

THE SECOND-YEAR WOC PORTFOLIO: FROM START TO SUBMIT

In *Brightspace*, self-enroll in the “**WOC Portfolio Submission course**” (all the support materials you’ll need are in that course)

Work on writing and speaking assignments in **FYS** and **Foundations** classes

Make appointments at the **DWOC** Studio to get feedback, practice your presentations, and get help revising before final products are due in class

Add significant WOC assignments to **My Items** in *Brightspace*’s ePortfolio for storage

During the semester in which you’ll submit your portfolio, **choose appropriate items** from WOC Work Collection to include

Revise as needed, based on portfolio requirements; re-film presentations at DWOC and get feedback on written work to **revise and improve**

Save finalized written documents as **PDFs**

Upload videos to *YouTube* (make sure privacy settings are set at “unlisted” or “public”)

Download the **Cover Letter template** and fill in specifics about your portfolio contents

Save your cover letter and add to My Items as *Word* docs

In *Brightspace*’s ePortfolio, create a **New Presentation** (name it “WOC Portfolio”)

Add your **2 written assignments** to **Content Area 2**; embed video links from *YouTube*

Download, complete and add the **2 forms** (Informed Consent and Statement of Authenticity) as PDFs to your WOC Portfolio in **Content Area 2**

Cut and paste **Cover Letter** into **Content Area 1** of your portfolio

Submit your WOC Portfolio to the correct Dropbox in the WOC Portfolio Submission course by **4pm on Fri., Dec. 16th**