MBA ePortfolio
Charlton College of Business
PATHBRITE
by
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Email any questions or comments to
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NOTE:
Parts 1, 2 and 3 are essential for all users.
Parts 4 and beyond are available and might be of interest to some users.

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1 Many thanks to those who have contributed to this manual over the years – Phuong Nguyen, Siddharth Manoharan, Trai Dang, Anusha Dhulipala and Azaa Chuluunbat.
Welcome to Pathbrite

www.pathbrite.com

Pathbrite is FREE
1&2: Joining an ePortfolio Course With a Course Code

Join the course by course code, you can follow the following instructions.

1. Register for an Pathbrite account (Please follow Step 3 instructions)
2. Sign into your Pathbrite account

3. Click on Courses along the top navigation bar

4. Then click on Add a Course in the upper right side of the window

- RIGHT NOW (October 2017) WE ARE FOCUSING ON THOSE STUDENTS GRADUATING IN DECEMBER 2017:
- IF YOU ARE GRADUATING IN DECEMBER 2017, USE THIS MANUAL (especially the next page) to GET YOUR COURSE CODE and sign up.
- NOTE: THIS DEFINITELY APPLIES TO THOSE GRADUATING WITH AN MBA DEGREE! IF YOU ARE IN AN MS DEGREE, email HAIKA (email on the front page)
5. A screen will appear asking whether you are “creating a course, or “joining a course”

6. Select “Joining a course” and then enter the course code into the course code field. The COURSE CODE for those graduating AY17/18 – that is December 2017, May 2018 or August 2018. – is S-yrj6fo87

Check with Halka for COURSE CODES for those graduating at other times.

7. Click Add
3. **Submit Assignments/Artifacts**

You complete assignments/learning goal within your ePortfolio course. For each learning goal, submit at least two artifacts. Assignments contained within. The work that you submit to the assignments builds your portfolio(s).

To view assignments for a course:

1. Go to Courses
2. Select the course you’d like to work within
3. Click **Assignments** in the left-hand navigation bar
Learning Goals

1. **Learning and Innovation Skills**
   1. Critical thinking and problem solving skills
   2. Creativity and Innovation skills
   3. Communication and collaboration skills

2. **Digital Literacy Skills**
   1. Information Literacy Skills

3. **Career and Life Skills**
   1. Productivity and accountability skills
   2. Leadership and responsibility skills

4. **Ethics**
   1. Concepts of ethics
   2. Application of ethics

5. **Integrative Essay**

Click on any assignment to get more information such as:

- a description of the assignment
- what learning outcomes are attached to the assignment
- what rubrics will be used in the assessment of the assignment
- submission information (title, description, and teacher’s examples)
Learning Goals Description

FIVE MBA LEARNING GOALS:

For each learning goal, complete the following task:

• **Choose 2-3 artifacts to be uploaded for each learning goal.** Artifacts can be a paper, an assignment, or a presentation that you completed in a course (using group presentation is fine, but you must indicate which part was yours and how much you contribute). Artifacts must clearly demonstrate you have developed knowledge/skills for a particular learning goal.

• **Upload the artifacts to the appropriate learning goals.** Make sure you give them descriptive and accurate titles. It should be about 1-2 sentences that provide your own overall assessment of your learning relevance to the learning goal. For detailed instruction on uploading artifacts, please see section below.
  o For example: “During the MBA program, I developed a deep understanding of ethical reasoning, particularly as it applies to business decisions and social responsibility.”
  o For example: “In the MGT 600 course, I completed an analysis of the Bhopal Union-Carbide disaster. The analysis is in the file labeled ‘Union-Carbide’ below. The case clearly shows that ...”
ePortfolio Instructions

ASSIGNMENT DESCRIPTION
Read chapters 4-6 at home and pay special attention to Nick Carraway's role as narrator and his part in the story as it unfolds.

DUE DATE:
Sep 17, 2014 at 12:57PM

LEARNING OUTCOMES:
Cite strong and thorough textual evidence to su...

SUBMISSION 1 TITLE
Discussion Questions

Answer at least ten of these questions and at least 2 from each chapter.

SUBMISSION 2 TITLE
Like Pale Gold - The Great Gatsby Part I: Crash Course Eng

In which John Green explores F. Scott Fitzgerald's novel of the Jazz Age, The Great Gatsby. John introduces you to Nick Carraway, Jay Gatsby, Daisy and Tom Buchanan, and the other characters in the novel, and tries to look beyond the surface story to figure out what this thing is ABOUT. Set

See Teacher's Example
THE INTEGRATIVE ESSAY:

The essay should be 2-3 pages, double-spaced, in 12pt. Times New Roman font, and 1-inch margins all around. You should write the essay in your word processor, and then upload the file onto the Integrative Essay section as an attachment. For detailed instruction on uploading files, please see section F.

