



# ePortfolio Guide

For the Global Scholar & Global Learner Application

QUALITY ENHANCEMENT PLAN

*Updated Fall 2018*

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# What is an ePortfolio?

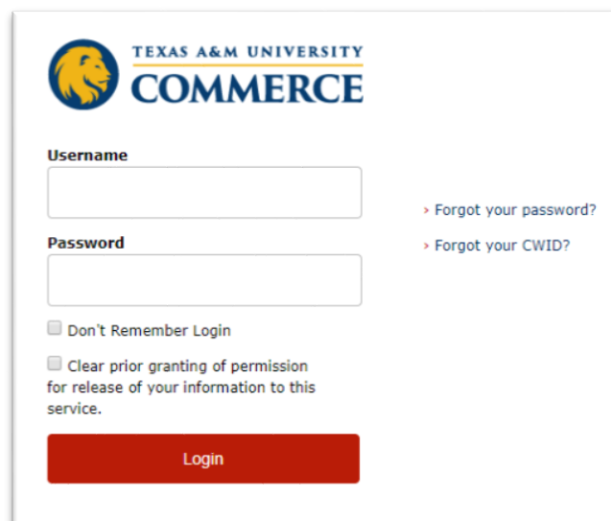
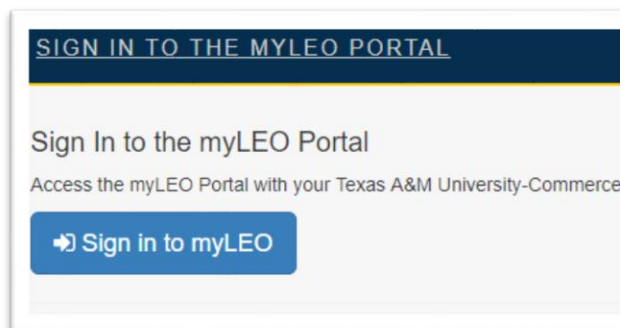
An electronic portfolio, ePortfolio, is a personalized and interactive product that contains a collection of artifacts, allowing students, faculty, and staff to showcase their educational and professional accomplishments. With the ePortfolio tool, users are able to input information and artifacts to share with others in a polished format (e.g. resume). The ePortfolio tool is important for students because it serves as a means to present, assess, and reflect on work they've accomplished over the course of their collegiate careers. The ePortfolio tool will be critical to your assessment of progress while applying for Global Scholar Status.

## Getting Started For the First Time

If you have already accessed your ePortfolio before please begin on page 10.

### 1. Login

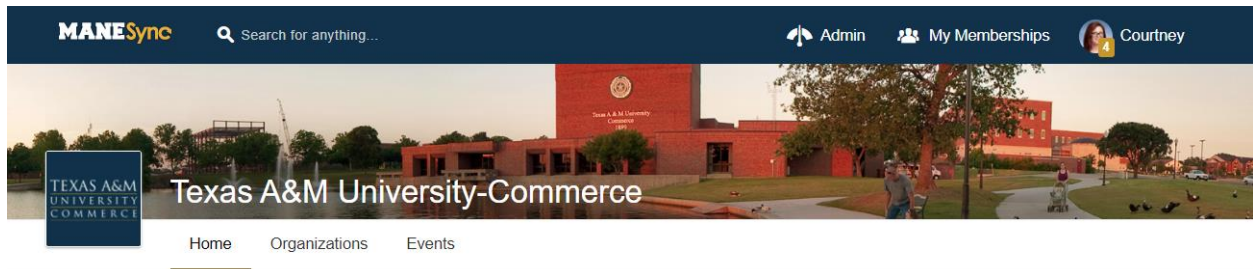
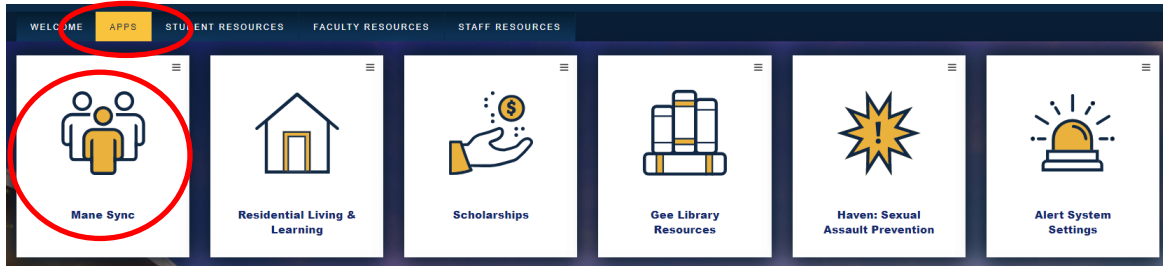
Go to the myLeo homepage at <https://leo.tamuc.edu/> and log on to your account using your Campus Wide Identification (CWID) number

