Portfolio of Evidence Folder Instructions & Rubric (2022)

This rubric outlines the criteria and descriptors in order for your Portfolio of Evidence (PoE) to be evaluated by an assessor from the Centre for Teaching and Learning (CTL). You are required to build your portfolio according to this outline.

Please access the Induction site on eFundi, for detailed instructions, templates, and resources available. Remember, your portfolio is a contributing factor for your probation period at NWU. Please contact your respective Induction Campus coordinator / Induction Campus administrator should you have any enquiries.

STEP 1: Create a Google Drive Folder

Please use your NWU Google account to build your online portfolio in a dedicated google drive folder. Follow these easy steps to create a folder in which you will save your documents:

- Open your Google Chrome or Firefox browser.
- Go to https://drive.google.com/drive/my-drive
- Sign in to your NWU Google account: staffnumber@g.nwu.ac.za. (Log an ITHelp ticket if you are unable to access your NWU Google account).
- Click on New in the top left corner and select Folder.
- Name the folder: Induction_Portfolio_2022_Surname_Initials
- Right click on the folder and select Share.
- Under Get link, select the options: *Anyone with the link*, and *Viewer*
- Click on Done.

STEP 2: Create Subfolders for your Documents

- Access your Induction Portfolio folder on Google Drive. It should appear under My Drive. Double click on to open your portfolio folder.
- Click on New in the top left corner and select Folder.
- Name each new subfolder you create according to the headings as indicated in the rubric. (Full instructions and an example is available on the Induction eFundi site)

For instance, Teaching Statement.

- Upload the evidence required (documents / screenshots / reports, etc.) to the subfolders you have created as you progress. To upload a file, click on New in the top left corner and select File Upload.

STEP 3: Share your Google drive folder link for Assessment

- Only do follow these steps once you have completed your portfolio and have nothing outstanding.
- Go to the Induction site on eFundi. Select the Portfolio Submission tab in the toolbar. Then follow the instructions to submit your Portfolio for assessment.
- To get the link to the Portfolio folder, access your Google Drive.
- Find your Induction Portfolio folder. Right click on the portfolio folder and select Get link.
- Change the settings to ensure that Anyone with the link can view the folder, then copy the link.

Portfolio of Evidence Rubric COVID-19 - 2022

Lecturer Information	Title		Surname		Name	
Faculty of				School of		
Staff number				Field of Study		
Campus	MC			PC		VC
Novice academic (Less than 3 years teaching experience in HE) * Compulsory) Experienced academic (3 years and more teaching experience in HE) ** Compulsory						
Portfolio folder link						
CTL Assessor	[To be completed by CTL]					

	EVIDENCE	COMPLETED with COMMENTS	NOT COMPLETED with COMMENTS	SELF EVALUATION
1	Introduction to Governance Duration: 2h online • Access the NWU's Policy and Rules webpage (Direct link: https://www.nwu.ac.za/gov_man/policy/index.html) • Read the NWU Teaching and Learning Strategy; • Read the Teaching, Learning and Assessment Policy (to be reviewed in 2022); • Complete the Governance Quiz on eFundi. NOTE: 10 points is deemed a pass • Take a screenshot of your marks and upload it to your Google Drive portfolio folder. .			Y/N

EVIDENCE		COMPLETED with COMMENTS	NOT COMPLETED with COMMENTS	SELF EVALUATION
2	Learning Management System (LMS): eFundi Novice course Novice academics * Duration: ± 4.5h online • Access the eFundi Staff Training site on eFundi. • Complete the Novice course • Upload your marked rubric onto your Google Drive portfolio once you have received it back from the eFundi assessors.			Y/N
2	Learning Management System (LMS): eFundi Advanced course Experienced academics ** Duration: ± 9h online • Access the eFundi Staff Training site on eFundi. • Complete the Advanced course. • Upload your marked rubric onto your Google Drive portfolio once you have received it back from the eFundi assessors.			Y/N
3	Teaching Statement Duration: 3h Write approximately 500 words on: ● the learning theory that underpins your teaching philosophy; ● how you, as a lecturer, see the student; and ● how you, as a lecturer, understand learning and your role as a lecturer. Upload your teaching statement document to your Google Drive portfolio folder.			Y/N

