

Guidelines for Developing A Music Education ePortfolio Web Site

Step 1: Download the ePortfolio Template

This step downloads to your computer the template for the Kansas State Music Education ePortfolio.

- Go to the following web site and download the compressed folder.
<http://www.k-state.edu/musiceducation/portfolio08.zip>

or

- Go to the Music Education web site (<http://www.ksu.edu/musiceducation>), click on the “ePortfolio” link at the right of the page and click on the link titled “Download Compressed ZIP File of the EPortfolio” to download the compressed folder.

If you are using a Macintosh, the computer will download and automatically “unstuff” the file (it is a compressed file that needs to be expanded). This process creates a file titled portfolio08.zip and expands it to create a folder titled portfolio98 which contains many files. These will now appear on the Desktop.

If you are a Windows user, a compressed folder titled “portfolio08” will appear on your desktop. Inside of this folder is another “portfolio08” folder. You will need to pull this folder into your documents folder. Delete the empty, locked folder from your desktop. Then right click the “portfolio08” that you put into your documents folder. Select ‘properties’ and uncheck the box at the bottom that says ‘read only’. Before you click ‘save’, select the right pull-down menu choosing to apply this action to all folder contents. Then select ‘save’.

****If you are working on a computer that is not your own (324 music technology lab, etc.), SAVE the portfolio folder to your personal flash drive and delete the folder on the desktop. Use the folder on your flash drive from here on.**

Step II: Editing the ePortfolio Template

You should use NVu or Kompozer, which are free cross platform programs, or your own web-developing software such as FrontPage or Dreamweaver.

This step helps you begin the process of personalizing your ePortfolio.

- Open NVu. (If you do not have a copy, download at: <http://net2.com/nvu/> or <http://kompozer.net/download.php>)
- Click on the 'Open' button at the top of the screen
- Find your portfolio08 folder and open it. Then click on the file index.html to access what will become the home page of your personal ePortfolio.

The web browser window should now show the ePortfolio home page titled *Professional Portfolio*. You may now begin the process of editing your ePortfolio:

Changing the "Student Name"

- Highlight Student Name (*by double clicking or dragging the curser*) and replace it by typing in your name.
- **Save** this edited page (it updates the index.html file in your portfolio folder). ****Remember to Save your work often.**

Changing the Email Address & Link

- Highlight the email address (**student@k-state.edu**) and **replace** it by typing in your email address. Then highlight your email address and click on the **Link** tool (the chain links) in the top menu bar. In the small window, type your email address in the box titled 'Link Location', then check the box indicating that this is an email link and click 'OK':

Link Text
yourname@k-state.edu

Link Location
Enter a web page location, a local file, an email address, or select a Named Anchor or Heading from the popup list:
yourname@k-state.edu

The above is an email address
 URL is relative to page location

Choose File...

More Properties

Advanced Edit...

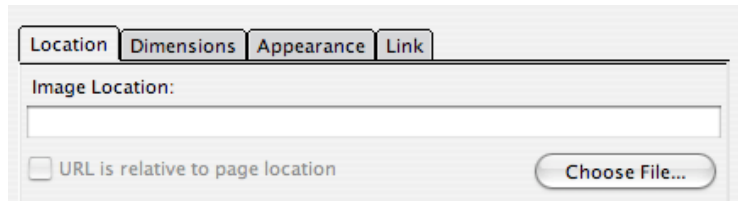
? Cancel OK

- **Save** this edited page (it will update the index.html file).

Adding Your Picture

IMPORTANT: First you must first save a digital picture (.jpg) to your **image folder** in the portfolio08 folder.

After you have done this, **double click** on the empty picture on the index page that you have up in NVU or Kompozer. A box will come up with a pane titled 'Image Location'.



Click **Choose File** and locate the photo in your image folder and **click** 'OK'. Your picture should appear. You might have to resize it so it looks appropriate. Delete the red words on the page and **Save** the file.

