Educational Administration and Educational Leadership E-Portfolio Guide

Throughout the Master of Education in Educational Administration and the Master of Education in Educational Leadership programs, you will be creating an e-portfolio. The e-portfolio provides you with an opportunity to exhibit the knowledge and skills you will obtain throughout your respective degree program. In each course (excluding the internship courses, for Educational Administration candidates only, EAD-519, EAD-529, and EAD-539), you will upload a minimum of two artifacts into your e-portfolio. Each artifact should be aligned to the ELCC standards and should be reflective of your accomplishments in that particular course in the areas of ethical conduct, positive relationships with others, effective decision-making, stewardship of school resources, and other aspects of school leadership.

You will add to the e-portfolio in each course to create a finished product to be evaluated in EAD-536.

Step 1: Select a website builder for your e-portfolio

The first step in creating your e-portfolio is to create a website. You may choose a website builder from the following list or use another tool of choice:

https://pathbrite.com/
https://www.foliospaces.org/
www.weebly.com
www.docs.google.com
www.portfoliogen.com

As you develop your web page, refer to the support documentation provided by the e-portfolio tool you choose. Some sites may offer more robust training resources than others.

Step 2: Structuring your e-portfolio

Within your e-portfolio you will be uploading artifacts that demonstrate your achievement in each area of the Educational Leadership Program Recognition Standards. You can review the standards on the National Policy Board for Educational Administration website at:


You will need to create a page within your e-portfolio for each of the standards (1-6) to which you will upload your artifacts. Create the following structure for your e-portfolio:
• Home Page/Introduction
• ELCC 1: Vision
• ELCC 2: Culture and Curriculum
• ELCC 3: Resources
• ELCC 4: Community
• ELCC 5: Ethical Leadership
• ELCC 6: Advocacy

Your homepage should be visually appealing and include an introduction to the site. It should also include the ability to navigate easily to each page within the portfolio.

Step 3: Uploading documents to your e-portfolio

Throughout the program, you will upload a minimum of two artifacts to upload to your e-portfolio. Examples of artifacts include, but are not limited to:

• Coursework
• Minutes of meetings you have led or been instrumental in
• Benchmark assignments
• Presentations and videos created

When uploading artifacts into the e-portfolio, select the ELCC standard to which it aligns. In addition, document your artifact as following header information:

   Name of Artifact:
   Date of Artifact:
   Course #:
   ELCC Standard Alignment Rationale (150 words maximum):
For each course, you will be required to upload at least 2 artifacts/documents. Below are total number of artifacts required by the completion of each class:

<table>
<thead>
<tr>
<th>Course</th>
<th>Artifacts Added to E-Portfolio</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAD-501 Educational Administration: Foundations for the Developing Leader</td>
<td>E-Portfolio website created</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Leadership philosophy</td>
<td>10</td>
</tr>
<tr>
<td>EAD-505 Education Law</td>
<td>Two artifacts aligned to ELCC</td>
<td>20</td>
</tr>
<tr>
<td>EAD-510 Education Finance</td>
<td>Two artifacts aligned to ELCC</td>
<td>20</td>
</tr>
<tr>
<td>EAD-519 Clinical Internship I: Learner-Centered Leadership (Ed Admin Candidates only)</td>
<td>Additional artifacts may be added but are not required.</td>
<td></td>
</tr>
<tr>
<td>EAD-513 Shaping School Culture</td>
<td>Two artifacts aligned to ELCC</td>
<td>20</td>
</tr>
<tr>
<td>EAD-520 Strengthening Curricular Programs to Promote Continuous School Improvement</td>
<td>Two artifacts aligned to ELCC</td>
<td>20</td>
</tr>
<tr>
<td>EAD-523 Developing Professional Capacity</td>
<td>Two artifacts aligned to ELCC</td>
<td>20</td>
</tr>
<tr>
<td>EAD-529 Clinical Internship II: Learner-Centered Leadership (Ed Admin Candidates only)</td>
<td>Additional artifacts may be added but are not required.</td>
<td></td>
</tr>
<tr>
<td>EAD-530 Improving Teacher Performance and Self-efficacy</td>
<td>Two artifacts aligned to ELCC</td>
<td>20</td>
</tr>
<tr>
<td>EAD-533 Developing and Empowering Instructional Leaders</td>
<td>Two artifacts aligned to ELCC</td>
<td>20</td>
</tr>
<tr>
<td>EAD-536 Strategic Leadership and Management in the Principalship</td>
<td>Two artifacts aligned to ELCC Final e-Portfolio Submission</td>
<td>60</td>
</tr>
<tr>
<td>Total Artifacts in E-Portfolio</td>
<td>Minimum 17 artifacts, including leadership philosophy</td>
<td></td>
</tr>
</tbody>
</table>

**E-Portfolio resources:**