A screenshot of the Texas A&M University-Commerce login form. The header features the university's logo and the text "TEXAS A&M UNIVERSITY" and "COMMERCE". The form includes a "Username" field, a "Password" field, and a "Login" button. There are also checkboxes for "Don't Remember Login" and "Clear prior granting of permission for release of your information to this service." On the right side, there are links for "Forgot your password?" and "Forgot your CWID?".

## 2. ManeSync

In your myLeo account, click the “APPS” tab, then locate and click the “ManeSync” app.

ManeSync is an online community for the organizations at TAMUC. Here you can view student organizations and learn how to join them. ManeSync also houses your ePortfolio and [PawPrint](#), a co-curricular transcript



### 3. Accessing ManeSync for the First Time

The “Welcome to OrgSync!” page will appear if you have not accessed this page before. You are only required to fill in the highlighted boxes that are marked **REQUIRED**. You may also upload a profile picture. When you are ready, click NEXT.

**MANESync**  My Memberships New

## New User

[My Profile](#) [Inbox](#) [Activity](#) [Calendar](#) [To-dos](#) [Involvement](#) [ePortfolio](#) [Settings](#)

### Welcome to OrgSync!

OrgSync helps you connect with your organizations, events, Involvement opportunities, and more. Get started now by filling out your account profile.

#### Basic Profile

Your OrgSync account information can be publicly viewed by other OrgSync users in your community unless you opt out of sharing data in your privacy settings.

**First Name** REQUIRED INVALID  **Middle Initial**

**Last Name** REQUIRED INVALID

**Email Address** INVALID

**Mobile Number**  **Mobile Provider**


**Address**

**City**  **State**  **Zip Code**

**Birthday**

**About Me**

#### Profile Picture



[Upload Picture](#)

You can use .JPG, .GIF or .PNG format (10MB size limit)  
Recommended size: 300x300

#### Profile Sections

- > OrgSync Account
- Texas A&M University-Commerce

On the “Texas A&M University-Commerce Profile” page, you are only required to fill in the boxes that are labeled **REQUIRED**. When you are ready, click FINISH at the bottom of the page and you will be redirected to your “My Profile” page.

[My Profile](#) [Inbox](#) [Activity](#) [Calendar](#) [To-dos](#) [Involvement](#)

## Texas A&M University-Commerce's Profile

Your Texas A&M University-Commerce profile information is required by your community. Only Texas A&M University-Commerce administrators have access to this information.

→ **CWID#** **REQUIRED**

Please enter you Campus Wide ID# (e.g. 500-XX-XXX)

