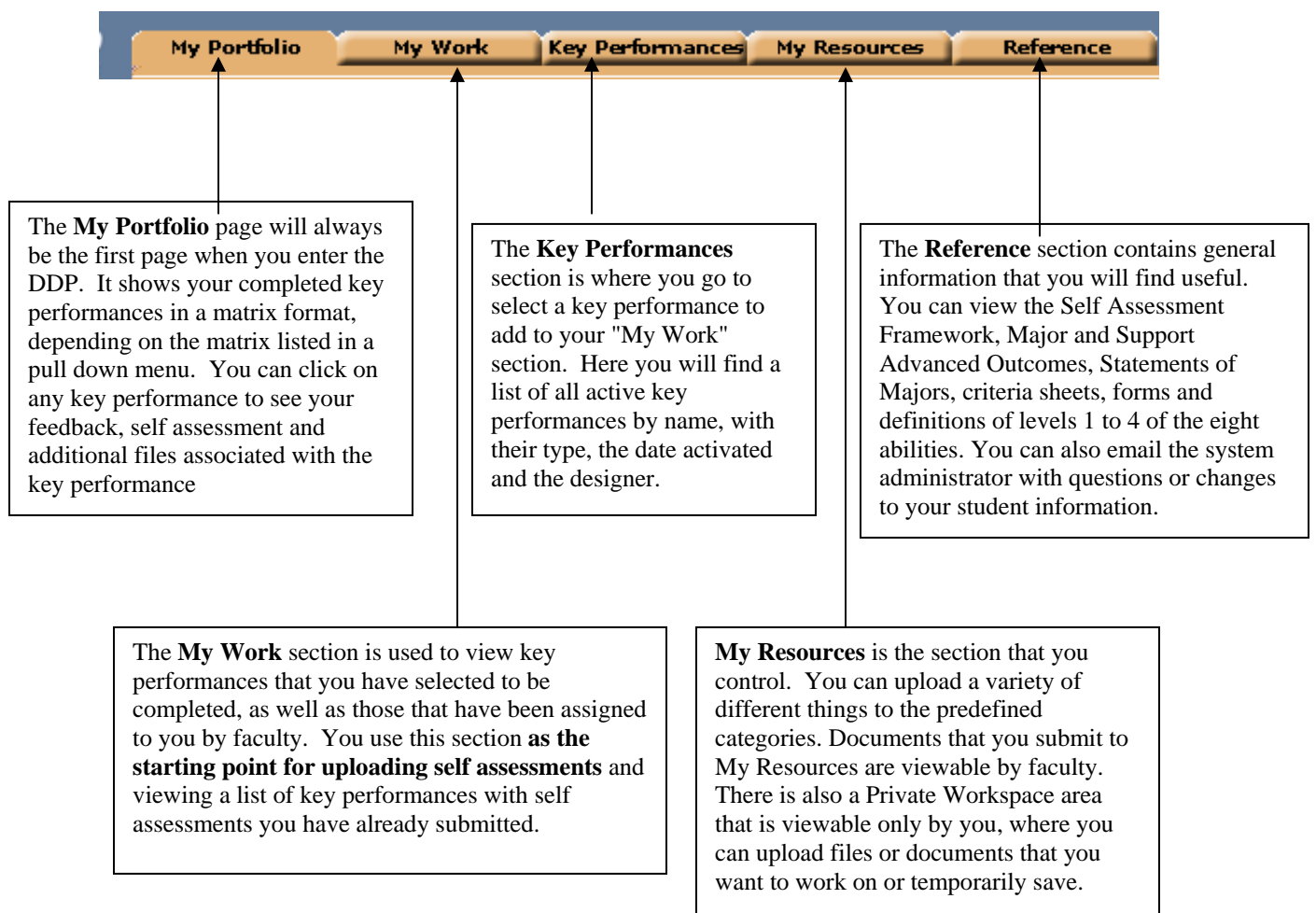


## Chapter 2 – The Diagnostic Digital Portfolio

### Diagnostic Digital Portfolio Overview

The Diagnostic Digital Portfolio is a Web-based electronic tool that allows students and faculty to submit key performances and then use these key performances to reflect on development of the student's learning across abilities and courses.