Musical Background

On the index.html page, insert your Musical Life History that you wrote in EDSEC_200. Make certain that the word document is single spaced so you don't transfer over double spacing to your webpage. Then select the entire history and choose 'copy' from your edit menu. Then go back to your index page in NVU or Kompozer, place your cursor where you want this placed and select 'Paste without formatting' from the edit menu. Then delete the instruction paragraph from the page. **Save** the file. This page is completed. (if 'paste without formatting' is not available, then quit the program, NVU or Kompozer, and use the other. This usually works solves the problem)

Editing the Philosophy page:

1. Open the philosophy.html page from the portfolio folder on your disk.
2. Replace the paragraph description and the red sentence with your philosophy (from your word processing document) using the same process as you did with the Musical Life History over.
3. Save the revised webpage.

Editing Entries: 2, 3, 4, 5, & 6 (nothing needs to be added to entry3.html, only the entry3part_.html pages)

1. Open the page that you wish to edit from the portfolio folder on your disk.

2. Type in the appropriate response to each question or information category. *(delete the instructions when you have completed the page)*
 - a. *For entry 5 you will link your lesson plans, teacher observation rubrics, and your reflections to each of the appropriate captions. For items created in Word, 'save as web page' or 'save as .html' into your portfolio08 folder before you link the file. Then link the appropriate caption to the web-page from which you want this file linked. If you have a document that cannot save as a web-page, you can save it or scan it into a .pdf file and attach this via the link tool. (The nice thing about web pages is that they come up faster and take less memory than a .pdf file. Please do not link .doc files because it requires the reader to download the file in order to see it)*
3. Save your revised webpage to your flashdrive.

Editing the Standards: 1-9

1. Open the page that you wish to edit from the portfolio08 folder on your disk.
2. **Do not delete the “Standard, Knowledge, and Performance” information from any of these pages.**

Type a short reflective essay describing your understanding of this standard and your development in this area. *(delete the instructions in red when you have completed the page)*

What makes an essay “reflective”? A reflective essay requires that you describe your understanding of the content standard and consider what the standard means to you as a music teacher. Describe how you fulfill the expectation of this standard and how you will use this knowledge and skills in planning future instruction. This reflective essays should “paint a picture” of your understanding of each standard and will be enhanced by cross-referencing specific evidence (artifacts) to support your reflection.

What kind(s) of evidence (artifacts) should be supplied? Items to consider might be graded assignments or tests, journals, lesson plans, course notes, lesson reflections, observation notes of student response to instruction, classroom-management plan, literature lists, the budget proposal, reports create in coursework, the student handbook assignment, the public relations brochure, compositions from class, quick-time movies of your teaching, mp3's of your recital, or any other assignment you have done in classes that can demonstrate your proficiency in the standard. Another form of evidence might be to compare/contrast future instructional planning in relation to state and national standards. Thus, the evidence you submit will likely vary across each of the content standards.

3. Each artifact should be clearly explained in the prose of your essay or as a separate description. The explanation must define to the reader what they will see if they click on the link.
4. Place the artifact you wish to link into your portfolio folder: ie. Word or .pdf document, quicktime .mov file, .mp3 file, .jpg file, web-page, etc. *(If you link a quicktime movie, choose 15 to 30 seconds of the movie and save it as a 'quicktime for the web' file so the total memory for each file will be about 5 megs)*
5. Click on the chain link icon at the top of the page.
6. A Link Window will open. Use the "Choose File" button and find the file in your portfolio08 folder to create the link.
7. Click "OK". You will return to your standards page with the Linked Text you typed in color and underlined.
8. Save the edited standards page to your disk.
9. When you publish each page you must also copy the files that you linked. It is very important that the linked file is transferred in the same place in your ePortfolio as it was linked.

Linking a Power Point Presentation to the ePortfolio

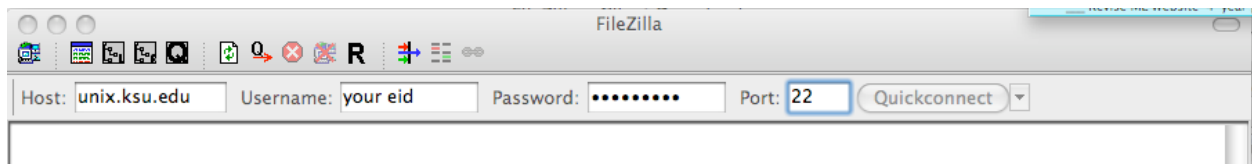
1. Open your power point presentation.
2. Choose the File menu and "Save as HTML" into your portfolio folder.
3. Powerpoint will lead you through the process. If you simply choose all the defaults, it will work.
4. Link the Powerpoint the same way other documents have been linked.

