

## University of Denver Master's in Library & Information Science Program

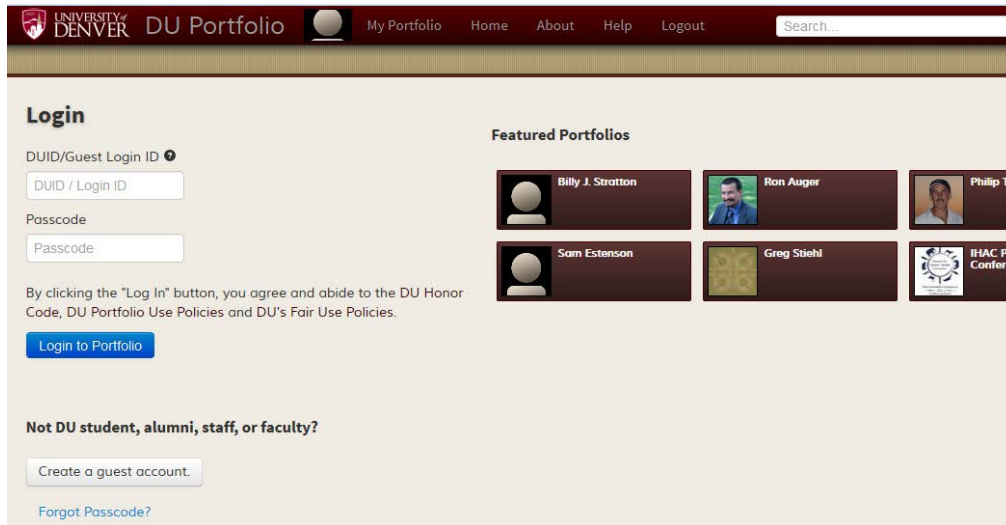
### Instructions for Formatting Your Student Portfolio

We have replaced the LIS Comprehensive Exam with a student portfolio in order to better assess if the LIS program is providing the best learning experiences for you to achieve the MLIS learning outcomes (See "LIS Student Handbook," pages 6-7). Therefore, we need to collect evidence from each student. This portfolio, which consists of designated assignments in your LIS required courses and a personal profile, will be used to assess the program's success in meeting our responsibilities. The LIS faculty will be reviewing this body of evidence in its entirety. That way, we will be able to determine if a course or other learning experience needs to be changed in order to help students meet the program learning outcomes. This collection and review of evidence is a critical component in maintaining ALA accreditation.

These instructions are for the Evidence only. Screen shots for the major steps in this process are found beginning on page 2. Of course, you may add whatever other items you wish to your Portfolio.

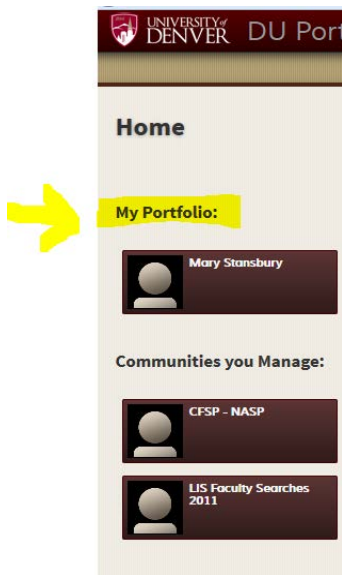
1. Login to portfolio.du.edu
2. Select the portfolio that is under your name
3. Go to the "Add Category" action choice
4. Add a Category and name it **Assessment**. You should now have a tab labeled Assessment.
5. Go to the Assessment tab.
6. Select Add Item.
7. Select Add Folder
8. In the dialog box, you need to select the Category, which is Assessment. You also need to select the security level; choose University.
9. You'll create a set of folders. Label one folder **Professional Profile**. You also need a folder for each of the required classes: LIS 4000; LIS 4010; LIS 4015; LIS 4040; LIS 4050; and RMS 4900.
10. Professional Profile folder should contain the following documents:
  - a. Introduction to Portfolio – A brief description of yourself, including 2-3 professional goals.
  - b. Current Resume
  - c. Coursework Plan
  - d. Annual Review Self-reflection Essays (one for each year in the program)
  - e. Culminating Activity (Capstone or Practicum) Product(s)
  - f. Culminating Self-reflection Essay. In your last quarter, you need to create 1-2 paragraph essay that addresses the following aspects:
    - i. Description of how you see the connection of each of the MLIS learning outcomes to professional practice; and,
    - ii. Reflection on your achievement of this learning outcome.
11. When you're ready to add documents to a folder, go to Edit Folder.
12. Select "Add Files"
13. Choose the designated documents for each folder and upload.

