will see the Download Portfolio link appear. Click on the [Download Portfolio](#) link to download your portfolio.

Portfolio to Go

[Package the Portfolio](#) to download and save it for storage or reuse.



Success: Congratulations! The Portfolio has been packaged and is ready for download. Click the download icon below to save the Portfolio to your computer.

[Close](#)

[Download Portfolio](#)

Using the downloaded Portfolio

The Portfolio is contained in a .zip file. Windows users should double-click the zip file and select Extract. Macintosh users should double-click the zip file. Open the file named index.html to view. If buttons are used in the Portfolio Menu, they will become text links in the downloaded Portfolio.

Lastly please note that at anytime during the e portfolio creation process you may view your portfolio by simply clicking on the [View Portfolio](#) link.

Modify Portfolio: D303 Danielson Template

Edit Portfolio

Manage the properties and behavior of the Personal Portfolio.


[Edit Properties](#)

 [Edit Styles](#)

 [Build the Portfolio](#)

 [Edit Settings](#)

[View Portfolio](#)

Icon Legend: Not Started
 In Progress
 Complete

Share Portfolio

Share this Portfolio with system users or external users by issuing passes.

Comments

Manage the comments for the Portfolio.

[Comments 0](#)

Portfolio to Go

[Package the Portfolio](#) to download and save it for storage or reuse.

REMINDER: To open your portfolio or to start a new portfolio using the Danielson E Portfolio Template: From the My Courses Tab, locate the box titled: Content Collection: My Portfolios and click on [My Portfolios](#) just below the title.

Content Collection: My Portfolios

 [My Portfolios](#)

Then click on My Portfolios again and a list of your portfolios will appear. Click on Modify to the right of the portfolio you wish to edit.

For more information on creating a new portfolio, please see the December Instructional Technology Newsletter.