Step III: Publishing Your ePortfolio:

For either platform - use FileZilla

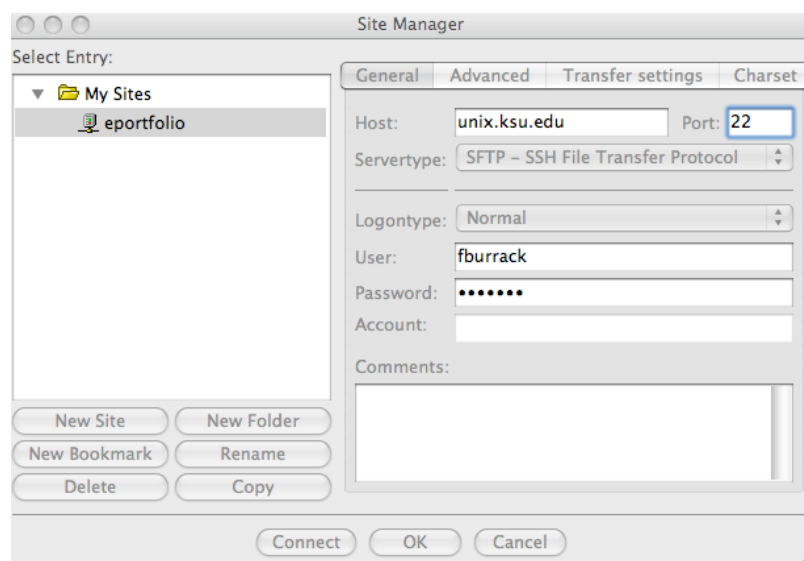
1. Start the program FileZilla: If you do not have this program, go to: <http://filezilla-project.org/download.php?type=client>
Download it to your computer.

2. Complete the dialog boxes as indicated below:
Host: unix.ksu.edu Username: (your eid) Password: (your password) Port: 22



3. Then select "site manager" in the file menu. In the dialog box, select "new site" and title it ePortfolio. Complete the rest of the dialog box as follows:

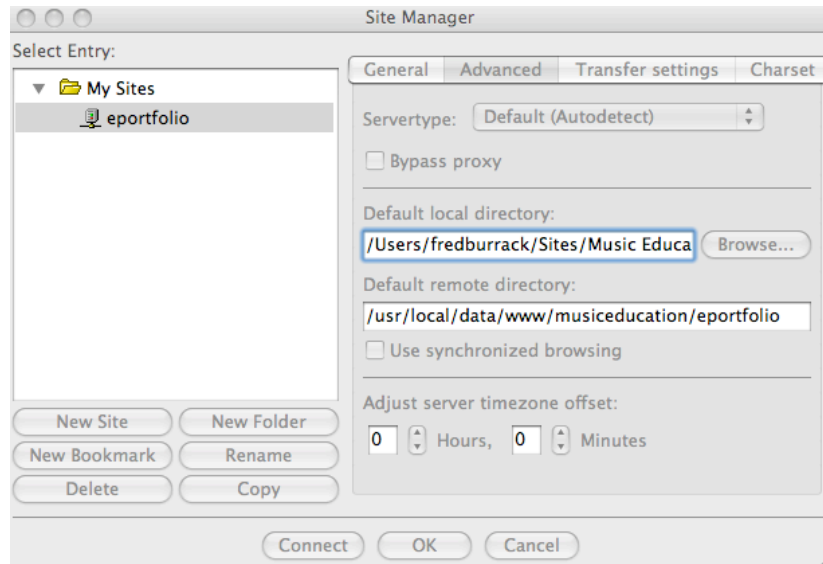
Host: unix.ksu.edu
Servertype: SFTP - SSH Secure File Transfer
Port: 22
Username: your eid
Password: your password
Leave other boxes blank



Click on “Advanced”. Select the ‘browse’ button to find your portfolio08 folder and select it and your path will show in the slot. The type the following under **Default remote director**:

