San Antonio College
Department of Nursing
Student Electronic Portfolio

Electronic Portfolio Requirements for Nursing Students

Each nursing student will be required to create and maintain an electronic portfolio throughout the program. During each semester, assignments have been identified that will need to be added to your electronic portfolio. The portfolio will be shared at the end of the program to verify completion. Completion of the portfolio is required for releasing names to the Texas Board of Nursing affidavit to test for the NCLEX. For a list of required portfolio items check Nursing Student Handbook or see pages 4 and 5 below.

What's a Student Portfolio?

A student portfolio can be used for two main purposes. The first is a collection of academic work as a representation of achievement. This can be compiled by instructor-initiated assessments or student driven assembly. The second is a portfolio of achievements to share with potential employers. This can be part of an academic project primarily in the capstone or internship courses or as a student motivated plan.

What are Some Advantages to Having an Electronic Portfolio?

Some of the advantages to having an electronic portfolio include:

- Providing samples of your work to the employer
- Showcasing your course study, accomplishments, trainings, and experiences
- Adding visual impact to the verbal interview process
- Delivering information to the employer that sells you

What Items Should I Collect in an Academic Portfolio?

An academic portfolio is a collection of the major accomplishments and activities during your tenure with a college or university. It should highlight your

- Educational development – artifacts of assessed assignments;
- Contributions to the institution and/or community – services to the college, involvement with academic or service organizations, volunteer opportunities in college or community;
- Academic achievements – degrees, certificates, scholarships, awards.

CREATING A PORTFOLIO

Step 1: Getting Started

- Click on "Portfolios" tab at the top of the page.
- You will see either Assessment or Presentation view.
- Assessment View: If an instructor has assigned a portfolio for a class assessment, you will see this as an option from the "Assessment" view.
- Presentation View: This view allows you to create your own portfolio. Click on "Create Portfolio" to get started.

- It is required to enter a Portfolio Name and a Portfolio Description.
- Click "Create"

Step 2: Customizing the Title Bar

- The Edit button allows you to edit the Portfolio Name and Description.
- The Design button allows you to edit text color, background color and background image.
- The Preview button allows you to see what the portfolio looks like to others.
- The Share button allows you to share with instructors, cyber media and generates a URL to embed in emails and other documents.

Step 3: Creating Pages in Portfolio

a) **GALLERY PAGE**
- Click "Add Page"
- Click "Gallery Page"
- It is required to enter a Page Title and optional to enter a Description.
- Click "Save"
- To upload an image or document, click "Upload Image"
- It is required to enter a Title and optional to enter a Description.
- It is required to Drag a file or Click to select from your computer.
- Click "Add Card"
- Continue to add as many cards to this page.
- To upload a video link, click "Add Video Link"
- It is required to enter a Title and optional to enter a Description.
- It is required to enter a YouTube URL in Paste the YouTube link…
- Click "Add"
- Click "Add Card"
- Continue to add as many cards to this page.

b) **JOURNAL PAGE**
- Click "Add Page"
- It is required to enter a Page Title and optional to enter a Description.
- Click "Save"
- Click "Add Entry"
- It is required to enter under Add tittle to this journal entry and a Enter your journal entry here.
- Click "Save"
- For more entries, click "Add Entry".

c) **SIMPLE PAGE**
- Click "Add Page"
- It is required to enter a *Page Title* and optional to enter a *Description.*

PLEASE NOTE: The description box has a word limit, however, the text box after clicking "save" does not have a word limit.

- Click "Save"
- Enter your text in the box provided.
- Click "Save"

SHARING THE PORTFOLIO

To share the portfolio with the instructor, view the portfolio from its homepage then:

- Click "Share" (greenish tab in upper right corner in the banner)
- In the Share with Instructors area, type in the instructor's name or select from the Instructors in This Term area
- Click "Save"

To share with an outside source including connecting to Facebook, Twitter, Google+, and LinkedIn, view the portfolio from its homepage then:

- Click "Share" (greenish tab in upper right corner in the banner)
- Click the box to Make This Portfolio Public
- Copy and paste the URL link (on right) to embed into emails, applications, etc. to allow visitors to view the portfolio and click "Save", or
- Click on the tabs for Facebook, Twitter, Google+, or LinkedIn and follow prompts in that site.

Electronic Portfolio Requirements for Nursing Students

Each course must be represented by at least one artifact in your ePortfolio. You may add additional information and or documentation of skills that allow the reviewer to see specific examples of your uniquely personal examples of your preparation for the nursing profession. Be creative in displaying your accomplishments toward gaining marketable skills from the beginning of the nursing program to program completion. Both tracks have a list of required uploads as indicated below.

GENERIC TRACK

LEVEL I – REQUIREMENTS

- **Create your Portfolio in eLumen**
- Professional Photo
- Establish a Personal Profile – Be Creative
- Create a Reflective Journal

Upload a minimum of one of the following:
- RNSG 1430 – The Course Exemplar Presentation
- RNSG 1125 – "Why I Chose Nursing as a Career"; A 2-page Evidence Base Practice Assignment
- RNSG 1161 – Upload the Patient Teaching PROJECT

LEVEL II – REQUIREMENTS

Upload a minimum of one of the following:
- RNSG 1533 – Exemplar Presentation
- RNSG 2362 – Patient Teaching Project
- Add a 2-page reflection on the progress of your journey toward professional nursing

Level III – Requirements

Upload a minimum of one of the following:
- RNSG 1538 – Exemplar Presentation
- RNSG 1137 – "Professionalism in Nursing Practice; A Personal Reflection" – A 2-page Evidence Base Practice Assignment
- RNSG 2363 – Patient Teaching Project

Level IV – Requirements

Upload a minimum of one of the following:
- RNSG 2539 – Exemplar Presentation
- RNSG 2138 – The "Evidence Base Practice Paper" Assignment (that demonstrates clinical reasoning and evidence-base practice outcomes as the basis for decision-making and comprehensive, safe patient-centered care
- RNSG 2360 – Patient Teaching Project
- *MANDATORY- **Upload A 2-page reflection to your Reflective Journal about your personal journey to complete the nursing program and enter the field of nursing. Include your plans to continue your education***

CAREER MOBILITY TRACK

Level I CM – Requirements

- Professional Photo
- Establish a Reflective Journal

Upload the following:

- RNSG 1424 –
- RNSG 1216 – A 2 -page entry on "Why I Decided to Go Back to Nursing School"
- RNSG 1128 – Students will post a video of one focus area assessment in either the neurological, pulmonary, cardiac, or gastrointestinal systems.
- RNSG 1263 – Patient Teaching Project
- Add a 2-page reflection on the progress of your journey toward professional nursing

Level II CM – Requirements

Upload the following:

- RNSG 1533 – Exemplar Presentation
- RNSG 1137 – an assignment from the Communication Concept
- RNSG 2362 – Patient Teaching Project
- Add a 2-page reflection on the progress of your journey toward professional nursing

Level III CM – Requirements

Upload the following:

- RNSG 2539 – Students will post a video of a Head-to-Toe assessment with one focus area assessment in either the neurological, pulmonary, cardiac, or gastrointestinal systems.
- RNSG 2138 – Clinical Reasoning paper
- RNSG 2360 – Teaching Project
- *MANDATORY- Upload A 2-page reflection to your Reflective Journal about your personal journey to complete the nursing program and enter the field of nursing. Include your plans to continue your education*