NWU® | Centre for Teaching & Learning

Induction Programme for Academics

Portfolio of Evidence 2021: Instructions during COVID-19

The following 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 and the instructions provided. Please access the Induction site, on eFundi, for more detail, 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

For practical reasons, we recommend you use your Google Drive to build your portfolio online. Please follow the 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 IT TechHelp 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_2021_Surname_Initials
- Right click on the folder and select Share…
- Click on Advanced and then Change…
- Select the option: On – Anyone with the link.
- Click on Save and then 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 into 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. 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 Folder for Assessment

- Only do follow these steps once you have completed your portfolio and have nothing outstanding.
- Access your Google Drive. Your Induction Portfolio folder will appear on your screen.
- Right click on the portfolio folder and select Get shareable link. The link copies automatically.
- Go to the Induction for Academics site on eFundi. Select the Drop box tool (left-hand side of your menu bar). Click on the Actions button and select Add Web Links (URL).
- Right click on paste under Web Address (URL) and then type Induction_Portfolio_2021_Surname_Initials under Website Name.
- Click on Add Web Links Now button to finish.

Assessment of Portfolio of Evidence: Rubric during COVID-19

Lecturer	Title		Surname			Name	
Faculty of				School of			
Staff number				Field of Study			
Campus	MC			PC		VC	
CTL Assessor	[To be completed by CTL]						
Novice academic (< 2 years teaching experience in HE) Experienced academic (> 3 years teaching experience in HE)							

	EVIDENCE	**COMPLETED with COMMENTS**	**NOT COMPLETED with COMMENTS**
1	**Introduction to Governance** Duration: 2h online • Access the NWU's Policy and Rules webpage (linked to: http://www.nwu.ac.za/content/policy_rules) • Read the NWU Teaching and Learning Strategy; • Read the Teaching, Learning and Assessment Policy; • Complete the Governance Quiz on eFundi. • Take a screenshot of your marks and upload it to your Google Drive portfolio folder. • *Take note: 10 points is deemed a pass.*		
2	**Learning Management System (LMS): eFundi** **Novice academics** Duration: ± 4.5h online Access the eFundi Staff Training site on eFundi. Upload your marked rubric onto your Google Drive portfolio once you have received it back from the eFundi assessors.		
2	**Learning Management System (LMS): eFundi** **Experienced academics** Duration: ± 9h online Access the eFundi Staff Training site on eFundi. Upload your marked rubric onto your Google Drive portfolio once you have received it back from the eFundi assessors.		
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.		

	EVIDENCE	COMPLETED with COMMENTS	NOT COMPLETED with COMMENTS
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.		
4.2	**Blended Learning Certificate** Duration: 90min • For instructions on how to access the course visit: bit.ly/NWUBlendedLearning • Go to this link: https://courses.epigeum.com/ • Click on the user menu in the top right corner and then on "Register" and complete the form – **IMPORTANT** – your token is restricted to the email domain @nwu.ac.za, which means that you can use the token only if you register with your NWU GroupWise email address. • The token you must enter in the registration form is **88b5d1ba** *. • Check your email to activate your account using the link that Epigeum Course System sends you. • Once activation is complete, you can log in. • Complete at least the first module, *Why blend?* and upload your certificate. * Token may change. Verify with Induction technical assistance.		
	An important note regarding the activities in the courses: • Your answers will not be saved to the server. You will find a download button for the portfolio material during the introductory section of each course. Complete these activities on your computer (where you saved those files). You can also choose to print or copy and paste your activity responses to keep record of them. Please also note that your progress in the course is not saved if you close it halfway through so it is best to complete each course in one sitting. • The End of Course quiz at the end is required and you need to pass it to receive your certificate. An 80% or higher is required and you can do the quiz multiple times.		

	EVIDENCE	COMPLETED with COMMENTS	NOT COMPLETED with COMMENTS
5	**Microteaching:**		
5.1	**Micro-lesson Presentation: Novice** Duration: 30minutes 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.		
5.2	**Excellent lesson Observation: Novice*** Duration: 2h (1h 30min lesson observation + 30min report) • For the link to a lesson from the list of past DTEA 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		
5.3	**Lesson Presentation: Novice & Experienced** Duration: 2h (1h 30min lesson observation + 30min 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.		
	Note: A new template for distance / remote teaching and learning in order to evaluate your module site on eFundi has been created. • For lecturers who only teach distance: Video record your lesson and upload to your portfolio for evaluation. Alternatively, submit your module site on eFundi for evaluation. Add your module site details to your rubric and to your Drop box in order for the assessors to have access to your site. • For lecturers who do not have a module to teach in the second semester 2021: Add your module site details to your rubric and to your Drop box in order for the assessors to have access to your site. • Lecturers who do teach in the second semester 2021: Request a lesson observation as from July 2021. Should restrictions still continue during lockdown where there are no face-to-face lessons: Submit your module site on eFundi for evaluation. Add your module site details to your rubric and to your Drop box in order for the assessors to have access to your site.		

	EVIDENCE	COMPLETED with COMMENTS	NOT COMPLETED with COMMENTS
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. For instructions on how to use the Blog Tool refer to the EXP Extension. 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 blue and then upload the word document to your Google Drive portfolio folder.		

Outcome and Recommendations

Completed / Not completed requirements of the Portfolio	Academic to receive certificate: Yes / No. If no, motivate on next line improvements / areas to be addressed.
Recommendations from the CTL Assessors	
Date:	

Rubric Updated: 20 November 2020.