You should reflect on three fundamental questions:

1st: (about 1 paragraph) what were your learning & career goals on entering the MBA

2nd: (1-2 pages) -- describe your learning experiences as an MBA students -- the good and bad -- provide examples where possible (e.g., referencing specific classes),

3rd: (about 1 paragraph) -- what are you career goals now that you are graduating?

To submit work to an assignment

1. For the submission item you’d like to upload to, click upload work

2. Select items to upload from your computer, your Pathbrite library, or any of the other available locations
3. From your Pathbrite library, you can upload individual items or entire portfolios. From the beginning of your MBA program, we recommend creating a Pathbrite account and upload all your assignment/projects/work during the MBA program here. Later on, you can retrieve your work from the library and submit the ePortfolio Course easily.
4. Make your selection(s) then click **Import**
(If you want to replace the submission, click **Replace** and upload your submission)
5. Once finished, click **Submit**
6. Fill out your assignment title and description and click **Submit**
7. Once you’ve successfully submitted your work, you’ll receive a thumbs-up confirmation
(You may be prompted to leave feedback on your assignment.)

**Adding Additional Work**

If you would like to add more than two artifacts per learning goals, click the **Add Work** button beneath the submission items. These will appear in your course portfolio, along with the other items for the assignment.

**Resubmissions**

If you instructor has enabled resubmissions, you can submit multiple drafts of your work.
1. After you’ve submitted your work, click the **Make Changes** button which will allow you to upload your latest draft of work
2. Click **Replace** and upload your submission item
3. Once finished, click **Resubmit**
ePortfolio Instructions

Grades
A faculty will review your assignments (artifacts) and attach a grade. {Remember, the grading process is NOT related to your GPA. It is for programmatic assessment only. That is, it helps us assess the program as a whole} So once a grade has been attached, you will receive a notification the next time you log in to Pathbrite.

You can click the assignment name and it will automatically take you to that assignment. Otherwise, you can see your graded work by...
1. Logging in and selecting the course you’d like to see grades within
2. Going to Assignments

You can also click to view the rubric for assignments that have been graded using an attached rubric.
4. Editing Your Profile

Follow the instructions carefully on how to edit your profile. Failure to complete this step your assignments will not be graded as the administrator will not be able to identify you.

Access Profile Settings

To complete or edit your profile, access the user menu in the top right corner by hovering your cursor over your name and image.

A drop down menu will appear. Click My Profile to view your profile.

From here you may edit by clicking on the link on the top right-hand corner of the dark profile banner.
Upload Image & Edit Personal Info

In this section you'll be able to introduce yourself and upload your photo or avatar.

- You can upload a new profile image by clicking Change right above the image box.
- Crop and resize your image by dragging the slider left to right, and by dragging the image around.
• Here you can also edit your First Name, Last Name, and Title.

• Failure to complete this step your assignments will not be graded as the administrator will not be able to identify you.

• Click Save & Next to continue

**Add Contact Information**

This section allows you to enter various ways for others to contact you, including your phone number, email address, and via social media.

• Add/edit/delete contact information

• Add a new row of contact information by clicking Add Another on the lower right side

• Select the type of contact information by clicking the drop-down arrows next to the icons
ePortfolio Instructions

- Delete a contact field by clicking the delete icon on the right side of the fields
- Click the Save & Next button when finished

- Select the questions you’d like to answer by clicking on the drop down arrows near the question fields
- Respond to the questions you select in the Response fields
- Add another question by clicking on Add Another
- Delete a question by clicking on the trash can icon to the right of the response field

Click Save & Close when finished
5. Your Account Settings

Accessing Account Settings
To edit your Account Settings, select the user menu in the top right corner by hovering your cursor over your name and image.
A drop down menu will appear. Click Settings to view your Account Settings.

Profile
Here you can adjust your general settings such as username, email, and school affiliation.
ePortfolio Instructions

- Edit your username here
- Make any changes to your email address here
- Enter your name and title
- To delete your account check the Delete Account check box and click Save

**Password**

Select the second tab to change your password. Enter your current password and then enter your new password and retype it to confirm it.

Click Save when completed
6. More User Features

Statistics & Metrics

Click the View Statistics icon to access the metrics for your account.

The metrics currently available are:
- The number of visitors to your portfolios
- The most viewed items in your portfolios
- The most viewed categories in your portfolios

Notifications

As you share and/or interact with other Pathbrite users, you may receive comments on your portfolios or individual artifacts.
Each interaction will trigger a notification which will appear in the upper right hand corner of the application.
7. Logging Out

Logging Out
To log out, hover over the user menu in the top right corner. A drop down menu will appear, click Log Out to log out of your account.