The DDP is broken into sections that are accessible by clicking on the main tabs on the top of the screen.



Clicking on your underlined **name** on the left side of the screen will bring up your student information.

## Logging on to the DDP

**You must have a working Alverno Network user name and password to use the DDP**

**If you are accessing the DDP from Alverno, you must log on to the Alverno network first!** The DDP operates with your username and password for the Alverno network. That means your DDP password **is the same as your Alverno network password!**

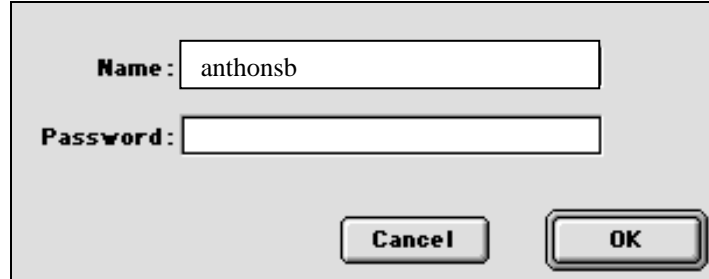
You **must** have completed the orientation to the Computer Center during which you changed your network password **to use these directions!**

### Student Log On:

1. Open a browser. To launch Internet Explorer, click **Start, Internet Explorer**
2. Once your browser is open, type the following web address (URL) in the box next to **location:**

**ddp.alverno.edu**

3. You will then be at the opening page of the DDP. Click on the tab that says **Enter DDP**.
4. A logon window will appear:



The screenshot shows a logon window with a light gray background. It contains two text input fields. The first field is labeled "Name:" and contains the text "anthonsb". The second field is labeled "Password:" and is empty. Below the fields are two buttons: "Cancel" on the left and "OK" on the right.

5. In the box next to **Name:** type in your DDP user name, which is the same as your Alverno network user name. For Susan B. Anthony the name would be: **anthonsb**. In the box next to **Password:** type in your Alverno network password and click **OK**.

## Submitting A Self Assessment

1. Log into the DDP
2. Click on the **Key Performances Tab**.

Key Performances

28 records found, displaying records 1 through 10

Name	Designer	Date Activated	Type
<b>A 100 1 1 1</b>	Linda Faculty	8/14/03	Class
<b>A 221</b>	Linda Faculty	10/13/03	Class
<b>AC 101 CPA</b>	Linda Faculty	10/15/03	External
AC 121	Linda Faculty	9/16/03	External
AC 222	Linda Faculty	9/13/03	External
<b>CM 100 1 1 1</b>	Linda Faculty	10/9/03	Class
CM 100 1 1 abc	Daniel Gomoll	10/6/03	Class
CM 100 1 1 new task KP	Daniel Gomoll	9/23/03	Class
<b>CM 101 1 1 KI</b>	Linda Faculty	9/9/03	Class
CM 111 22	Linda Faculty	9/13/03	Class

Current Page: 1 | Next 10 >>

**Bold Key Performances already located under MY WORK tab**

3. Locate the Key Performance you have been asked to complete. **Note:** You may have to select a different page or click the **Next 20** Button to locate your Key Performance. For this example we will use AC 101 CPA.
4. Click on the Key Performance. The Key Performance Design will appear so you can make sure it is the correct Key Performance. Click on **Add To My Work Tab**.

**Note: If you cannot click on the key performance (it is bolded and not underlined) then the Key Performance has already been added to the My Work Tab. Click on the Add To My Work tab and go to step #6.**

Key Performance	Type	Created	Activated	Status
AC 101 CPA AC 101 CPA	External	10/29/99	10/29/99	active

**Designer** Ability Department  
**Title** Communication Placement Assessment  
**Description** The student produces samples of her reading, writing, quantitative and computer literacy. Then, she assesses each performance herself. During an individually scheduled feedback session, the student receives feedback on how well she self assessed.  
**Criteria** The ability to identify own strengths and weaknesses as a communicator.

Add To My Work Tab | Return To Design List

5. You will see a **Submitted – Thank You Message** on the screen for approximately 3 seconds and will be taken to the **My Work Tab**. You will see the Key Performance you added. In our example AC 101 CPA is now visible in the **My Work Tab**.

