Six steps to complete my self-introduction e-portfolio

Step 1: Prepare the script (please see Learning Resource1).
Step 2: Shoot the clip (Please see Learning Resource2).
Step 3: Edit the clip and transfer the file (Please see Learning Resource3).
Step 4: Sign into Blackboard → Content Collection → My Portfolios → Add Personal Portfolio (Remember Description fill in your class, English name, and seat number).
Step 5: Properties → Portfolio Style → Manage Content
Step 6: Share Portfolio → Share with Users (please fill in teacher ID)

♦ Learning Resource1: Last year student’s e-portfolio.
Freshmen Students’ self-introduction clip. (http://media.lib.fcu.edu.tw/show.htm)

Rules of borrowing equipment (General Education Center):
- Students who wish to borrow equipment must register 3 to 7 days prior at the General Education Center (Renyen Building, 10 F) to check availability. Below are the hours to collect borrowed equipment:
  Monday to Friday: 9:00~12:00, 13:30~17:00
  If the equipment is registered for overnight use, please collect it between 17:00~18:00.
  Time limit: 2 hours/person, small groups are allowed an extended period.

Media Learning Center, Second Floor, FCU Library

- This place provides the soft-ware and hard-ware facilities for video editing, animation, graphics design, color editing, sound editing, website maintenance, picture scanning, and information service.
- There is also an editing room and recording room.
- Please visit http://media.lib.fcu.edu.tw/facility.htm#04 for more soft-ware and facilities information.

E-mail: eportfolio@fcu.edu.tw | MSN 業務諮詢：eportfolio@fcu.edu.tw
服務時間：週一到週五 8:30~22:00 / 週六、週日 11:00~18:00
Learning Resource 3: How do I learn how to use multi-media software?

Option one: Using the Online Multi-media Self-study Course

<table>
<thead>
<tr>
<th>How to access:</th>
<th>Online Multi-media Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Just log on to Blackboard and start learning!</td>
<td># Graphics design (Photoshop, CorelDRAW, Indesign)</td>
</tr>
<tr>
<td># Website creation (Frontpage, Dreamweaver)</td>
<td></td>
</tr>
<tr>
<td># Animation (Flash, After Effect)</td>
<td></td>
</tr>
<tr>
<td># Video editing (Premiere)</td>
<td></td>
</tr>
<tr>
<td># Presentation materials (Power point)</td>
<td></td>
</tr>
<tr>
<td># Visual graphics (Photoimpact)</td>
<td></td>
</tr>
</tbody>
</table>

Second Option: Sign-up for workshops. Below is the link for courses and registration:


Learning Resource 4: How to create e-portfolio.

Please refer to the website for more details: http://eportfolio.fcu.edu.tw/makeep/guides.html

Information service

Information service: 04-2451-7250 ext. 2668
Information desk: FCU Library first floor Reference Desk
E-mail: eportfolio@fcu.edu.tw
MSN automated information service: eportfolio@fcu.edu.tw
Service hours: Monday to Friday 8:30~22:00, Saturday and Sunday 11:00~18:00

How teachers maintain students’ e-portfolios

**MUST DO**

- **Set the rules** for designing an e-portfolio (log on to Blackboard Content Collection ➔ My Learning Progress file ➔ create a new My Learning Progress file (title is unrestricted but please provide the following information: class, English name, seat number)).

- **Provide students with your teacher ID** number so they can share their e-portfolio with you.

**Check student e-portfolio**

Step 1: login blackboard ➔ content collection ➔ Received Portfolios
Step 2: Add Folder (by your class)
Step 3: Chose all you received Portfolios and move to folder.