\*This information not visible to public

→ **Classification** **REQUIRED**

\*This information not visible to public

**Major**

\*This information not visible to public

**Minor**

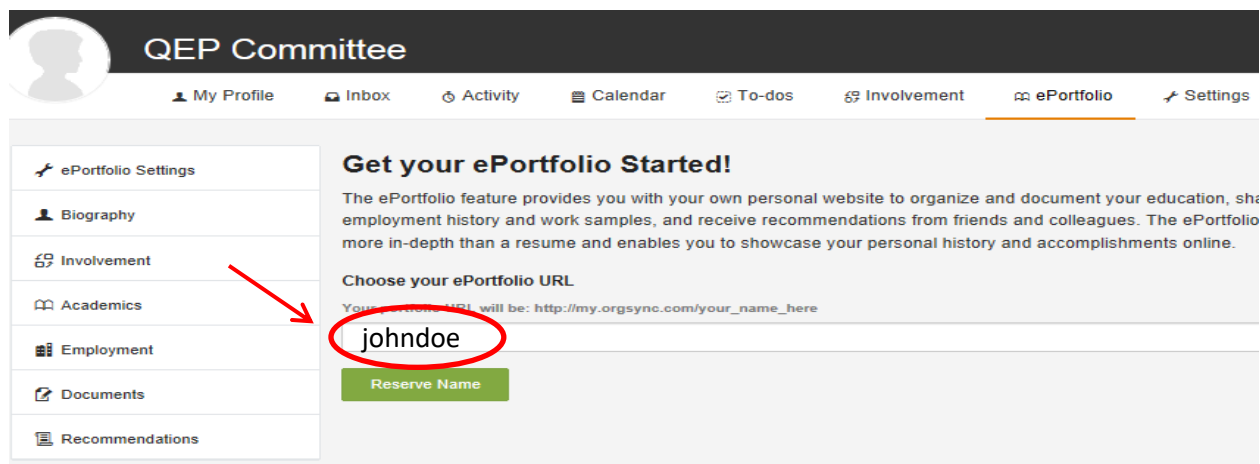
\*This information not visible to public

#### 4. Accessing your ePortfolio for the First Time

To start building your electronic portfolio, click your photo icon in the top right corner of the screen. A dropdown menu will appear- select “ePortfolio” near the bottom.

The screenshot displays the MANESync interface for Texas A&M University-Commerce. The top navigation bar features the MANESync logo, a search bar with the text "Search for anything...", and a user profile icon circled in red. The main content area shows a banner for Texas A&M University-Commerce, navigation tabs for Home, Organizations, and Events, and a featured section for Homecoming Competition. A sidebar on the left lists featured organizations and bookmarks. A dropdown menu on the right is open, showing options like My Profile, Inbox, Activity, Events, To-dos, Involvement, ePortfolio (highlighted with a red arrow), and Settings.

- a. You will be prompted to create a portfolio URL. Spell out your first and last name, **with no spaces and all lowercase letters** (e.g., johndoe). Click “Reserve Name” after entering your URL name. If it is unavailable, continue creating names until you find one that is available.



**QEP Committee**

My Profile | Inbox | Activity | Calendar | To-dos | Involvement | **ePortfolio** | Settings

**ePortfolio Settings**

- Biography
- Involvement
- Academics
- Employment**
- Documents
- Recommendations

### Get your ePortfolio Started!

The ePortfolio feature provides you with your own personal website to organize and document your education, show your employment history and work samples, and receive recommendations from friends and colleagues. The ePortfolio is more in-depth than a resume and enables you to showcase your personal history and accomplishments online.

**Choose your ePortfolio URL**

Your ePortfolio URL will be: [http://my.orgsync.com/your\\_name\\_here](http://my.orgsync.com/your_name_here)

**johndoe**

Reserve Name



- b. Adjust privacy settings according to your preferences. You can also add other contact methods. After entering additional information, click “SAVE” at the bottom of the screen.

The screenshot shows the 'ePortfolio Name' section with the text 'globalscholar' in the input field. Below it, a note states: 'This will be the url for your portfolio. The url will be http://my.orgsync.com/globalscholar'. The 'Headline Tag' section has the text 'Give yourself a tagline' in the input field. The 'Privacy' section is highlighted with a red box, and a red arrow points to the 'Hide Address' checkbox. The 'Other Contact Info' section includes a 'Twitter' dropdown menu, a URL input field containing 'http://', and a '+ Add Another Contact' link. Below this is a 'Keep Contacts Private' checkbox with the text 'These entries will not be visible to anyone viewing your Portfolio'. There are also input fields for 'Website' and 'Blog'. At the bottom left, a green 'Save' button is highlighted with a red box.