8. Navigating the Course Site

Once you’ve joined a course, you’ll be able to do a number of things, such as...

- view information about your course(s)
- view assignments, portfolio templates, and submit completed work
- view people in your course and their public portfolios
- view showcases of student work (yours and your classmates)

Click any of the tabs to be taken to that feature.
9. Course Home

The Course Home page is a dashboard for your course. If your instructor provides a course description, you’ll be able to read it here.

You’ll also be able to see any upcoming deadlines and late work (if any).

At the bottom, you’ll see your Teaching Team with clickable links to their Pathbrite accounts and viewable portfolios.

• Clicking the link to any assignment listed under Upcoming Deadlines will take you directly to the assignment.

Clicking the any link under Late Work will take you directly to the corresponding portfolio template.
10. Portfolio Templates

What are portfolio Templates?

Unique to Pathbrite, Portfolio Templates provide the framework for your course experience. Think of them like the course shell, a fill-in-the-blanks, or the course skeleton that you will flesh out by completing your work. Each Portfolio Template contains assignments. As you complete the assignments within a Portfolio Template, you create a corresponding portfolio.

Your instructor may set up your course with one Portfolio Template. In this case, you’ll end up with one portfolio for that course. Your instructor might otherwise create multiple Portfolio Templates. In that case, you’ll end up a portfolio for each Portfolio Template.

Viewing Portfolio Templates

When you click the Assignments tab, you’ll be able to view Portfolio Templates in as a list, a portfolio, or example portfolio.

List View

This view allows you to see Portfolio Templates and the assignments contained within in a list format.
Portfolio View

If you would like to view Portfolio Templates as portfolios, click the which will allow you to view a preview of the portfolio.
The work you’ve submitted appears as the portfolio’s artifacts.
Teacher’s Example
You can also choose to view a Portfolio Template as an example portfolio. If your teacher has uploaded example work, then you’ll be able to see it as the portfolio’s artifacts.
If not, you’ll see placeholder images where your work will go once it is submitted.
Student Portfolio Settings

By clicking the you’ll be able to edit Portfolio Template details. You’ll see a description for the Portfolio Template (if any) given by your instructor. If there is a grading Rubric attached to the Portfolio Template, you’ll be able to view it and submit a reflection. You’ll also be able to set your Student Portfolio Settings, changing your Portfolio’s visibility and allow/disallow commenting. This is also where you can choose to show download links for your portfolio items if you so choose. Below, you can change the “What does this portfolio mean to you?” text from what your instructor provides for their template to something more pertinent to you. This will show up on your course portfolio that corresponds to the Portfolio Template you’re editing.
PORTFOLIO TEMPLATE DESCRIPTION

The first unit of this course is designed to introduce you to the principles of microeconomics and familiarize you with supply and demand diagrams, the most basic tool economists employ to analyze shifts in the economy. After completing this unit, you will be able to understand shifts in supply and demand and their implications for price and quantity sold. You will also learn how to analyze how consumers respond to a shift in the price of the goods they consume. This understanding of the basic forces of supply and demand will serve as a foundation for the economic analysis you will undertake in the remainder of this course.

DUE DATE:
Jun 15, 2016 at 11:59PM

View Rubric & Reflect 😞 Do this before starting

Fast forward to the due date, how proud do you think you'll feel about your finished work? 😞

NOT PROUD

Student Portfolio Settings

As you submit work into this template, your work is automatically assembled into a portfolio. Below are the settings for your portfolio.

PORTFOLIO VISIBILITY 🎯
- ONLY MY TEACHERS
- PEOPLE IN MY COURSE
- PEOPLE IN MY COMMUNITY
- ANYONE WITH A LINK (PUBLIC)

Allow Comments
Yes

Manage Individual Access

Advanced Settings
- SHOW DOWNLOAD LINKS FOR MY PORTFOLIO ITEMS

What does this portfolio mean to you?

In microeconomics, supply and demand is an economic model of price determination in a market. It concludes that in a competitive market, the unit price for a particular good will vary until it settles at a point where the quantity demanded by consumers (at current price) will equal the quantity supplied by producers (at current price), resulting in an economic equilibrium for price and quantity.
11. Customizing Portfolio Layout

All of your submitted work for a course can be displayed in a portfolio format. Use Portfolio Design Mode to customize your course portfolio layouts

1. Select the course which contains the work you’d like to organize
2. Click the Assignments tab in the left-hand sidebar
3. Click the Design tab

4. Choose a design style and a Theme

5. Drag and drop to rearrange your artifacts

THE END