



Portfolio Artifact Storage USB Flash Drive Instruction

- This storage device is intended to act as a repository of artifacts for your School of Education. As you progress through your program at AQ, keep copies on this USB flash drive of all your coursework, any field placement photos, and scanned images of observation reports, K-12 student work, certificates, etc.
- Create new folders each semester for each of your new education courses. Keep copies of all your work in those course folders (as well as backed-up on your F-drive and/or home computer.)
- You should regularly backup the files from this storage device to both your home computer and your Aquinas College, on campus F-drive. (At least once a week is recommended.) When backing up to your on campus, F-drive, please backup **only the document folders**, NOT folders containing images and videos so that your F-drive storage space does not fill up. Keep a complete copy of ALL your files on your home computer or on another storage device.
- If you need or want to setup a new storage device for your portfolio artifact storage, the folder structure can be found on the SOE website: <http://www.aquinas.edu/education/> The current folder structure is shown on the back of this page
- At or near the end of your program you will create a **Portfolio Display** document. This Portfolio Display will be how you demonstrate to the Aquinas School of Education that you have met all the program requirements for teacher certification. Many students create their Portfolio Display documents in Microsoft Word, but other options are available. Additional information on this topic is available on the SOE website. Watch the Moose for announcements regarding open-lab workshops where you will be able to work on your Portfolio Display with assistance.
- After your program is complete, if you would like to setup a public display of your portfolio for job application purposes, Google Sites is an available tool. Saving your documents first in PDF format will ensure that your documents and artifacts can be viewed and printed online. Be cautious about what personal information you post online. Do NOT include any identifying photos of children without explicit permission from their parent or guardian.