

# Digital Portfolio template – quick steps

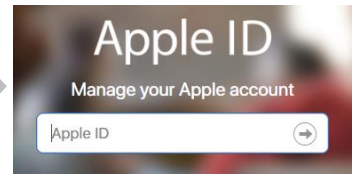
<https://www.qct.edu.au/professional-development/digital-portfolios>



Discover and explore digital portfolios in the [QCT iBook Evidencing Teaching Practice: Your Impact](#) – available from the iBook store for iOS and OS X devices

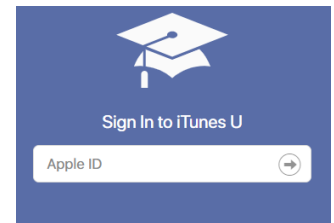
## Create an Apple ID

- Create an Apple ID at <http://appleid.apple.com>
- If you've forgotten your ID, go to [iforgot.apple.com](http://iforgot.apple.com)



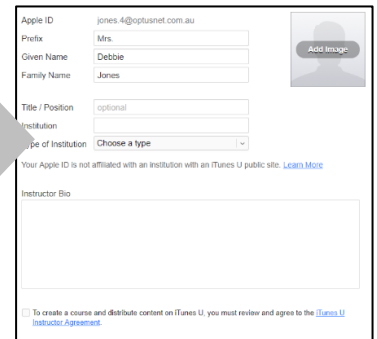
## Install iTunes U app

- iPad users: Install iTunes U app from the app store
- PC & MACs: Sign in via your web browser to <http://itunesu.itunes.apple.com/> (Chrome or Firefox may be a preferred web browser)



## Set up your Instructor status

- iPad users: Go to the iTunes U app, select the + in top left hand corner, select *start a course* and follow the prompts (This step can not be done on an iPhone)
- PC & MACs: Open <http://itunesu.itunes.apple.com/> and follow the prompts to set up your Instructor status

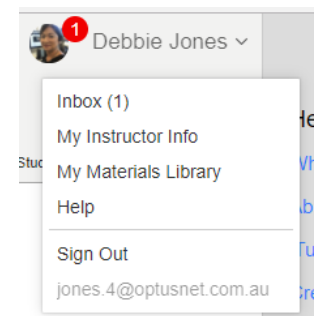


Access the **Creating a Portfolio Teaching & Learning** course tutorial to help you get your portfolio started...(iOS only)

- Open your iTunes U App
- Select the *Featured* menu option
- Select *Universities & Colleges*
- Locate *Queensland College of Teachers*
- Select the *Creating a Portfolio Teaching & Learning* course and *subscribe*

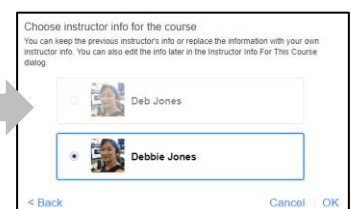
## Request a Portfolio template

- Provide your Apple ID (not the password) to [digitalportfolio@qct.edu.au](mailto:digitalportfolio@qct.edu.au)
- Request a copy of the portfolio template for the appropriate career stage (Graduate, Proficient, Highly Accomplished or Lead)



## Access the Portfolio template

- You will receive notification via the inbox in your iTunes U app as well as email notification
- Open your inbox in iTunes U and follow prompts to accept the course (template)
- Choose yourself as Instructor (not the person who sent it to you)



# Digital Portfolio template - tips and tricks

## Graduate and Proficient : Share your portfolio (course) with your supervisor or mentor

Once you're ready to share your portfolio, you can share your digital portfolio code with others. You can find this code by selecting Admin > Course Settings > Course Code. Share your code via mail, AirDrop or message to your supervisors/mentors.

Individuals with your code can enroll in your portfolio (course). You can identify and remove individuals by viewing details in Admin > Enrolled Students > Individual Name.

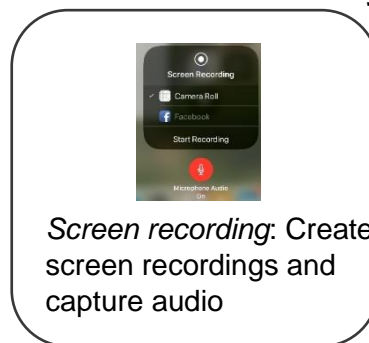
Another way to secure your portfolio is to ensure that Auto-Approve is turned off. You can select this via Admin > Enrolment > Auto-Approve.

**Highly Accomplished and Lead** : Refer to the Digital Portfolio User Guide for HAT and LT applicants for information about transferring your digital portfolio as part of the application process.

## Add evidence to your digital portfolio

1. Edit a post in the Posts pane for the portfolio (course) where you want to add your evidence piece (use the + option to create a new post)
2. Select *Add Assignment*
3. Enter an evidence *Title* and *Description* at each prompt
4. Select *Attach Material* (then select *Back* and then *Save*).

## Use a combination of applications to create and enhance your evidence pieces



*Apple Teacher Starter Guide:* iMovie <https://itunes.apple.com/au/book/imovie-for-ipad-starter-guide-ios-10/id1181135875?mt=11>

*Explain Everything Lesson Ideas:* <https://itunes.apple.com/au/book/explain-everything-lesson-ideas/id939801330?mt=11>

## How many pieces of evidence?

For moving to full registration, you do not have to provide 37 pieces of evidence. You may choose to place evidence against the descriptor it predominantly evidences and make reference to its location in the other descriptor posts. For example, *See Standard 1.1 for evidence of this descriptor*. Highly Accomplished and Lead Teacher applicants should consult the *Guide to Certification* and the workshop materials for guidance on evidence and portfolio requirements.

## Viewing what you've uploaded to your portfolio

You can view all of your uploaded evidence pieces via the *Materials* pane, and then by type (Audio, Video, Books, Documents, Web Links).