EVIDENCE		COMPLETED with COMMENTS	NOT COMPLETED with COMMENTS	SELF EVALUATION
4	**Design of Blended Learning Experiences (BLE)**			
4.1	Outcomes and Assessment Duration: 2h • Make a video of yourself presenting an assessment plan of one of your modules: Using the TPACK Framework (access template on eFundi) select one module outcome / study unit outcome / lesson outcome and talk through the lesson preparation for you (teaching approach) and students, activities, and integrated technology. Include how you would assess the outcome for learning. • Upload the 3min video to your portfolio. • Upload your video onto your Google Drive portfolio folder.			Y/N
4.2	Epigeum Course Certificate (s) Duration: 90 min to 4h Complete one of the Epigeum course options hereunder then upload your Epigeum certificate(s) to your portfolio. Updated course posters with details of the Courses and Modules per course, are available via the Induction eFundi site. • Option 1: Blended Learning online courses. Compulsory: Module 1: Why blend? For instructions on how to access the courses visit: bit.ly/NWUBlendedLearning • Option 2: Teaching online Module 1-4. Compulsory: Choose any 2 modules. For instructions on how to access the courses visit: bit.ly/NWUTeachingOnline For any queries, please contact tumi.khunou@nwu.ac.za.			Y/N

EVIDENCE		COMPLETED with COMMENTS	NOT COMPLETED with COMMENTS	SELF EVALUATION
5	**Microteaching**			
5.1	* Micro-lesson Presentation (Novice only *) Duration: 30min per presentation • Due to COVID-19, you will not be required to present a 20min micro-lesson. Instead, during the microteaching opportunity, you are invited to participate in the discussions on a section of the lesson observation template. Also, add your name, surname, and staff number as well as a comment to the Chat. • Save the Chat / Take a screen shot of your comment, during the Campus programme, and upload to your Google Drive portfolio folder.			Y/N
5.2	* Excellent lesson Observation (Novice only*) Duration: 2h (1h 30min lesson observation + 30min report) • For the link to a lesson from the list of past DTEA (Distinguished Teaching Excellence Awards) nominees and to the observation template, access eFundi. • Scan and upload a copy of your observation report of an excellent lesson you observed, to your Google Drive portfolio folder. # Optional for Experienced academics			Y/N

EVIDENCE		COMPLETED with COMMENTS	NOT COMPLETED with COMMENTS	SELF EVALUATION
5.3	Lesson Presentation: Novice & Experienced academics Duration: 2h (1h 30min lesson observation & 30 min feedback) ● To complete the request form for booking a lesson observation click on: https://forms.gle/DTGNw7T4AppdbuqD8 and for the observation template, access eFundi. ● Upload copies of the observation reports you received from your CTL Mentor and CTL Assessor, to your Google Drive portfolio folder.			Y/N
	NOTE no observation will be scheduled unless the request form has been completed. The following OPTIONS are possible: The observation of a video recording of lesson presented virtually or via a whiteboards session (both contact and distance lecturers) Upload the self-recorded video or link to your whiteboard session to your portfolio. Then provide the link to the recording when you complete the Lesson observation request / booking form. eFundi module site observation Submit your eFundi module site for observation. When requesting a module site observation, you will be included in a mail sent to the CTL assessor and your Faculty Mentor. Please follow the instructions to add the assessors to your site for the purpose of assessment. Face to face Lessons observation (COVID-19 restrictions will dictate) This option may be available as from April 2022. Only possible if you are presenting a live class and COVID-19 restrictions allow. Your Faculty mentor, a CTL assessor and a student assistant will be required to attend your class to observe the class. A recording of the class is made by the student assistant.			

EVIDENCE		COMPLETED with COMMENTS	NOT COMPLETED with COMMENTS	SELF EVALUATION
6	**Scholarship of Teaching and Learning (SoTL)** Duration: 2h Experienced Academics ONLY • Reflect on your understanding of the meaning and purpose of SoTL by writing about it under the *Blog Tool on eFundi*. • [Click here for instructions on How to use the eFundi Blog tool](#). • Name your blog entry "Reflection on SoTL". • After writing your blog, right click on Permalink and select Copy Link Location. • Paste the link into a word document, push the spacebar to ensure that the link turns active (blue) and then upload the word document to your Google Drive portfolio folder.			Y/N

Outcome and Recommendations

Completed / Not completed requirements of the Portfolio	YES, completed / NO, not completed (in progress) If NO, please read Recommendations / areas to be addressed carefully
Recommendations from the CTL Assessors (Improvements / Areas to be addressed)	
Date:	

cRubric Updated: 17 January 2022