**ePortfolio Name**  
Set the url for your ePortfolio.  
globalscholar  
This will be the url for your portfolio. The url will be http://my.orgsync.com/globalscholar

**Headline Tag**  
Describe yourself in a quick sentence.  
Give yourself a tagline

**Privacy**  
Only share the information you really want out there

- Hide User Photo
- Hide Address
- Hide Phone Number
- Hide Involvement
- Hide Academics
- Hide Employment
- Hide Documents

**Other Contact Info**  
Let people contact you on any platform

Please provide the full URL for your contact links.

TYPE  
Twitter [v] http:// [x]

+ Add Another Contact

Keep Contacts Private  
These entries will not be visible to anyone viewing your Portfolio

Website  
[input field]

Blog  
[input field]

Save

- c. Edit the electronic portfolio sections by clicking on each topic on the left to add information. Be sure to click “SAVE” at the bottom of the page after editing each section.

## Filling out Your ePortfolio

It is suggested you update your ePortfolio regularly, at least each semester.

### The Entry Guide

Below is a list of items the QEP will be looking for in your ePortfolio.

Each item includes a description and where to place it within the ePortfolio.

Entry	Section	Label
Global Travel	Involvement	<b>Global Travel - Insert name of travel program</b> <i>List where you traveled &amp; how long you traveled.</i> <i>Fill out the reflection section for each global travel.</i>
Global Events (On Campus)	Involvement	<b>Global Event - Insert name of event</b> <i>Fill out the reflection section for each global event.</i> <i>If you participated in, sponsored, or organized the event state so in the description.</i>
Global Event (Off Campus)	Involvement	<b>Global Event (Off Campus) - Insert name of event</b> <i>Fill out the reflection section for each global event.</i> <i>If you attended, participated in, sponsored, organized the event, or if you traveled for the event state so in the description.</i>
Global Courses	Academics	<b>Global Courses – Insert name of course</b> <i>List the names of all global courses taken/taught. For each of the course listed, fill out the course description section with description and reflection</i>
Global Courses Artifacts	Documents	<b>Global Course Name - Insert name of artifact</b> <i>Attach the artifact and provide a brief description. If there is no artifact, add the syllabus and in the description “There were no artifacts submitted in the course”</i>
Global Research (paper, project, theses, conferences, presentations)	Involvement	<b>Global Research - Insert title of paper, project, theses, conference, or presentation</b> <i>In the description section, provide description of the research. In the position held section, put your role. In the reflection, put what you learned from this experience</i>
Global Research (paper, project, theses, conferences, presentations) Artifacts	Documents	<b>Global Research - Insert name of the document</b> <i>Upload the artifact and provide a brief description about the document</i>
Personal and Professional Development activities (Outside School)	Involvement	<b>Personal or Professional Development - Insert name of event or activity</b> <i>Fill out the reflection section for each professional development activity</i>
Mango Language Learning	Documents	<b>Language Learning- Insert language name and unit number completed</b> <i>In the description insert “This is the certificate for completion of a unit in learning a new language.”</i>

**Reflection** – *Your reflection should be at least 1-2 sentences describing how you benefited from this experience and/or feel prepared for an interconnected world.*

## Involvement

The Involvement section can be accessed by selecting “Involvement” on the left side of the screen. The other “Involvement” shown on the top row leads to your PawPrint data. This is not used for the Global Scholar/Global Learner Application.