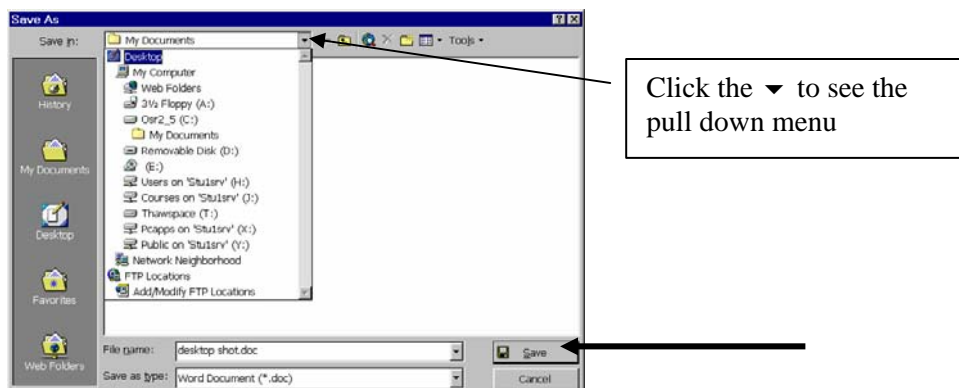
<u>Name</u>	Type	Date Added	Date Submitted	Remove Key Performance
<u>AC 101 CPA</u>	External	7/2/04	N/A	Remove
<u>AC 111 11 11 11</u>	Course	1/10/04	N/A	
<u>AH 150.2</u>	Course	3/22/04	N/A	Remove
<u>AL 645 Mentoring Handbook</u>	Course	7/1/04	N/A	Remove
<u>ELS 300</u>	External	3/4/04	N/A	Remove
<u>PCM 130 Best of semester pap</u>	Course	4/29/04	N/A	Remove

- Click on the underlined **name of the key performance** (Example= AC 101 CPA). A screen that describes the key performance and gives you the criteria will appear.
- Scroll down towards the bottom of the screen. Click on the underlined **Self Assessment Template** to see the questions you will need to answer.

**ONLY ONE FILE CAN BE UPLOADED TO SELF ASSESSMENT**  
Multiple files can be uploaded to the Work area.

Self Assessment	Self Assessment Template	Primary Feedback
File Name	Time Submitted	Grace Time (Min)
No Files Selected		No Files Selected
<input type="text"/>	<input type="button" value="Browse..."/>	

- Microsoft Word will start and you will be viewing a template for your self-assessment. **Make sure you enter your name on the document. Note: Microsoft Word opens inside of the browser**, so you will still see the browser buttons on the top of the screen.
- Complete the self-assessment. You **must save** your key performance self assessment in Microsoft Word to upload it to the DDP. You can save your self assessment to a disk or to your network home directory (H drive), or to your hard drive if you are at home. To save your self assessment:
  - Click **File, Save AS**. Locate the place that you want to save your self assessment (network home directory or other drive), by clicking on the upside down triangle.



- Once you have selected your Home directory or other drive, type in a new name for the file, or leave the default name. **Click the SAVE button. Make sure you know the name and where you saved the file so that you can locate it again to upload it to your DDP.**

