



*Case Technologies to Enhance Literacy Learning*

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## Using the CTELL Portfolio

This document is intended to provide users of the CTELL cases an overview of how to use the portfolio. The information is organized in the following categories:

### ***Accessing the Case:***

### ***Accessing the Portfolio:***

### ***Using the Portfolio:***

*Purpose:*

*Viewing the bookmarks:*

*Note on creating bookmarks:*

*Actively switching between case interface and portfolio to create bookmarks:*

*Using the bookmarks:*

*Switching between the cases:*

*Saving:*

*A note on email:*

*A cautionary note:*

### ***Accessing the Case:***

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You log in normally and interact, as you would typically do with the case. When you are ready to view and interact with the portfolio, click the portfolio button (see Figure 1). There is no need to wait for the case to completely download while accessing the portfolio.

In limited cases, a second login may be required. This is mainly on Windows Systems in lab and institutional settings that do not allow any writing to the local machine. The login looks identical to the initial CTELL login screen and once it is done once, will not be required again for the duration of the session.



Figure 1: If the portfolio button is active (indicated by the red arrow), then the portfolio is available.

### ***Accessing the Portfolio:***

After clicking the portfolio button, a new window will open with the contents of your portfolio, while the case remains in the original (see Figure 2). The portfolio is a separate program from the interface so you can leave both windows open while you work.



Figure 2: Portfolio open in a second window.

### ***Using the portfolio:***

#### ***Purpose:***

The portfolio has many of the same components of the regular interface however it has a different role. You use it to collect bookmarks from different cases and save them in a common place for cross-case comparisons. Furthermore, users can provides contextual

explanations of their bookmark selections in the window provided. In this version of the portfolio we have the twelve principles and the goal is to marshal evidence from all of the cases of those principles in action (see Figure 3). It is possible, to have multiple portfolios available with different questions/issues. In its typical use students would open the portfolio and add evidence for each of the principles that they had collected and stored under their user name.

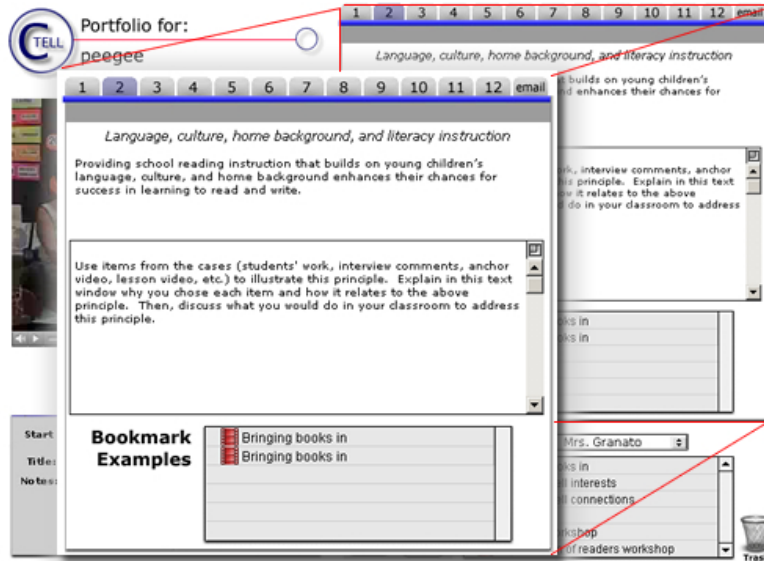


Figure 3: Access to the Principles of Effective Literacy Instruction through the tabs in the portfolio. It is possible to provide textual support for each principle (center of the blow-out).

#### *Viewing the bookmarks:*

When you go from the interface into the portfolio you will see that all of the bookmarks you created for that case are in the case-specific bookmark area (see figure 4). This area duplicates exactly the bookmarks you have in the case that you were in before opening the portfolio. So if you were in case 1 (Granato) the bookmarks would be those that you had collected in Granato.

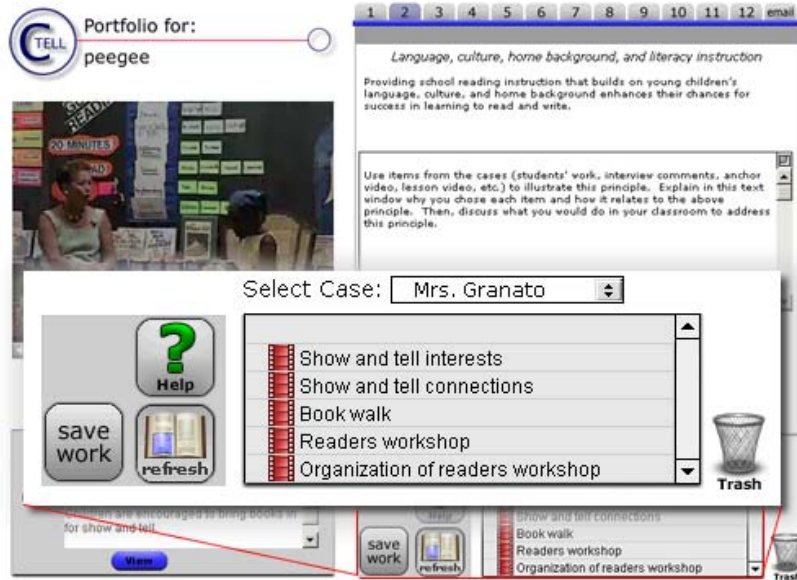


Figure 4: Available bookmarks organized by case teacher.

