Organizational Leadership Portfolio

Welcome to Foliotek – a digital portfolio platform subscribed to by Gonzaga University. This document will guide you through the steps to create your Organizational Leadership Portfolio, to share it with your instructors, and to navigate your Foliotek account.

Your Account

The Organizational Leadership program at Gonzaga has requested Foliotek accounts for all students in the program to create a portfolio. Accounts are available for all students, staff, and faculty of Gonzaga, and alumni can have an account for just $8 a year. If you have a question about your account, please contact the Academic Technology Applications Support (ATAS) department at atasupport@gonzaga.edu.

Log In

There are two different ways to access your account.

1. **Blackboard** – Some Blackboard courses have a link to Foliotek. When you click on the link you will be automatically logged into your Foliotek account – you do not have to enter another username and password.
2. **Website** - You can also access your account directly through the Foliotek website: secure.foliotek.com. You may need to use this method if you do not have access to a Blackboard course. You will need to enter your Foliotek username and password – *these are not the same as your Gonzaga username and password*. Here are the steps to obtain your Foliotek account information:
    1. Go to https://secure.foliotek.com in your browser (we do not recommend Internet Explorer)
    2. Click on the 'Forget your username or password?' link
    3. Enter your **Zagmail** email address in the Email box and click the Email Password Link button
    4. You will receive an email with your username and a link to Reset (create) Password

Assessment vs. Presentation Portfolios

The Foliotek platform has two different kinds of portfolios. **Assessment** portfolios are the more structured and assignment based portfolios in the system while **Presentation** portfolios are more graphic and personalized in nature. For the ORGL Portfolio, you can add content to the Assessment side of Foliotek and then may transfer some or all of the information over to the Presentation side.

The Organizational Leadership Portfolio utilizes the **Assessment** side to record your baseline and evolving understanding of leadership and continue to chart your path for fundamental changes in thinking as a leader through and beyond the program. You will have access to build and develop the portfolio throughout your time in the ORGL program and then can pull from that information to create your capstone portfolio.

You can use the **Presentation Portfolio** capabilities of Foliotek to build your capstone portfolio and to share portfolios. You will be able to easily share with instructors, your faculty mentor, and external supporters throughout the ORGL program.

ASSESSMENT PORTFOLIO

NAVIGATION FOR THE ASSESSMENT SIDE OF FOLIOTEK

Here are a few tools and tips for navigating the Assessment side of the Foliotek program.
The header of every page has several tools available to you:

The **Presentation** tab will open the Presentation Portfolio side of Foliotek – these are more graphic, individual portfolios that you can share as you like.

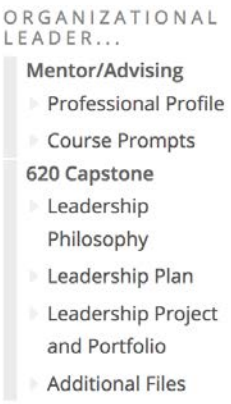
The drop down next to your name has the option to access your account information, change your password, and to log out of the program.

Help is full of answers and tips for common Foliotek questions.

Files is a file repository where you can upload documents for later use. Every file that is uploaded to your portfolio will automatically be copied into this repository.

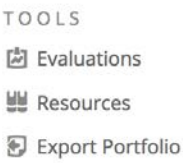
The left-hand menu in Foliotek contains many areas and tools for you to use:

The **Gonzaga logo** will take you back to the home page of your Foliotek account. Just click on it if you feel lost or want to view your To-Do list.



Each of the sections (tabs) of the portfolio are divided between the Mentor/Advising and 620 Capstone sections. Select any of the portfolio tabs to see instructions and upload evidence or complete forms for the assignments of that area.

View Portfolio **By Topic** displays an outline of the full portfolio. This is a great way to double-check that you have added content to each area.

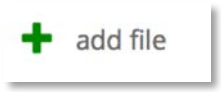


Resources contains documents and links to assist you
Evaluations and **Sharing** are not currently being used
Export Portfolio allows you to export a copy of your entire portfolio.