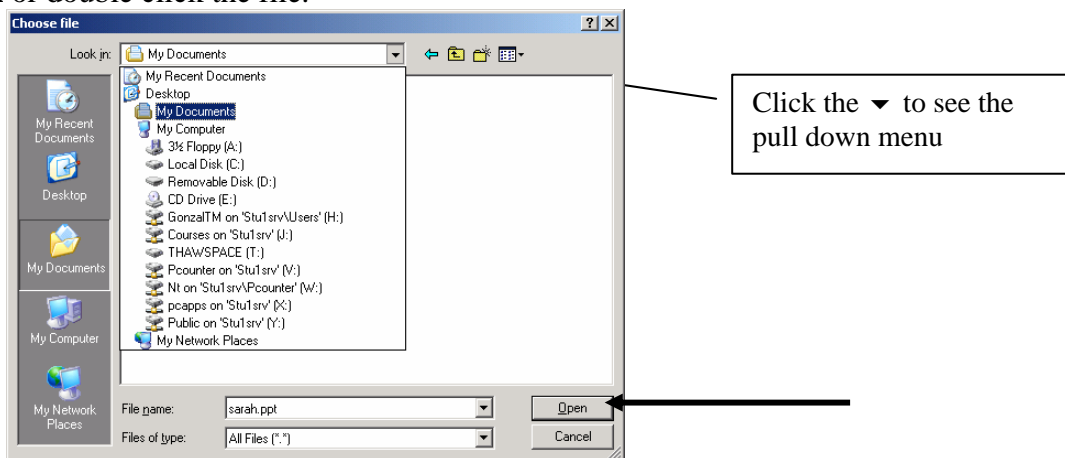
11. When you have saved your self assessment, click the **Back Button** on the browser. You may receive a warning that you have not saved your file. As long as you know you have saved it, click **Cancel**.

**ONLY ONE FILE CAN BE UPLOADED TO SELF ASSESSMENT**

Multiple files can be uploaded to the Work area.

Self Assesment		Self Assessment Template		Primary Feedback	
File Name	Time Submitted	Grace Time (Min)		No Files Selected	
No Files Selected					
<input type="text"/> <input type="button" value="Browse..."/>					

12. You are now ready to **upload** your completed self assessment to the DDP. Click on the **Browse** Button under **Self Assessment**. A dialog box will appear and you will need to select your file. The dialog box to **select** your self assessment is similar to the dialog box you used to **save** your self assessment. Locate your file, click on the file to highlight it and then click **Open** or double click the file.



13. Once you click **Open** you will be back at the screen in number 11 above. The browser will work for a second, and then you will see your file uploaded. You can click on your self assessment to open it and make sure it is the correct one. **Note:** The number under **Grace Time** is the amount of time you have to **remove/change** your file. Once the **Grace Time** has expired, or your instructor has completed the key performance by uploading your feedback, the file **cannot** be removed.

**ONLY ONE FILE CAN BE UPLOADED TO SELF ASSESSMENT**

Multiple files can be uploaded to the Work area.

Self Assesment		Self Assessment Template		Primary Feedback	
File Name	Time Submitted	Grace Time (Min)		No Files Selected	
<u>MySelfAssesment</u>	10/15/03 7:00 AM	1000	<a href="#">Remove</a>		
<input type="text"/> <input type="button" value="Browse..."/>					

14. When your instructor or assessor has completed their work (uploaded feedback and given you a performance status), you will see the key performance name in your **Matrix Portfolio view**. To view your feedback, click on the key performance name on your matrix, under the **My Portfolio** tab. Scroll down, and you will see an underlined file under **Primary Feedback**. Click on the file to open it.

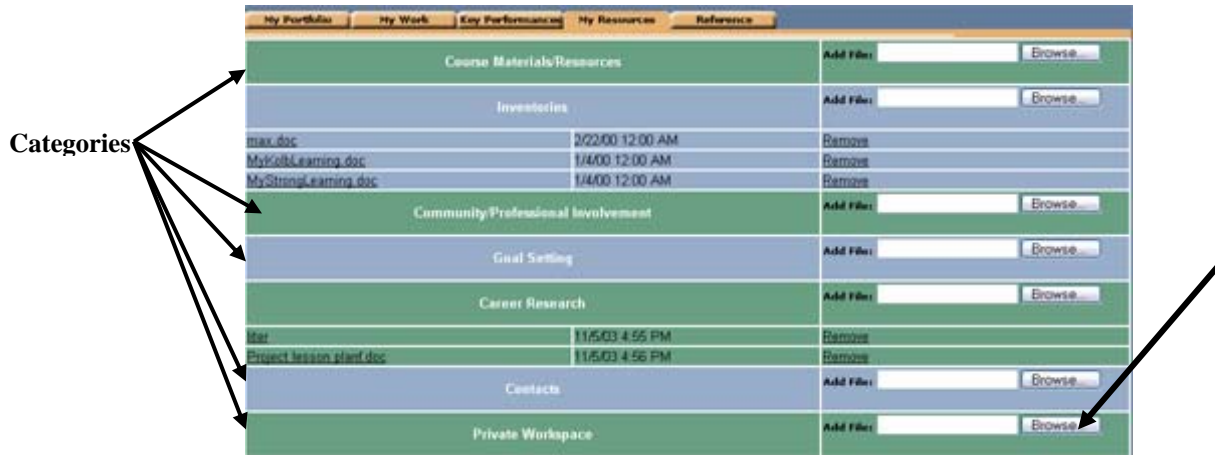
Primary Feedback	
File Name	Time Submitted
<u>AC101Feedback.doc</u>	10/20/03 3:20 PM