Courtney Nichole Clanton

My Profile   Inbox   Activity   Events   To-dos   ~~Involvement~~   ePortfolio   Settings

ePortfolio Settings

Biography

**Involvement**

Academics

Employment

Documents

Recommendations

View ePortfolio

### Involvement

[+ Add Another Entry](#)

- Global Research - Exploring the Dynamics of Graduating Students' Global Competence in Relation to Preparedness for an Interconnected World   X +
- Global Event - Travel Hacks   X +
- Personal Financial Planning Day 2018   X +
- Global Event - Nigerian Cultural Day   X +





## Academics

The Academics section can be accessed by selecting “Academics” on the left side of the screen. Here is where you place your degrees and Global Courses. Your Class Rank and GPA are not required.

### Global Course

Global Courses are courses that have an overarching goal of “Preparing Students for an Interconnected World” and state at least one of the QEP SLOs in the syllabus. They can be identified by having “GLB” or “Global” in the course name. Examples: “GLB/Fin Stmt Analysis”, “GLB/Readers Theatre”, or “GLB/Organizational Behavior”

Global Courses you have taken can be found under your transcript. Search for “GLB” or “Global”.

### Global Course Sample Entry

For Global Courses - enter the courses under the “Academics” section by selecting where you added your current degree at TAMUC. Scroll to the section where it says “Courses” and under “Course Name” enter “Global Course – *Insert course name*”. In the “Course Description” section, put a description and a short reflection of the course. Save your entries.

**\*Each Global Course must be accompanied by a Global Course Artifact.**

To learn more read, about Global Course Artifact on page 14.

**Courses**

**Course Name**

✕

Global Course - PSCI 488

**Course Description**

This course prepared students to compete in and attend the Model Arab League conference from April 4-7, 2017. We wrote position papers, practiced debating from the perspective of a delegate from a Middle Eastern country, wrote resolutions to solve issues facing our world today. At the Model Arab League conference hosted at TAMUC, we debated issues involving refugees, internally displaced persons, oil, terrorism, and more.

This class change my worldview and allowed me to interact with people of different cultures with greater grace professional.

+ Add Another Course

## Documents

The Documents section can be accessed by selecting “Documents” on the left side of the screen. Here is where you will upload your GCAA, Global Research, and Global Course Artifacts. You may also upload pictures of your travel or other relevant activities.

### Global Course Artifact

A Global Course Artifact is a project from your Global Course that relates to the QEP SLO as stated in the syllabus. This can be research paper, project, presentation, performance, or field service.

Each Global Course in the ePortfolio requires a Global Course Artifact. If the student cannot produce this then the course syllabus can instead be uploaded.

### Global Course Artifact Sample Entry

For Global Course Artifacts - enter the document into the “Documents” section by selecting “Add another Entry”. Label the entry as “Global Course Artifact – *insert artifact name*”. In the description enter section write a brief description of the project.

Save your entries.

- [ePortfolio Settings](#)
- [Biography](#)
- [Involvement](#)
- [Academics](#)
- [Employment](#)
- [Documents](#)
- [Recommendations](#)

[View ePortfolio](#)

## Documents & Photos + Add Another Entry

**Add a File**

**File Details**

**File Name**

**Current File**

No File Uploaded

**Description**

The focus of this project was to create a marketing plan for a company trying to expand business into the global market. We chose a company that was established in India and created a marketing plan for them to open in the United States. The instructor allowed us to spend time every class period to apply the concept that was discussed in the class and apply it to our project. Classmates were given an opportunity to provide some feedback to the project, and the idea for choosing the company was completely given to the students. This really helped us to get creative and explore various options for companies. Because our class was very diverse, we learned a lot from other people's projects.

**Add / Update File** Replace GLOBAL

(Max File Size: 8MB) COURSE\_MARKETINGMNG.DOCX

## Global Course Syllabus

In replacement of the Global Course Artifact, upload the course syllabus. Course Syllabi can found under the [Schedule of Classes](#).

For Course Syllabus - enter the document into the “Documents” section by selecting “Add another Entry”. Label the entry as “Global Course Syllabus – *insert name of course*”. In the description enter “There were no artifacts submitted in the course”.

Save your entries.