Adding Content to the Portfolio

The basic steps to add content to your portfolio are:

1. Select a section of the portfolio in the left-hand menu
2. Select one of the areas/assignments listed for that section in the middle of the screen
3. Click on the **green plus sign** to add a document, file, image, or link
4. You are able to upload a maximum of 99 items to each area of the portfolio.



You will find built-in forms to complete in the **Prompts** and **Leadership Plan** sections of the portfolio structure. You can type directly in to the forms, or copy and paste from another document. Make sure to click on the **Save & Close** button at the bottom of the form when you finish typing – you can return to edit/complete the form any time.

Leadership Development Plan Portfolio Structure

Here is an outline of the Organizational Leadership Portfolio structure. You can see the headings of each area are the same as the sections of the portfolio listed in the left hand menu of Foliotek.

Mentor/Advising

Professional Profile

- Introduction
- Resume / Professional Vita
- Personal Vision Statement
- Professional Goals
- Statement of Ethics
- SLPI 360

Prompts from ORGL Courses

- ORGL 600
- ORGL 605
- ORGL 610
- ORGL 615
- Servant Leader Concentration
- Global Leader Concentration

620 Capstone

Leadership Philosophy

- "Pre" Leadership Philosophy
- "Post" Leadership Philosophy

Leadership Plan

- Leadership Challenges
- Improvement Goal(s)
- Behaviors That Obstruct My Goal(s)
- Cognitive Appraisal
- Operationalized Behaviors
- Leadership Pathway

Leadership Project

- Project Documentation
- Final Leadership Portfolio

Additional Files

- Documents File

Presentation Portfolio

So far you have been looking at the ORGL Leadership portfolio on the Assessment side of Foliotek. The following instructions will outline the simple process to copy your Assessment portfolio content into a Presentation portfolio.

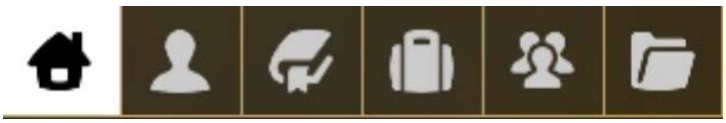
Presentation Side of Foliotek

To move to the Presentation side of Foliotek, select the **Presentation** tab in the upper, right hand corner of the screen

The first time you access the Presentation side of your Foliotek account, the program will ask you to personalize the Foliotek experience – you can upload an image to represent you and select a background image. Or, you can just click the **Done** checkmark at the bottom of the screen and let the program select images for you.

Navigation

Every screen in Foliotek has a toolbar in the top of the window to help you navigate your account and capabilities of the program.



The folder icon leads to your **File Repository** in Foliotek where you can manage documents, images, presentations or any files that may be used in your portfolios.

The tab with three silhouettes will direct you to **Communities** – an area to share portfolios with a select group of people.

The suitcase image will display **Projects** for you to manage – Projects are like small portfolios.

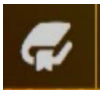
The book icon allows you to manage your **ePortfolios**.

The silhouette tab will open your **Identity Page** – your digital business card.

The **Home** button takes you Home to your account dashboard where you can access your portfolios, projects, and communities.

Presentation Portfolio

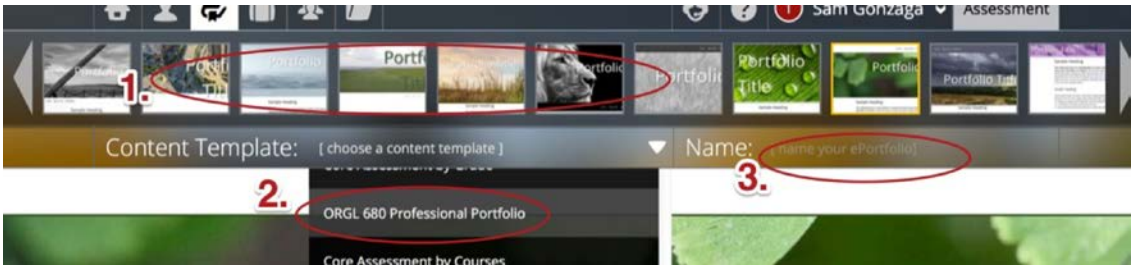
Time to create a Presentation portfolio - with your account, you are allowed to create as many portfolios as you like.



