

## EPORTFOLIO FAQ

**Don't see the answer to your question here? Feel free to email your question to [universityassessment@mail.fresnostate.edu](mailto:universityassessment@mail.fresnostate.edu).**

**When you email university assessment, please include your student id and let us know the semester and year you first entered Fresno State and if you entered as a freshman or transfer student. This will help us answer your question faster.**

The FAQs below are organized into the following sections:

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### *The ePortfolio Program at Fresno State*

#### **1. What is a GE ePortfolio?**

A: Your ePortfolio contains assignments and reflection papers from GE courses that you take at Fresno State. You submit required assignments to your ePortfolio.

#### **2. Which students need to participate in the ePortfolio program?**

A: If you enrolled at Fresno State as a first-time freshman or transfer student in Fall 2018 or a later semester, you are required to participate in the ePortfolio program. If you enrolled at Fresno State before Fall 2018, you do not participate in the program.

### **3. What if I do not wish to complete an ePortfolio?**

A: ePortfolio participation is required for all students who begin at Fresno State in Fall 2018 or later (Fresno State Academic Policy Manual 215).

### **4. Why does Fresno State require ePortfolios?**

A: The WASC Senior College and University Commission accredits Fresno State. This accreditation is essential because only accredited universities may offer financial aid and issue valid degrees. Our GE Assessment Program must be in good standing if we are to receive accreditation. In addition, the results of GE Assessment are shared with the campus community and they are used to support student learning and student success.

### *Locating Your ePortfolio*

### **5. How do I find my ePortfolio?**

A: You access your ePortfolio in Canvas, just as you access other courses you are taking. The course will have GE Portfolio in the title.

### **6. What if I do not see my ePortfolio in Canvas?**

A: Go to Canvas, click on courses, then click on all courses. Orange star your ePortfolio course and it will display in your dashboard.

If you follow these steps and your ePortfolio course still does not display, you inadvertently removed yourself. Please email [universityassessment@mail.fresnostate.edu](mailto:universityassessment@mail.fresnostate.edu) to be re-added.

### *What Assignments to Submit to Your ePortfolio*

### **7. How many assignments do I need to submit to my ePortfolio?**

A: First-time freshmen need to submit assignments from each lower and upper division GE course that they take at Fresno State. Transfer students submit assignments from their three upper-division GE courses, Areas IB, IC, and ID.

**8. Which assignments do I need to submit to my ePortfolio for each GE course?**

A: You submit the assignment designated by your professor in each GE class that you take at Fresno State. This designation should be indicated on the syllabus; if it is not on the syllabus or you are not sure what to submit, ASK YOUR PROFESSOR. If your professor has designated more than one assignment, you may select which assignment to submit.

**9. What if my professor did not designate any assignment to submit to my ePortfolio?**

A: The first step is to review the syllabus. Every instructor who is teaching a GE course at Fresno State should include a statement in their syllabus indicating what assignment students should submit. The second step is to ask the professor which assignment to submit.

**10. What if there are no assignments in a GE course that I am taking?**

A: If there are no assignments at all for a course, please email [universityassessment@mail.fresnostate.edu](mailto:universityassessment@mail.fresnostate.edu). We will look into the situation. It is possible that a course is experiential and a student gets credit for completing the experience (e.g. a backpack) without turning in any work.

**11. If I submit the assignment to my professor in Canvas, do I also need to submit the assignment to my ePortfolio?**

A: Yes, only your professor has access to the assignments you submit in your course on Canvas. To review your assignments for assessment, we need to access them in your ePortfolio.

**12. What if I took two courses that satisfy the same GE Area?**

A: You only submit one assignment for each GE Area. You may select which assignment to submit. We recommend that you submit the first designated assignment that you have completed for that area.

**13. What if the instructor designates more than one assignment for the ePortfolio on the syllabus?**

A: You only submit one assignment for each GE Area. If your professor designates more than one assignment, you may select which one to submit.

## *What Reflection Papers Do I Submit to My ePortfolio?*

### **14. How many reflection papers do I need to submit to my ePortfolio?**

A: First-time freshmen need to submit two lower division reflection papers and one upper division reflection paper. Transfer students submit one upper division reflection paper.