The screenshot displays the 'Documents & Photos' section of an ePortfolio. On the left is a sidebar with navigation options: ePortfolio Settings, Biography, Involvement, Academics, Employment, Documents (highlighted), and Recommendations. Below the sidebar is a 'View ePortfolio' button. The main content area is titled 'Documents & Photos' and includes a '+ Add Another Entry' link. A 'Add a File' section contains a form with the following fields:

- File Name:** Global Course Syllabus - GLB/Marketing Management
- Current File:** No File Uploaded
- Description:** (Empty text area)

Below the form, there is an 'Add / Update File' section with a '(Max File Size: 8MB)' note. It features a green 'Replace' button and the text 'GLOBAL COURSE\_MARKETINGMNG.DOCX'. At the bottom, there is a checkbox for 'Keep Entry Private' with the subtext 'This entry will not be visible to anyone viewing your Portfolio'.



## Global Research (paper, project, theses, conferences, presentations)

Global research is research that is global in nature or builds global competency. Placing this into the ePortfolio requires two steps. First inserting your involvement with the research, and second uploading your research.

## Global Research (paper, project, theses, conferences, presentations) Sample Entry

For Global Research - enter your research experience into the “Involvement” section by selecting “Add another Entry”. Label the entry as “Global Research- *insert title of paper, project, these, conference, or presentation*”. In the description are provide a description of the research. In the position section place your role. And provide a reflection of what you have learned from this experience.

Save your entries.

The following sections do not need to be filled out: Website and Responsibilities.

**↕ Involvement Entry**

Where did you make an impact?

**Organization Name**

Global Research - Exploring the Dynamics of Graduating Students' Globa

Keep this entry private

**Description**

Working with the QEP I analyzed GCAA scores of students their freshmen year and their senior year. At this time we see increasing scores but need more graduation scores to see accurate trends. I presented this research at the 2018 TAMUC Annual Research Symposium.

**Website**

---

**Positions Held**

Research Presenter / Graduate Research Assi
✕

+ Add Another Position

---

**Responsibilities**

Enter bullet points
✕

+ Add Another Responsibility

---

**Reflection**

This research has shown me that making an effort with our students to increase their global competency is worth it. But also I feel that it is not enough at this time.  
The experience to present this research has helped to make me confident in my presentation skills.

