



Creating Effective Professional Portfolios with TaskStream

A Workshop for students at Northern Arizona University's College of Education

Do you want an edge when it comes to looking for that dream teaching job? Electronic portfolios are an excellent way to showcase your professional and academic experiences, while letting your personality and passion for teaching shine through for prospective employers. A well-written resume can be a great way of providing a snapshot of your background and experiences, but an electronic portfolio allows you to go beyond a simple resume, and show potential employers a holistic story of your experience, teaching philosophies, and instructional skills.

Tips and tricks to make your professional portfolio stand out for potential employers:

- **Professionalism is paramount**
 - Don't use informal, conversational language
 - Ensure any images are relevant to the content of your portfolio
 - Eliminate any grammatical or spelling errors
- **Highlight your unique personality**
 - Create a welcome message or introduction on your homepage
 - Use photographs and other images
 - Describe your hobbies or other outside interests
 - Include any community service or volunteer work in which you've participated
- **Showcase your passion for teaching and learning**
 - Include a teaching philosophy aligned to the district or school where you are applying
 - Include reflections or journal entries which demonstrate your commitment to self-improvement, professional development, and lifelong learning
 - Include testimonials from professors, supervising teachers, or students
- **Emphasize your experience working with students**
 - Showcase volunteer and professional experience with students
 - Describe practicum hours, student teaching, or other education experience
 - Include samples of students' work from your field experiences
 - Demonstrate a personal commitment to valuing diversity and diverse learning environments
- **Accentuate your professional skills**
 - Include an option to download your resume
 - Align instructional products to *academic* standards (lesson plans, rubrics, etc.)
 - Align academic and professional items to *professional* teaching standards
 - Highlight area(s) in which you are highly qualified to teach

<http://portfolio.coe.nau.edu>

For questions or comments about creating TaskStream portfolios,
please contact Paul Alley at (928)523-9434

Step by step instructions for creating a portfolio in TaskStream:

1

Login to your TaskStream account from the TaskStream homepage:

www.taskstream.com

2

Click on the "Web Folio Builder" link in the left-hand menu. You should now see the Web Folio Builder menu which allows you to work on existing portfolios, or create new ones.

3

Create a new "Presentation Portfolio" by entering a title and clicking the **Create It** button. The name you give your portfolio in this step will appear at the top of your portfolio web pages. Try using something descriptive like, "Louie Lumberjack's Professional Portfolio".

4

You should now see the four-step Web Folio Builder where you will build and publish your portfolio.

- **Step one:** Select a template or create a "custom" portfolio.
- **Step two:** Select a "style" for your portfolio
- **Step three:** Add pages, sections, and content to your portfolio.
- **Step four:** Publish your portfolio to the web or share it with specific people via email.

5

Include the URL of your portfolio at the top of your resume and apply for your dream teaching job!

"The portfolio, like the sonnet, is simply a form, a structure. Provided one puts quality work between the covers, the portfolio can be a structure to help an individual express meaning. But its quality depends upon what the individual does with it. Too often I hear teachers fall into the trap of expecting the *form* to do the work that only human discipline and creativity can do... form, whether for a poem or a portfolio, can be seen as a discipline that can be used to shape expression. It does not do the work of expression--that's the poet's and the student's role."

Source: Diez, Mary (1994) "The Portfolio: Sonnet, Mirror and Map" in Burke, Kay (1996) Professional Portfolios. Arlington Heights: IRI Skylight, pp. 17-26. Also available through ERIC ED376162

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