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### [top](#) Faculty Login

Faculty will login using your WKU ID and Portfolio System password. If you have forgotten your password you can go [Here](#) and request to have your password reset.



**Faculty Login**

Login (WKU ID)

Password

Login

Login using your WKU ID  
(8xxxxxxx) and your  
Portfolio System password



### [top](#) Faculty Main Screen

Home Account Preferences Logout

Instructor: Test Faculty

Click here to view/set account settings including name, email, and email preferences

Click here to logout of the Portfolio System

List of Courses							
Year	Semester	Course	Section	Course Title ▲ ▼	Score Report	Critical Performances	Course Roster
2010	Winter	EDU-250	999	INTRODUCTION TO EDUCATION	A+		
2010	Winter	TEST-999	999	Test Course	A+		
2006	Winter	EDU-250	500	INTRODUCTION TO EDUCATION	A+		
2006	Spring	TEST-999	111	Test Course	A+		

Click here to view and download a score report for each course

Click here to see all critical performances for each course

Click here to see the course roster for each course

[top](#) Account Settings

Faculty members can change their first name, last name, email address, and email preferences. If the email preferences box is checked (default) the faculty members will receive email messages from the Portfolio System when students complete uploads for each critical performance. If the box is unchecked, the faculty member will not receive these messages.



Home Account Preferences Logout

**Instructor: Test Faculty**

Faculty make make changes to first name, last name, and email address used by the Portfolio System

**Faculty Preferences**

First Name *	<input type="text" value="Test"/>	Last Name *	<input type="text" value="Faculty"/>
Email Address *	<input type="text" value="epsadmin@wku.edu"/>		
Receive Student Emails	<input checked="" type="checkbox"/> (checked means you want to receive student upload emails)		

(\* required field)

Update Cancel

Faculty may choose not to receive emails from the Portfolio System when students complete uploads. Default is checked.

[top](#) **Faculty Score Report**

The faculty score report provides a complete listing of all scores entered for a particular course. It also allows a faculty member to download a copy of these scores to Excel.



[Home](#)      [Account Preferences](#)      [Logout](#)

**Instructor: Test Faculty**

Click here to export all scores for this course to Excel

**Scores for 2006 Winter EDU-250 500**

<b>Student Scores</b>							
<u>Critical Performance</u>	<u>Score Item</u>	<u>Student ID</u>	<u>First</u>	<u>Last</u>	<u>Score</u>	<u>Score Date</u>	<u>Faculty</u>
Educational Philosophy	Composite Score	866666666	John	User	2	05/14/2007	STAFF STAFF
Educational Philosophy	Composite Score	866666666	John	User	4	06/14/2007	STAFF STAFF
Educational Philosophy	Composite Score	888888888	Sample	Student	3	11/08/2007	Tony Kirchner
Educational Philosophy	Composite Score	888888888	Sample	Student	4	01/04/2007	Test Faculty
Learning Climate Observation	Composite Score	866666666	John	User	4	06/14/2007	STAFF STAFF
Learning Climate Observation	Composite Score	899999999	Test	Student	2	05/17/2007	Tony Kirchner
Learning Climate Observation	Composite Score	888888888	Sample	Student	3	01/04/2007	Test Faculty
Learning Climate Observation	Composite Score	888888888	Sample	Student	4	01/04/2007	Test Faculty
Learning Climate Observation	Composite Score	899999999	Test	Student	4	01/04/2007	Test Faculty

[top](#) **View Course Roster**

This option allows faculty member to view the course roster for each course, add students to the course roster who do not appear, and remove students from the roster who are no longer in the course. Student's names will appear next to their WKU ID after they have registered in the system. If there is a WKU ID that does not have a name associated with it, that means the student has NOT registered in the Portfolio System. The faculty member will need to have the student register in the system before thier name will appear.

Home Account Preferences Logout

**Instructor: Test Faculty**

**Add/Delete Student**

Please Enter Student ID to ADD Student or Press the DELETE BUTTON next to the Student's Name.  
 (Students will not appear in the list until they register in the system)

Enter Student's WKU ID and press the Insert Button to add student to the course roster

**Course Roster: 2010 Winter EDU-250 999**

**List of Students** [Help](#)

Student ID	First Name	Last Name	Delete Student	View Uploads
800000001	Patricia	Boards		
999999999	Logging	User		
111223333				
267191324				

Student ID with no name indicates the student is in the course roster but has NOT registered in the Portfolio System. Name will appear when they register.

Click here to delete a student from the course roster. You must then confirm the delete in the ADD/DELETE Student box above

Click here to view uploads by student

[top](#) **View Critical Performances**

This option will allow Faculty members to view all the critical performances for a course, prompts and rubrics for each critical performance associated with that course, and then view all uploads for each of those critical performances.



Home Account Preferences Logout

**Instructor: Test Faculty**

Critical Performances for 2006 EDU-250 500			
Critical Performance	View Prompt/Rubric	View Standards	View Uploads By CP
Educational Philosophy			
Learning Climate Observation			
Teacher Standards in Practice			

Click here to view Prompt/Rubric for each critical performance

Click here to view Standards addressed by each critical performance

Click here to view uploads organized by critical performance

**top Scoring a Performance**

This option allows faculty members to add new scores for a student's critical performance, view all previous scores entered, and then provides links back to viewing uploads by Critical Performance or By Student.

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Home Account Preferences Logout

**Instructor: Test Faculty**

**Scores for Patricia Boards**  
 EDU-250 Educational Philosophy

Required Field: You must select a scoring item

Enter your Composite Score and Comments

**Add/Edit Student Scores**

SCORING ITEM (\* item required)  Composite Score

Score \*  1  2  3  4

Comments

Return links that take you back to Uploads by Students or Uploads by Critical Performance

Insert Cancel

**Previous Scores** [Return to Uploads by Student](#) [Return to Uploads by CP](#)

	Score Item	Date Scored	Score	Comments	Instructor
<a href="#">Modify Score</a>	Composite Score	10/29/2007 3:48 PM	3	Good Job! Keep up the good work.	Test Faculty
<a href="#">Modify Score</a>	Composite Score	03/28/2008 12:41 PM	4		Test Faculty
<a href="#">Modify Score</a>	Composite Score	03/28/2008 12:41 PM	2	So so.	Test Faculty

View previous scores by you or co-instructors