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**Date(s)**

I am currently involved

April ▼

2018 ▼

to

April ▼

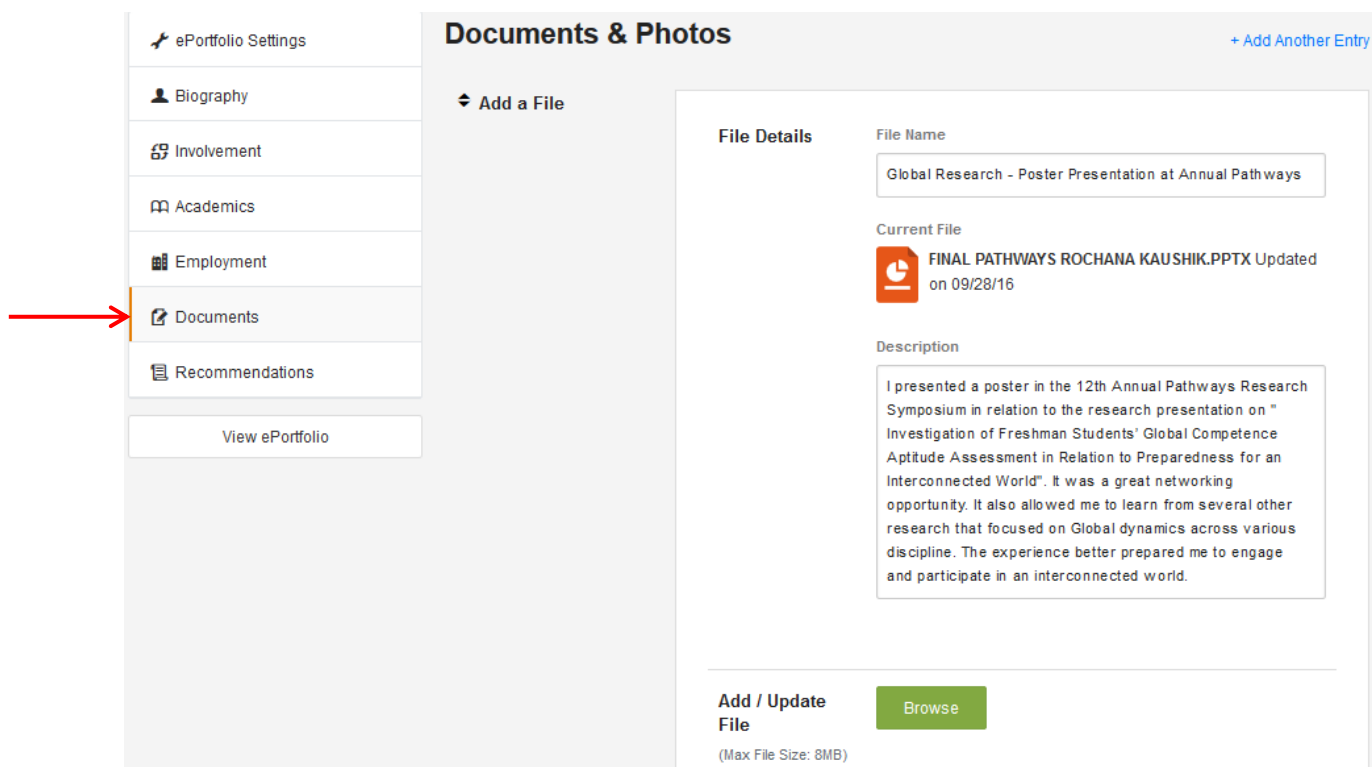
2018 ▼

## Global Research Artifacts (paper, project, theses, conferences, presentations) Sample Entry

The Global Research Artifact is the document from your research. This can be a PowerPoint, pdf of the poster, or a word document.

For Global Research- upload the paper, project, theses, conference and/or presentation that you and the student(s) were involved in to the “Documents” section by selecting “Add another Entry.” Label the entry as “Global Research Artifact- *insert title of document.*” Provide a brief description of the document.

Save your entries.



The screenshot displays the 'Documents & Photos' section of an ePortfolio. On the left, a sidebar contains navigation options: ePortfolio Settings, Biography, Involvement, Academics, Employment, Documents (highlighted with a red arrow), and Recommendations. Below these is a 'View ePortfolio' button. The main content area is titled 'Documents & Photos' and includes a '+ Add Another Entry' link. Underneath is an 'Add a File' section. The file entry shown has the following details:

- File Name:** Global Research - Poster Presentation at Annual Pathways
- Current File:** FINAL PATHWAYS ROCHANA KAUSHIK.PPTX Updated on 09/28/16
- Description:** I presented a poster in the 12th Annual Pathways Research Symposium in relation to the research presentation on "Investigation of Freshman Students' Global Competence Aptitude Assessment in Relation to Preparedness for an Interconnected World". It was a great networking opportunity. It also allowed me to learn from several other research that focused on Global dynamics across various discipline. The experience better prepared me to engage and participate in an interconnected world.

At the bottom of the file entry, there is an 'Add / Update File' section with a 'Browse' button and a note: '(Max File Size: 8MB)'.

### Personal and Professional Development activities (Outside School)

Personal and professional development activities includes attending events that fit our description for Global Event but are off campus, attending conferences that centered on global dynamics, or being fluent in another language. This are just a few examples, feel free to add activities that you understand to be part of global engagement, even if they are not listed here.

For Personal and Professional Development - enter any activities and events (that occurred outside of campus) into the "Involvement" section by selecting "Add another Entry." Label the entry as "Personal or Professional Development- *insert name of event or activity.*" Be sure to complete the reflection for each entry.

Save your entries.