*Note on creating bookmarks:*

Because the portfolio serves a separate function than the interface, it also has different capabilities. It is not possible to create new bookmarks within the portfolio page. To create a new bookmark, you must return to the interface (which should have remained open) and do so there. Only the bookmarks you have created (or create now, using the interface) can be used in the portfolio.

*Actively switching between case interface and portfolio to create bookmarks:*

Of course, you can also actively switch between creating bookmarks in the case and viewing them in the portfolio. Suppose, for example, you were working in Granato and wanted to go to the portfolio to add some bookmarks you just created in the case to the decoding instruction (tab 5) principle. You would open your portfolio, move to tab 5 (note that the principles are displayed for each tab as the mouse is over that tab) and open that page. You would see your Granato bookmarks in the lower case-specific window and you could drag them into that principle's bookmark window. Now you decide you want to go back to Granato to create more bookmarks. Since the window is still open with that case, you click it to make it active. You can then add more bookmarks to the case. When you want to go back to the portfolio, click on its window (which should still be open) and click the "refresh" button next to logout (figure 5). This will update your case-specific window with the recently added bookmarks.

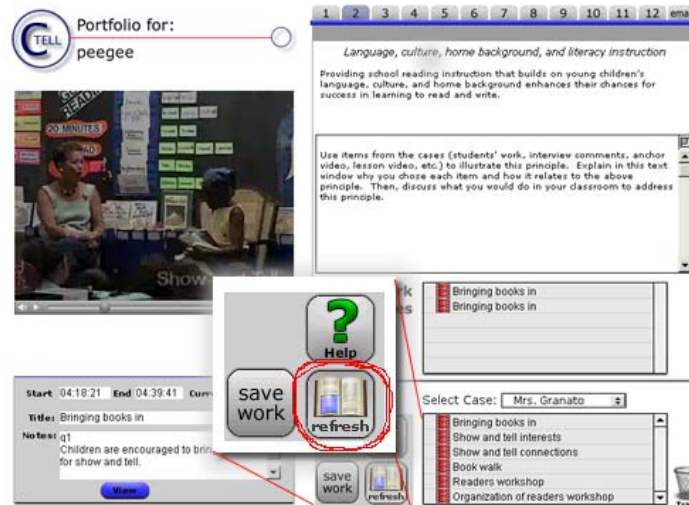


Figure 5: The refresh button.

*Using the bookmarks:*

You cannot create or delete case-specific bookmarks in the portfolio, only move them into the portfolio. You do this by dragging bookmarks from the case-specific window shown in figure 4 to the portfolio bookmark area shown in figure 3. Once bookmarks are moved from the case-specific window to one of the portfolio bookmark windows, they can be accessed at any time. It is important to note, however, that the portfolio bookmarks CAN be deleted by dragging them to the trash.

You could have excerpts from any of the anchors in the portfolio bookmark area and each would be accessible. However, just as with the interface, if you look at a video segment or graphic, it may take some time for the piece to download. This will become most noticeable when you are accessing segments from different anchors.

*Switching between the cases:*

Once in the portfolio you can move to other cases by clicking the teacher's name. This opens a popup menu with all of the existing cases. Highlight the case you want to open. If it is different from the one you are currently on, a "load" button will appear. Clicking that load button will move you to that case, replacing the case-specific bookmarks with those from the new case.

*Saving:*

The portfolio stores your changes every minute or so. However, if you want to stop working on the portfolio you should probably click the "save work" button--this will insure that any changes you made are saved on the server before you close the browser window. (Note: depending on the version you are using, you may see "update portfolio" instead of "save work." These perform the same function, and your work will be stored.)

*A note on email:*

The email works very much like email in the case. You send someone a note and when they get it, it will have a code that you paste into the email window and use the get button to review the portfolio. When you email someone a code to access your portfolio, they can read it, even make changes in it, but cannot save their changes. Only the owner may do so. The professor can access individual portfolios from the admin page by clicking on the portfolio label in the portfolio column.

*A cautionary note:*

As I noted, the portfolio is an entirely independent program from the interface and it still likely has some bugs. It also is not entirely complete since there is still the issue of how professors and others get access to your portfolio. I have an email window built into the interface to do some of this but I have other ideas as well that will require additions to the administration page. There is also the issue of how you can create and assign new portfolios (with different questions/topics) and assign them to students.

Also, be advised that when you switch between the case and the portfolio (and vice versa) the system automatically highlights the first available field that accepts text. In the portfolio, this will be the text in the portfolio window. If you are in case's admin page when you open the portfolio it will highlight the user name field. In either case you want to de-select that text before typing anything. If you do not, you will automatically replace the highlighted material with whatever you are typing. This is a problem that is still being worked on.