Select the ePortfolios page to manage all of your current portfolios and start a new portfolio by clicking the plus sign button at the top of the screen.

Here are the three steps to start a new portfolio:

1. Select a **design** from the colorful thumbnails in the carrousel at the top of the page. Select a look and feel that you like, you can always change it later.
2. In the Content Template dropdown you will see a few default templates to choose from and an **ORGL template** under 'Copy Existing Assessment' – select this one.
3. Add a **name** to your portfolio – you might use your own name since this is a professional portfolio about you, then click the big **checkmark** in a circle to start editing.



All of the structure and content from your Assessment portfolios will translate over to the new Presentation portfolio. You can edit the look and feel of the Presentation portfolio to personalize it.

The program will walk you through the steps to edit your first portfolio. You may want to personalize the portfolio, add content, clean up any links, or edit pages before sharing with your instructors.

***Remember**: Click the save button often so you do not lose any work.*

Capstone portfolio only

If you have not added content to the assessment side of Foliotek throughout the ORGL program, and are only creating a presentation portfolio for the capstone, select the **'Blank'** content template (because there is no content to pull over from the Assessment side), and then build you structure using the Pages tool.

Editing

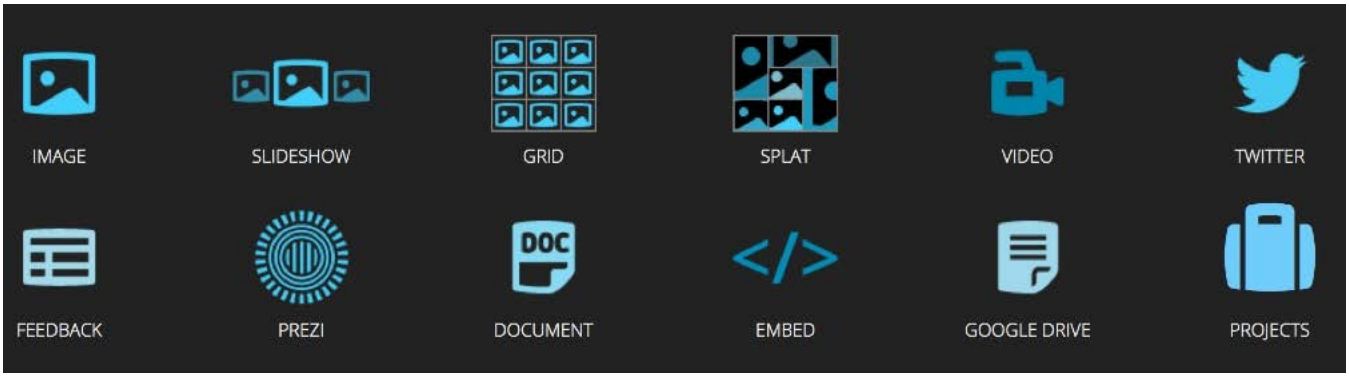
The content and structure from your Assessment portfolio are now displayed in the Presentation portfolio, but you may want to do some clean up before sharing it. A few basic items we suggest to make your portfolio look more personalized and professional are cleaning up the names of the links, adding text and maybe images to the portfolio pages, and deleting any pages with no content.

Anytime you return to Foliotek and want to open and edit your portfolio, open the ePortfolios Page in Foliotek, then select the Edit icon (looks like a pencil in a circle) located on the portfolio you want to edit – the portfolio will open in edit mode. There are many options available from the toolbox in edit mode that allow you to add content and personalize your portfolio.

- **Text/Formatting** – the first half of the toolbar has many familiar tools for editing and formatting text on the portfolio page.
- **Gizmos** – Gizmos are tools to help you add outside content to your portfolio, including videos, images, etc.
- **Files** – This space is where everything you have uploaded for your portfolio is stored. From here you can upload more items including web links, videos, and documents.
- **Pages** – Use this tab to manage multiple pages in your portfolio. You can add, delete, rename, move, nest, and share pages from this area.
- **Design** – If you want to change the look & feel of your portfolio, explore the design tab! You can change the template, layout, background image, and styles used for the portfolio here.