### **15. Do I need to submit a reflection paper for every GE course that I take?**

A: No. First-time freshmen need to submit two lower division reflection papers and one upper division reflection paper. Transfer students submit one upper division reflection paper.

### **16. How do I find the prompts for my reflection papers?**

A: On the homepage of your ePortfolio course, if you scroll near the bottom, you will see a link "Upload My Required Reflections." If you click on the link, you can access the prompts for your papers. You also use that link when you are ready to upload each reflection paper.

### **17. How long should my reflection paper be?**

A: Each reflection paper must be at least 300 words, but they may be longer.

## *Are Submission Requirements the Same in Each Section of a GE Class?*

### **18. Should I be worried if I am taking a GE course (e.g. Communication 3 or History 12) and my friends in other sections of that same course are asked to submit a different assignment than the one that was designated for me?**

A: No. This is a common situation. It is up to each professor to designate which assignment the students in their section should submit. It is very possible that a professor teaching a different section of the same course will designate a different assignment. Professors may also change the assignment they designate from semester to semester.

**19. Should I be worried if I am taking a GE course and my friends in other sections of that same course are asked to submit an assignment in a different format?**

A: No. Different professors may require that the designated assignment be submitted in a different format. For example, one instructor may designate a video of a speech to be submitted and another instructor may designate an outline of a speech. One instructor may require use of the APA style manual and another instructor may require MLA. Just be sure to submit what your instructor has designated.

*Do I Submit Work for GE Courses I Took Somewhere Else?*

**20. What if I already completed a GE requirement at another school or college?**

A: You only submit assignments for GE courses that you took at Fresno State. You receive credit for classes that you took at another educational institution if they satisfy Fresno State GE requirements (e.g. AP classes or community college courses). This credit is indicated by a check mark for that GE Area when you check the Grades tab in your ePortfolio.

**21. What if I already completed a GE requirement at another school or college and I do not have a check mark?**

A: When you start as a first-time freshman, it takes several months to go through the records and place a check mark by each course where each student has credit. It is also possible that we do not have a record of some courses you have taken that count for GE. If you do not see a credit for the GE courses you took at other schools by the end of your first semester, feel free to email [universityassessment@mail.fresnostate.edu](mailto:universityassessment@mail.fresnostate.edu). We can check and give you credit for GE courses you have taken.

It is less common for transfer students to take upper division GE courses at a different university. If there are courses you took at other schools that satisfy Fresno State upper division GE requirements, feel free to email [universityassessment@mail.fresnostate.edu](mailto:universityassessment@mail.fresnostate.edu). We can check and give your ePortfolio credit for GE courses you have taken.

## *When Are Submissions to My ePortfolio Due?*

### **22. When are my assignments and reflection papers due?**

*A: Students who started as first-time freshmen must submit eight lower division assignments and one lower division reflection paper before the 60 unit warning, or the registration hold that occurs at 75 units will not be lifted until these requirements are met. If you have questions about the registration hold, please check with your college or major advisor.*

All other assignments and reflection papers must be submitted before graduation. You are strongly reflected to upload assignments to your ePortfolio as soon as they are completed and to submit your reflection papers shortly after you finish GE requirements for an area.

### **23. Why do you recommend that I submit my assignments as soon as they are completed?**

A: In our experience, students who hold off on submitting assignments find that assignments get lost, laptops storing assignments cease to function, professors who may be able to supply an assignment or remind you what you were to submit get harder to find. If you submit an assignment shortly after completing it, then you no longer need to worry about it.

## *What if I Want to Delete an Assignment from my ePortfolio*

### **24. Can I delete an assignment after I submit it to my ePortfolio?**

A: Assignments cannot be deleted after you submit them to your ePortfolio. However, if you discover that you submitted the wrong assignment, you can submit a second assignment for that GE Area and note in the comments box that this is the correct assignment.

## *Am I Done Yet? Finding Out Where You Stand on ePortfolio Requirements*

### **25. How do I know if I have submitted an assignment to my ePortfolio?**

A: When you submit an assignment, you can click on the Grades tab of your Canvas ePortfolio course and make sure it has been received. If it has been received, you will see an icon in that area (such as a page or a link or a capital T). If you see a dash, that means that your assignment has not been submitted. If you have the assignment, you can resubmit it to the appropriate GE Area.

