



LOGOUT



INFO



FEEDBACK



TOUR

Choose A Link

Career Planning

High School Planning

College/Vo-Tech Planning

Financial Aid

Admissions

Transfer Services

College Advising Tools

College Transcripts & Grades

Fees & Payments

Records & Registration

Distance Learning

Library Services

Advising Manuals

Other Links & Resources

Site Tour

Site Map

Welcome to the FACTS Career Portfolio

First-Time Users and Visitors:

Tutorial

Florida Students:

Create / Edit Portfolio

Referred Users:

View Portfolios

Sample Portfolios:

Sample Portfolios



LOGOUT INFO FEEDBACK TOUR

▶ HOME PAGE

▶ Portfolio Main Menu

▶ Portfolio Help

Lee Haines' Main Menu

Create/Edit Portfolio

Use these options to create and modify data used in your portfolio. These items are the basis for the portfolios you send to potential employers and graduate schools. Changes to these items affect all versions of your Career Portfolio.

Add/Edit Items:

[Skills Matrix](#)
[EPI Competencies Matrix](#)
[Profile](#)
[Resume](#)
[References](#)
[Artifacts & Examples](#)
[EPI Artifacts & Examples](#)


































































Add/Edit:

[Email Address](#)
[First/Last Name](#)

View:

[Access Details](#)

click the "Add/Edit" link in that cell of the matrix. The number following the text "Add/Edit" is the number of items currently stored for that Competency/Experience.
 Click a Competency or Experience name to get more details about it.

	Experiences				
Competencies	Modules/Segments	Field Experiences	Service / Volunteer Work	Professional Development	Prior Related Experiences
Assessment	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)
Communication	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)
Continuous Improvement	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)
Critical Thinking	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (1)	 Add/Edit (0)	 Add/Edit (0)
Diversity	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)
Ethics	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)
Human Development & Learning	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)
Knowledge of Subject Matter	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)
Learning Environment	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)
Planning	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)
Role of the Teacher	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)
Technology	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)
Reading	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)

Close Pop-up Window


































































Communication

Communication skills include reading, speaking, writing, editing, listening, making presentations, and interpersonal relations. These skills are critically important in the workplace because they involve the transmission of information among people.

Communication skills include

- ◆ Reading (obtaining information from manuals, reports, directions, and other written materials)
- ◆ Writing (using correct punctuation, referencing, spelling, and sentence construction in producing written materials)
- ◆ Editing (correcting written material for

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Reading	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)	 Add/Edit (0)


































































Competency Matrix Service/Volunteer List
Competency: Critical Thinking

Click the "Update" button to edit or the "Delete" button to delete an existing item. Or click the "Add Entry" button to add an item to your Competency Matrix service/volunteer list.

[Return to your Competency Matrix](#)

	Organization Name	City/State	Title
<input type="button" value="Update"/> <input type="button" value="Delete"/>	United Way of Tallahassee	Tallahassee, FL	Volunteer

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View:

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Artifact List

The Artifacts & Examples module allows you to show off actual pieces of your work on the web. You can attach a file with the artifact or provide a link to a web page. Click the "Add Artifact" button to add a new artifact to your Career Portfolio. Click the "Update" or "Delete" button before an artifact name to edit or delete the artifact. Click the "View" button after an artifact name to show your artifact in a new window.

	Artifact Type	Attachment	Competencies	
Update Delete	Field Demonstration	The Solar System.ppt (58.5 KB)	Knowledge of Subject Matter Technology Reading	View
Update Delete	Example	<i>link</i>	Communication Critical Thinking Technology	View
Update Delete	Example	leaf.gif (45 KB)	Human Development & Learning Planning Reading	View
Update Delete	Evaluation	<i>link</i>	Assessment Continuous Improvement Knowledge of Subject Matter	View

Add Artifact Click to add a new artifact entry

➤ To change the link, type the new link in the Artifact Link box.

- Click the Update button to keep your changes.

You must complete areas indicated by an asterisk.

Artifact Type	Related Competencies
<p> <input checked="" type="radio"/> Example <input type="radio"/> Field Demonstration <input type="radio"/> Evaluation </p>	<p> <input type="checkbox"/> Assessment <input type="checkbox"/> Communication <input type="checkbox"/> Continuous Improvement <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Diversity <input type="checkbox"/> Ethics <input type="checkbox"/> Human Development & Learning <input type="checkbox"/> Knowledge of Subject Matter <input type="checkbox"/> Learning Environment <input type="checkbox"/> Planning <input type="checkbox"/> Role of the Teacher <input type="checkbox"/> Technology <input type="checkbox"/> Teaching </p>
Artifact Name displayed in portfolio	Description displayed in portfolio
<p>PowerPoint Presentation</p> <p>Examples: My Website, Research Paper, Photo Journal, PowerPoint Presentation, etc.</p>	<p>Explore my PowerPoint presentation created for my Instructional Curriculum class. It is a lesson plan designed to teach children about the Solar System. Using a mix of animation, graphics and content, I was able to create an educational to assist in the teaching of the materials.</p> <p>View an Example</p>
Attachment* <i>Instead of link</i>	Software/Hardware Requirements for attachment displayed in portfolio
<p> File Name: The Solar System.ppt File Size: 58.5 KB Total Space Used: 170.5 KB Total Space Available: 9.8 MB <input type="button" value="Remove"/> your attached file. </p>	<p>Microsoft PowerPoint is required to view this presentation.</p> <p>Example: Microsoft PowerPoint required to view this presentation.</p>