NOTE: Your feedback from instructors/assessors will not be visible until you upload your self assessment.

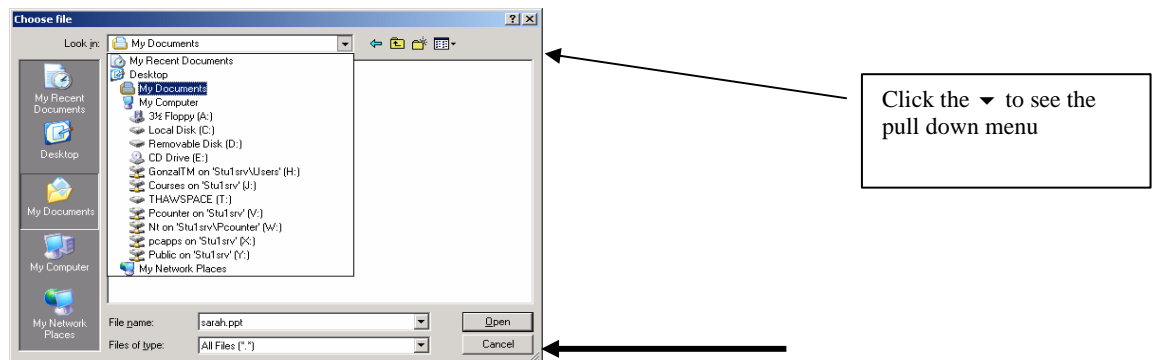
## Uploading a File to My Resources

The My Resource area is a place for you to upload files and documents. There are various categories listed, along with a private workspace. All files are visible to faculty **except** those located in the Private Workspace. In order to upload files to My Resources, you must be logged into the DDP.

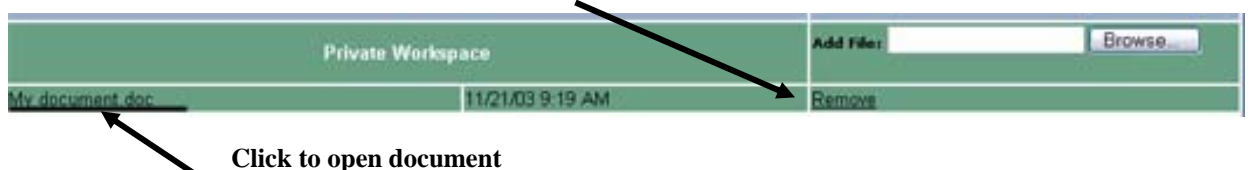
1. Click on the **My Resources** tab. In the example below, the student has several files located under the Inventories category. (Note: your categories may be different).



2. To add a file, click on the browse button associated with the appropriate category. In our example we selected the Browse button associated with **Private Workspace**.
3. Locate the file you wish to upload (from a disk, your home directory, hard drive, etc.) and click the **Open** button.



4. The browser will work for a few seconds and you will be returned to the **My Resources** tab and your file will be visible under the category you selected. You can open the document by clicking on it, or remove it by clicking on **Remove**.



## Connecting a Key Performance to a Matrix

Students can connect a key performance to certain matrices, depending on their availability. You can connect a completed key performance (visible in the My Portfolio tab) at any time and you can connect a key performance you are working on (visible in the My Work tab). The process is the same for each.

1. Locate the key performance you wish to connect to a matrix. You do this from either the My Portfolio tab or from the My Work tab. For this example we will use the **My Portfolio** tab and ED 201 sp2002 as the key performance to connect to a matrix.

