

**Learning Career E-Folio: Feature Set—DRAFT**

Feature	Description	Possible Implementations
<b>Ease of Use</b>		
Ubiquitous Access	<ul style="list-style-type: none"> <li>• Users can access their E-Folio contents to view or upload artifacts from any location.</li> <li>• Users are able to access E-Folio contents to view or upload artifacts using any tool e.g. laptop, PDA.</li> </ul>	<ul style="list-style-type: none"> <li>• Web based E-Folio</li> </ul>
Easy Artifact Entry	<ul style="list-style-type: none"> <li>• Users can easily and seamlessly upload artifacts to their E-Folio from their hard drive, network drives, or the Web.</li> <li>• Users can easy transfer artifacts from an accessory or “capture device” to the E-Folio. For example, users may capture artifacts using a PDA, digital camera, dictaphone, etc.; and they are able to upload these files easily to their E-Folio.</li> </ul>	<ul style="list-style-type: none"> <li>• Email entries to database (Current method)</li> <li>• HTTP file transfer</li> <li>• WebDAV for managing and sharing artifact repositories</li> </ul>
Delete Artifacts	<p>Users should be able to delete artifacts. This feature is really a function of usability more than anything: if you are able to add artifacts, you should be able to remove them. However, we want to encourage students to learn from experiences rather than delete them, even if they do not reflect their best work.</p>	
Customizable UI	<p>The E-Folio Interface will be adaptable and adaptive based on the owner’s needs and preferences. The mutable features might include elements of look and feel as well as prominent features and scaffolding.</p>	

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<b>Support for Sharing and Collaboration</b>		
Multiple Users	<ul style="list-style-type: none"> <li>The Owner of the E-Folio is the group or individual whose experiences are represented in the archive of artifacts. The Owner has full access to all artifacts and E-Folio features.</li> <li>Other Users of the E-Folio are those with whom the Owner has decided to share one or more artifacts. These users have limited access to the artifacts and E-Folio features.</li> </ul>	
Individual or Group Ownership	An individual or a community may be considered the owner of an E-Folio.	
Privacy/ Security	<ul style="list-style-type: none"> <li>The E-Folio is a private space for the owner of the E-Folio. Access to others (other users) is not permitted unless specified by the owner.</li> <li>The owner may share select portions of the E-Folio with a specified individual or group of others.</li> <li>The owner may make select portions of the E-Folio public.</li> </ul>	
Community Users' Contribution	An owner may give permission to specified others to add to an E-Folio by means of an artifact, an annotation, or organization of artifacts.	
<b>Rich and Flexible Organization and Retrieval of Artifacts</b>		
Archive of documents of various types	A repository of artifacts that represent the users experiences.	Each artifact shall have associated descriptive metadata that allows for searching through and sorting the data in the archive. Metadata may be searched by an individual or by an intelligent

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Categories	<ul style="list-style-type: none"> <li>• Owners may be able to place artifacts into one or more categories.</li> <li>• Owners may be able to create their own categories</li> <li>• Owners may be able to create their own subcategories.</li> <li>• Owners may be able to specify a number of categories to view at once.</li> </ul>	agent/system. <ul style="list-style-type: none"> <li>• Non-Hierarchical Structure (Preferred Method)</li> <li>• Folders Structure</li> </ul>
Search and Sort	Owners may search artifacts using artifact characteristics	<ul style="list-style-type: none"> <li>• Categories</li> <li>• Keywords</li> <li>• Other Metadata TBD</li> </ul>
Multiple Views/ Multiple E-Folios	<ul style="list-style-type: none"> <li>• The owner of the E-Folio may identify a subset of artifacts to create a specialized collection or a view.</li> <li>• The owner may organize the selected artifacts</li> <li>• The owner may customize or create an interface to that collection to allow other users to navigate through and view the selected artifacts.</li> <li>• There may be more than one collection of artifacts, each one created to share with a specific audience, or for a specified purpose.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Specialized E-Folios</i> (Advising E-Folio, Research E-Folio, Career E-Folio), or <i>specialized public views</i> of artifacts.</li> <li>• Creating an interface to a collection of artifacts may be something like creating a webpage There may be templates with customizable elements to facilitate the process.</li> </ul>
Multiple Modes of Representation of Archive of Artifacts	<ul style="list-style-type: none"> <li>• Owners may view the contents of the archive in various ways that reflect the various types of relationships among artifacts and groups of artifacts—e.g. hierarchical structure or semantic network.</li> <li>• Owners may indicate how artifacts relate to each other via a tool that allows them to create visual representations of these relationships (e.g.concept mapping)</li> </ul>	

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Annotate documents	<ul style="list-style-type: none"> <li>• Owners may add comments that further describe or explain an artifact in some way.</li> <li>• Annotations may be made upon entry or later, upon review of entry</li> </ul>	
Overview of what is current or recent	Highlight in some manner recent artifacts or annotations (request from students)	
Track changes	<ul style="list-style-type: none"> <li>• The E-Folio will archive changes in E-Folio information that might be useful—changes in learning goals, interests, categorizations, etc.</li> <li>• The E-Folio may have some way to represent these changes to the owner at appropriate times.</li> </ul>	
<b>Support for Folio Thinking</b>		
Scaffolding for Making Connections Among Artifacts	<p>Support students in analysis of experiences across existing categories, integrating formal and informal learning experiences, bringing new meaning to collections of experiences.</p> <p>Scaffolding is something that aids the user in learning and completing the process. The nature of scaffolding may evolve overtime as the user engages in the process more and in new ways.</p>	<ul style="list-style-type: none"> <li>• Experience Mapping</li> <li>• What Matters to Me? (keywords)</li> <li>• How Have I Change Over Time?</li> </ul>
Scaffold Self Coaching	The E-Folio shall scaffold the owner through all phases of the process of self-coaching—awareness, observation, experimentation, evaluation.	<ul style="list-style-type: none"> <li>• <i>Calendar</i>: Experiments and other reflective thinking techniques may be connected to a calendar that prompts appropriate activities.</li> <li>• <i>Context Dependent Prompts</i>: Ask learner to answer questions and think about things at various times. Prompts</li> </ul>

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		<p>are relevant to current interaction.</p> <ul style="list-style-type: none"> <li>• <i>Database of Techniques/Experiments</i></li> </ul>
Scaffold Hmm...Questions	The E-Folio shall scaffold the owner through answering and eventually asking herself appropriate Hmm...Questions.	<ul style="list-style-type: none"> <li>• <i>Mix</i>: E-Folio pulls together artifacts randomly or purposefully in ways that they have not previously been grouped. Owners are asked to comment on grouping.</li> <li>• <i>Context-Dependent Prompt/ Avatar</i></li> <li>• <i>Screen Saver</i></li> </ul>
Scaffold other Folio Thinking Techniques and Activities	Self-Coaching and Hmm...Questions that we have used with LCP students. We know that there are other techniques that we should consider supporting in the design of an E-Folio	<b>Learning Goals:</b> Owners have some place, tools, and scaffolding to plan and assess the progress of their learning—create goals, assess progress toward achieving their goals via examination of experiences as reflected through artifacts.
E-Folio Evolution	The E-Folio is organic. The number of artifacts grows, and as the number grows and as an owner interacts more with the artifacts, the E-Folio learns more about the owner. The E-Folio responds and interacts with the owner intelligently based on what it knows about the owner and the context of the current interaction—e.g. type of entry, type of task, time of year	