### Mango Languages

Texas A&M University - Commerce offers a free language learning software, Mango Languages. To log in click the following link – [Mango login](https://connect.mangolanguages.com/tamucommerce/login) (https://connect.mangolanguages.com/tamucommerce/login).

Mango offer 70+ language options. These learning options include guided lessons and a catalog of videos with guided subtitles.

Mango Languages can be used to earn additional points in the Global Scholar or Global Learner application. Each language option is broken down into 4 Units comprised of 10 Chapters each. Each Unit completed can be uploaded into the ePortfolio.

For Mango Language Learning- upload the Unit Completion Certificate in to the “Documents” section by selecting “Add another Entry.” Label the entry as “Language Learning- *insert Language name and Unit number completed*” In the description insert “*This is the certificate for completion of a unit in learning a new language.*”

Save your entries.

Once you are satisfied with the section entries, select “view ePortfolio” to see the web format. Each section of the ePortfolio is interactive. Click a section and it will expand to present all entered information. Select “Download” to preview your ePortfolio in a polished pdf resume format. You may save this pdf and share.

The shareable URL (located at the top of your resume) can be sent to anyone and they will be able to see your interactive ePortfolio. This is also what we require within the Global Scholar & Global Learner applications.

**Note:** Refer to Rubric to see application categories (attached below)

Good Luck! ☺

If you need any help email us at [QEP.Committee@tamuc.edu](mailto:QEP.Committee@tamuc.edu)

## Rubric

GLOBAL CATEGORY	ACTIVITIES	POINTS POSSIBLE
<b>Application Essay</b>	Missing or incomplete	0
	Limited evidence of adequate achievement of learning outcomes. May be vague or shallow. Communicates thinking process on a limited basis.	2
	Evidence of learning outcomes. Clearly communicates thinking process. Complete account of global learning experience (detailed and persuasive)	4
	Evidence of exemplary achievement of learning outcomes. Clearly communicates originality in thinking process. Exemplary account of global learning experience (detailed and persuasive)	6
<b>TOTAL POINTS FOR ESSAY</b>		
<b>Global Courses</b>	Missing or incomplete	0
	Global Course listed with reflection	2 per course
<b>TOTAL POINTS FOR GLOBAL COURSES</b>		
<b>Global Events</b>	Missing or incomplete	0
	Global Event with reflection	2 per event
<b>TOTAL POINTS FOR GLOBAL EVENTS AND ACTIVITIES</b>		
<b>Global Travel</b>	Participation in any TAMUC approved travel or study abroad opportunity (less than 7 days)	
	Inside US	6
	Outside US	10
	Participation in any TAMUC approved travel or study abroad opportunity (longer than 7 days)	
	Inside US	1 per day
	Outside US	2 per day
<b>TOTAL POINTS FOR GLOBAL TRAVEL</b>		
<b>Global Research</b>	Involved in global research (papers, projects, theses)	10 per entry
	Involved in global research conference presentations	10 per entry
<b>TOTAL POINTS FOR GLOBAL RESEARCH</b>		
<b>Other Global Entries</b>	Activities that allowed students to:	
	LO 1: demonstrate knowledge of the interconnectedness of global dynamics (issues, processes, trends, and systems),	
	LO 2: apply knowledge of the interconnectedness of global dynamics,	
	LO 3: view themselves as engaged citizens within an interconnected and diverse world.	
	For example:	
	Attended, participated in, sponsored, or organized Global Events outside campus	5
	Travelled within US for learning purposes (global event, activity, experience)	2
	Travelled outside US for learning purposes	5
	Travelled outside US for leisure	3
	Participation in international conferences centered on global dynamics	5
Publication/presentation centered on global dynamics	5	
Mango Language Learning	5 per unit	
Fluency in multiple languages	5	
<b>TOTAL POINTS FOR OTHER GLOBAL ENTRIES</b>		
<b>GRAND TOTAL POINTS</b>		
<b>COMMENTS</b>		