/usr/local/data/www/musiceducation/eportfolio/eid

(where its says eid at the end of the path, this means your eid, not the letter eid)



Then push “**Connect**”

The portfolio08 folder will show in the left window and the server will show in the right window. All you need to is select everything from the left window and pull it into the right window. *(if you are transferring only a few files because you only changed a few, then pull those over and over-write what is online with your new information. Remember, if you linked something, the linked file must also be copied by pulling it over)*

Your portfolio is now on-line. You can see it by going to your browser and typing: http://www.k-state.edu/musiceducation/eportfolio/your_eid

(where its says your_eid at the end of the path, this means your eid, not the letters)

On a Mac – you can use Cyberduck

1. Start the program Cyberduck: If you do not have this program, go to: http://www.apple.com/downloads/macosx/internet_utilities/cyberduck.html
Download it to your computer.

2. Click the New Connection toolbar button or File → New Connection. If you want to open a connection in a new browser window, choose File → New Browser first.



3. Complete the dialog box as indicated below:

Change: FTP to SFTP (SSH Secure File Transfer)

Server: unix.ksu.edu

Port: 22

Username: your eid

Password: your password

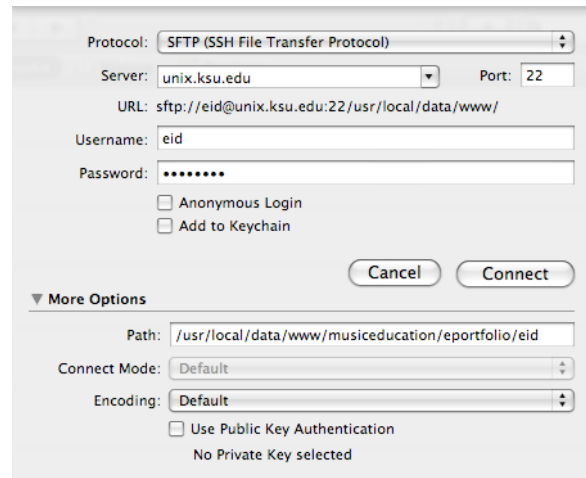
Do not check “Add to keychain” unless this is your computer

Leave other boxes blank

Click on the “more options” arrow to open lower portion of the window. In the space for Path, type the following (*where it says ‘eid’, this means your eid not these three letters*)

Path: /usr/local/data/www/musiceducation/eportfolio/eid

Then push “**Connect**”



If the following window comes up, click “always” and then you will not see this window again.



Leaving your Cyberduck window open, now move to your flashdrive and double-click on the portfolio08 folder. A window will open with the contents of the folder. Select all (⌘a) in the edit menu to select all the contents of the folder. Hold down your mouse and drag the entire contents of this folder into the Cyberduck window. This will copy all of the information to your site. *(do not pull the folder itself but the contents of the folder)*

Your portfolio is now on-line. You can see it by going to your browser and typing: http://www.k-state.edu/musiceducation/eportfolio/your_eid

If you are on a PC, you can use WinSCP. You can download this “free” from <http://www.k-state.edu/infotech/helpdesk/win32dl.html>. The host name and other information should be the same as above.

1. Start the program WinSCP.
2. Click on “Stored sessions” link in left panel. Complete the dialog box as indicated below:

Host name: unix.ksu.edu

Port: 22

Username: your eid

Password: your password

Click SFTP (allow SCP fallback)

3. Go to environment/directories and type in the path below as the remote directory, then save it.

Path: /usr/local/data/www/musiceducation/eportfolio/eid

Then push “**Login**”. In next window, click “**yes**”.

The frame that appears at the left is the local files. Open your portfolio08 folder in this window. The right frame is the remote files on the server. Drag all the contents of your portfolio08 folder from the local frame to the remote frame. Your portfolio is now on-line. You can see it by going to your browser and typing: http://www.k-state.edu/musiceducation/eportfolio/your_eid

If you have been using winSCP prior to Fall, 2008, you might have upload problems as a result of the servers changing on campus. To remedy this problem, your computer’s cache memory needs to be reset: **After you start winSPC, look on the menu bar.**

The 4th one over on the menu bar should be 'Commands'. Then select the command called 'Clear Caches'. This should take care of the problem.