Completed Key Performances for: Abilities Matrix

	Level 1	Level 2	Level 3	Level 4
Communication	AC 101 CPA - R, W, S, L, Q, C	CM 110 1 Book Review - R, W CM 110 1 test - W CM 111 all sections - W	AH 150 1 abilities assessment - ICM CS 200 3 3 project - ICM CS 270 1 4 final project - ICM ED 210 - ICM LA 221 abilities assessment - ICM LA 282 - ICM, Q	CMT 300 1 project - ICM, T
Analysis	AC 110 1st WEC Ext. LA 221 LA 282	AC 110 1st WEC Ext. CM 110 1 Book Review LA 221 LA 221 abilities assessment LA 282	AC 110 1st WEC Ext. AH 150 1 abilities assessment ED 201 sp2002 LA 221 LA 221 abilities assessment LA 282	CS 270 1 4 final project ED 201 sp2002 LA 282
Problem Solving	AC 110 1st WEC Ext. SC 119 1	AC 110 1st WEC Ext.		CS 270 1 4 final project

2. Click on the key performance you wish to connect to a matrix. In this example we will use ED 201 sp2002. A description of the key performance will appear. Scroll down to the bottom of the screen and locate the section **Student Selected Matrices**.



3. Use the pull down menu to select the desired matrix. In this example we have selected **Education Standards**. Once you have selected the matrix, click the **Add Matrix** button.

- A screen with the matrix detail will appear and you can select the appropriate choices for your key performance. In our example, the second and third Education Standards have been selected. Once you have made your selection click the **Submit** button.

Set Education Standards grid for ED 201 sp2002

1. The teacher understands the central concepts, tools of inquiry, and structures of the disciplines he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for pupils.	<input type="checkbox"/>
2. The teacher understands how children with broad ranges of ability learn and provides instruction that supports their intellectual, social, and personal development.	<input checked="" type="checkbox"/>
3. The teacher understands how pupils differ in their approaches to learning and the barriers that impede learning and can adapt instruction to meet the diverse needs of pupils, including those with disabilities and exceptionalities.	<input checked="" type="checkbox"/>
4. The teacher understands and uses a variety of instructional strategies, including the use of technology to encourage children's development of critical thinking, problem solving, and performance skills.	<input type="checkbox"/>
5. The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.	<input type="checkbox"/>
6. The teacher uses effective verbal and nonverbal communication techniques as well as instructional media and technology to foster active inquiry, collaboration, and supportive interaction in the classroom.	<input type="checkbox"/>
7. The teacher organizes and plans systematic instruction based upon knowledge of subject matter, pupils, the community, and curriculum goals.	<input type="checkbox"/>
8. The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the pupil.	<input type="checkbox"/>
9. The teacher is a reflective practitioner who continuously evaluates the effect of his or her choices and actions on pupils, parents, professionals in the learning community and others and who actively seeks out opportunities to grow professionally.	<input type="checkbox"/>
10. The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support pupil learning and well	<input type="checkbox"/>

Clear Matrix Cancel Submit

- You will be returned to the Key Performance design screen. You will see the matrix connection in the **Student Selected Matrices**.

**Student Selected Matrices**

**Matrix**  
[Education Standards](#) [Remove Matrix](#)

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**Select a Matrix to Add to this Key performance:**

Computer Science

- Once you have connected a matrix to a key performance, you can remove or edit it at any time. You must **remove** the matrix and reselect in order to edit your choices. You will see the matrix connection when you view the matrix you have connected the key performance with in the **My Portfolio** tab.

Completed Key Performances for

1. The teacher understands the central concepts, tools of inquiry, and structures of the disciplines he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for pupils.	
2. The teacher understands how children with broad ranges of ability learn and provides instruction that supports their intellectual, social, and personal development.	ED 201 sp2002*
3. The teacher understands how pupils differ in their approaches to learning and the barriers that impede learning and can adapt instruction to meet the diverse needs of pupils, including those with disabilities and exceptionalities.	ED 201 sp2002*
4. The teacher understands and uses a variety of instructional strategies, including the use of technology to encourage children's development of critical thinking, problem solving, and performance skills.	

- Notice that all student selected matrix connections are marked with an asterisk (\*).