## Step 1

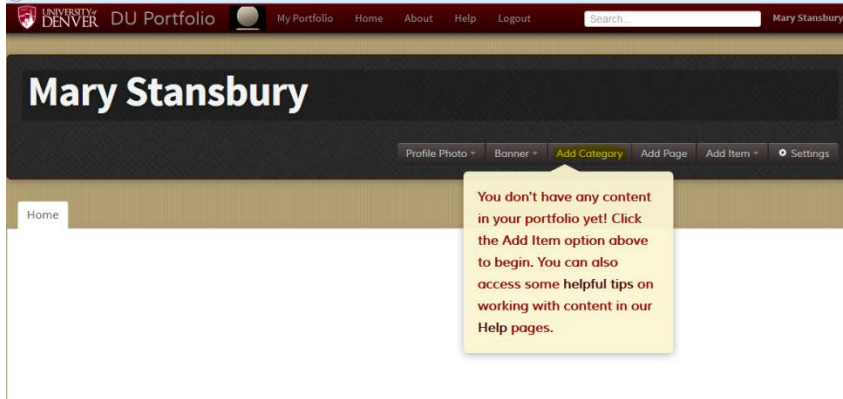


The screenshot shows the top navigation bar with the University of Denver logo, 'DU Portfolio' title, and links for 'My Portfolio', 'Home', 'About', 'Help', and 'Logout'. A search bar is on the right. Below the navigation is a 'Login' section with a 'DUID/Guest Login ID' label, a text input for 'DUID / Login ID', and a 'Passcode' label with a corresponding text input. A blue 'Login to Portfolio' button is below the inputs. A disclaimer states: 'By clicking the "Log In" button, you agree and abide to the DU Honor Code, DU Portfolio Use Policies and DU's Fair Use Policies.' Below this is a link for 'Forgot Passcode?'. To the right is a 'Featured Portfolios' section with six portfolio cards: 'Billy J. Stratton', 'Ron Auger', 'Philip Tec...', 'Sam Estenson', 'Greg Stehl', and 'IHAC Pro Conferen...'. Below the login section is a 'Not DU student, alumni, staff, or faculty?' section with a 'Create a guest account.' button.

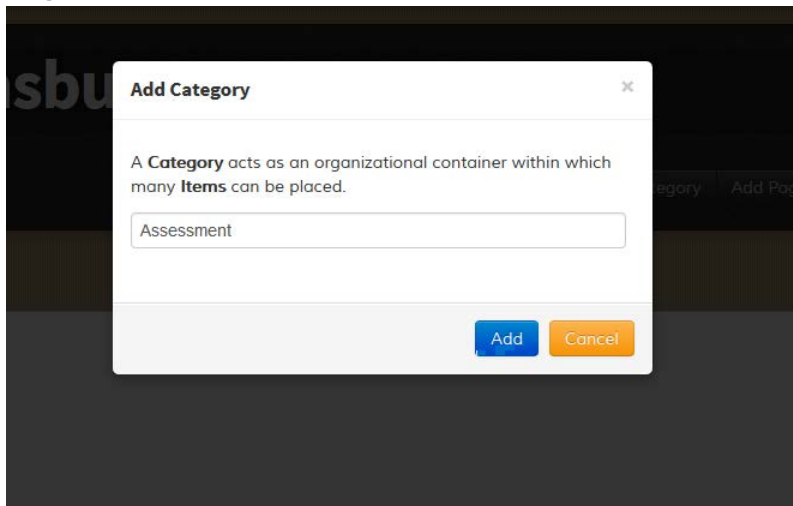
## Step 2



### Step 3

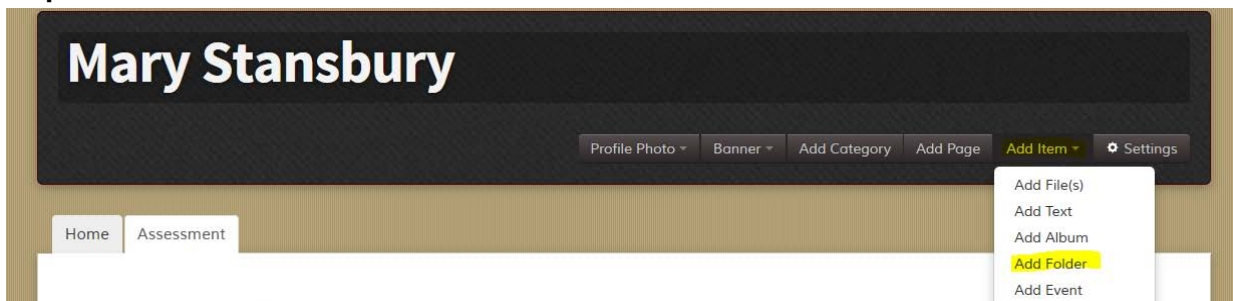


### Step 4



### Step 5 (No screen shot)

### Steps 6 and 7



**Step 8 (You'll repeat this action for each of the folders you need for the required classes.)**

**Add Folder** ✕

Multiple **Items** can be uploaded within this container, once it has been created.

Category: ⓘ

Security: ⓘ

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Title:

**Note:** Immediately after the creation of this container, you will be prompted to choose **Items** for inclusion.

**Step 8, cont'd.**

**Edit Folder** ✕

**Professional Profile** University

You can upload up to 15 files at a time (any more than 15 will be ignored).  
Files greater than 60megs will be ignored as well.

## Steps 9-13