### **26. What does it mean if I have a check mark in a GE Area in my ePortfolio?**

A: A check mark means that you already received credit for the course. You receive credit for courses that you took at another school when those courses satisfy Fresno State GE requirements (such as AP classes or community college courses). You also receive credit if you successfully petition for an exemption.

*If you have a check mark for a GE Area, that course can count as one of the eight submissions you need before your 75 unit mandatory advising appointment.*

### **27. How do I know if I have met my ePortfolio requirements?**

A: If you started as a first-time freshman, when you have met the 75 unit requirement for eight lower division GE assignments and one lower division reflection paper, there will be a check mark in the “Minimum Assignments(8)/Reflections(1)” column in your ePortfolio. If you see the check there, your advisor will lift the ePortfolio registration hold when you have your mandatory advising meeting.

For first-time freshmen, the “GE Portfolio Requirement Met/Completed” box will be checked when you finish your entire ePortfolio.

For transfer students, the “GE Portfolio Requirement Met/Completed” box will be checked when you finish your entire ePortfolio.

**28. What if I submitted all the required assignments and reflections to my ePortfolio and there is no check mark in the box that shows my requirement is completed?**

A: There can be a lag time between the submission of all the required assignments and the review of your ePortfolio. If you have submitted everything that is required, you may email [universityassessment@mail.fresnostate.edu](mailto:universityassessment@mail.fresnostate.edu) and we will check your ePortfolio and check you off.

*Do I Receive Individual Feedback on my ePortfolio Submissions?*

**29. Do I receive a grade, score, or feedback on my ePortfolio submission?**

A: Individual grades and scores are not assigned to ePortfolio submissions, nor is feedback given to individual students. Assessment results are reported based on work done by Fresno State students as a group, there are no individual results reported. As long as you have an icon or a check mark in a GE Area, then you have successfully met the requirement for that area.

**30. Can my score on an ePortfolio assignment affect my grade in the course?**

A: No. The grades or scores that the professor assigns are the final grades or scores. ePortfolio assessment scores are not reported for individual students.

*How Can I Petition for an Exemption for a GE Area Requirement?*

**31. What are grounds for an exemption?**

A: You may only petition to have the submission of an assignment for a GE Area waived if you were unable to submit the assignment due to circumstances beyond your control.

**32. Where can I find the petition?**

A: A link to the petition is on your ePortfolio homepage, near the bottom of the page. *Be sure to fill out the petition completely.*



### **33. Where do I submit the petition?**

A: Submit the petition to the Director of Assessment ([universityassessment@mail.fresnostate.edu](mailto:universityassessment@mail.fresnostate.edu)) and Dean of Undergraduate Studies ([undergradstudiesassist@mail.fresnostate.edu](mailto:undergradstudiesassist@mail.fresnostate.edu)). If you have any supporting documentation (e.g. an email from your professor), be sure to attach that too.

### **34. How will my petition be resolved?**

A: The General Education Subcommittee will review your petition and inform you of their decision. They may also ask you for additional information before making a decision.

### **35. How can I improve my chance of succeeding with my petition?**

A: Documentation of your justification is very helpful. If there was no designated assignment, include a copy of the syllabus for that course. If you submitted the assignment to the professor, but now you cannot access it (lost assignment, crashed computer, etc.), it will help your case if you document your efforts to obtain a copy. Email your professor (and save the email) and ask if they still have a copy. If the professor responds, save that email too.

*What if My Professor Indicates Which Learning Outcome an Assignment Measures (or not)?*

### **36. What if my professor indicated which learning outcome an assignment measures?**

A: If the professor indicates which learning outcome an assignment measures, please include that information on the cover page or first page of the assignment that you submit or place that information in the comments box when you submit the assignment.

### **37. What if my professor does not indicate which learning outcome an assignment measures?**

A: If your professor does not indicate which learning outcome an assignment measures, go ahead and submit your assignment in a timely manner. The Assessment Subcommittee will determine which learning outcome the assignment measures.