GIZMOS

Gizmos are tools that help you add digital and on-line content to the portfolio pages.



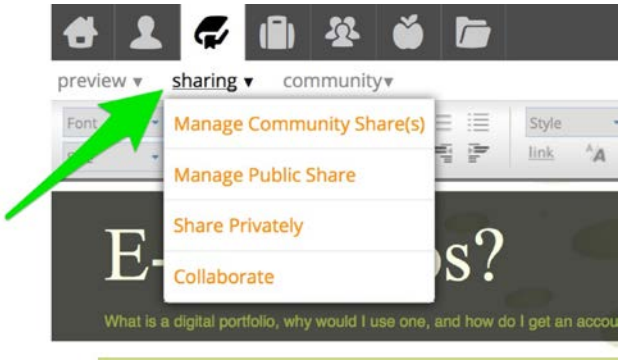
To insert a Gizmo in your portfolio,

1. **First, select the Gizmo icon you want to use**. As soon as you click on the icon you will notice green boxes on your portfolio page, these show you where you can place the Gizmo.
2. **Click within a green box on the portfolio page** and then you will see the options for that selected Gizmo. For example, if you selected one of the image options, you will see all pictures that you have already uploaded to Foliotek and will have the option to upload new ones. If you selected the Video option, you will see a space to enter the URL from a video hosting service like YouTube, or you can link to a video uploaded to your account. Our advice – use a video hosting service, they are experts in this area.
3. After the item has been added to the portfolio page you will notice a **Gizmo Control box** whenever the item is selected. In the Control box you can edit and adjust the Gizmo's appearance and functions.

Sharing

You have complete control over all of the Presentation Portfolios in your Foliotek account – this includes deciding whom to share your portfolio(s) with. When you are ready to share your portfolios, you have a few options. You can get to all of these options on the ePortfolio page of Foliotek, or by selecting the Sharing tab while you have a portfolio open in edit mode.

- **Privately** – Share your portfolio by email with one or more people for a specific amount of time.
- **Public** – Create a public web portfolio with a unique URL.
- **Community** – You have to belong to a community to share a portfolio with the other members.
- **Collaborate** – Add contributors in Foliotek to collaborate on a portfolio.



__Tip__: once you have shared a portfolio, you can continue to edit and save the portfolio. If you want the individuals you shared with to view all of your new edits, click the 'merge w/shared' link right next to the save button.

__Another Tip__: you may be sharing this portfolio with your instructors by adding a link to Blackboard. If you do not want to create a Public link, share the portfolio __Privately__ with yourself, then copy the link that is emailed to you and add it to Blackboard.

Identity Page

Think of your Identity Page as a digital business card. It can be customized to represent your personality, display information about you, link to your social media & digital portfolios, and it has a unique URL to share. You will have the option to customize your Identity Page when you first log in to Foliotek, and you can always create/edit it later by clicking on the icon in the top tool bar. View the Identity Page for ATAS here: http://www.foliotek.me/Gonzaga.

Tip: Your Identity Page comes with a couple of Foliotek links by default – you may want to delete or edit these links to make them personal.

Help

There are several ways to get help when working on your digital portfolios.

- **Full Help** – The Help icon is available in the top toolbar on every page in Foliotek and it looks like a question mark. Full Help will answer most questions about the portfolio process.
- **Quick Tutorial** – Select the Help icon while you are editing a portfolio and you will receive the option to watch a quick tutorial that walks you through the key features of the digital portfolio process.
- **Chat** – During business hours a Foliotek technician is available to chat with you about portfolio questions. Chat is available whenever the Chat icon appears in the toolbar at the top of the screen.
- **ATAS** – Help at Gonzaga! Contact ATAS with any questions about Foliotek accounts, creating a portfolio, assigned portfolios for a class, or any aspect of the digital portfolio process. You can call the office during business hours at 509-313-3972 or stop by room 303 of the Foley Center Library. The best way to contact ATAS is through the departmental email at atasupport@gonzaga.edu.