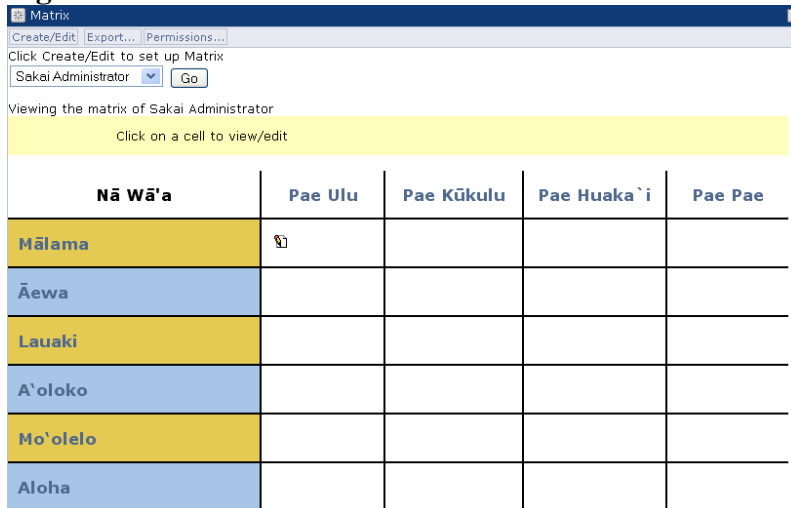


Matrix

The Matrix presents CIG goals, standards, or criteria in relation to different educational levels or areas of focus. The Matrix asks you to associate items from your Repository with a specific criterion at a certain level according to specific standards. In addition, the cells of the Matrix guide you through a reflection process that can be customized to reflect institutional values. Items in Matrix cell are submitted to faculty and/or peer evaluators for feedback via the Review tool.

Figure 12: Nā Wā‘a Matrix



Matrix

Create/Edit | Export... | Permissions...

Click Create/Edit to set up Matrix

Sakai Administrator

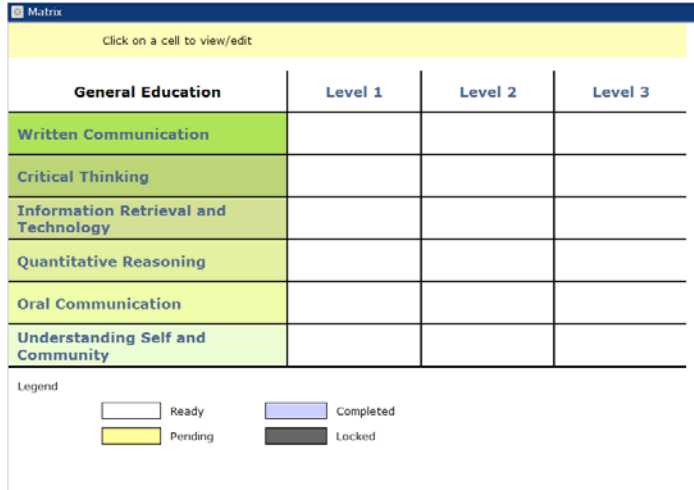
Viewing the matrix of Sakai Administrator

Click on a cell to view/edit

Nā Wā'a	Pae Ulu	Pae Kūkulu	Pae Huaka`i	Pae Pae
Mālama	🔒			
Āewa				
Lauaki				
A'oloko				
Mo'olelo				
Aloha				

Matrix cells can be ready, pending, complete, or locked according to the color legend below the matrix. Ready cells invite your input. Pending cells have been submitted for review. Completed cells have been reviewed. Locked cells are not yet ready for use.

Figure 13: General Education Matrix with Legend



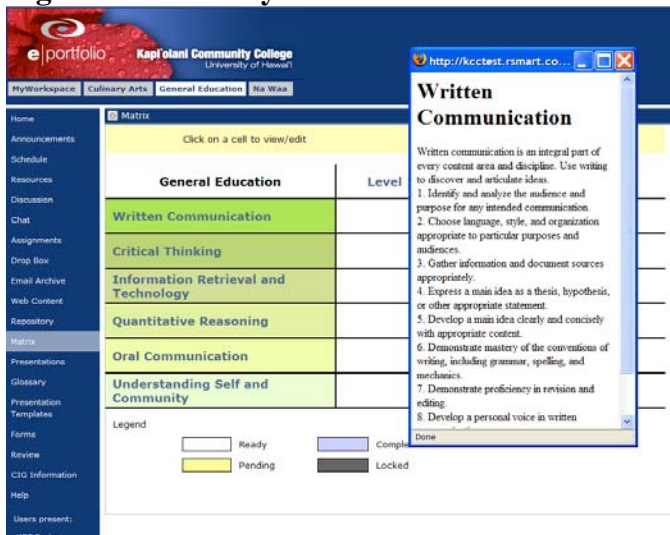
General Education	Level 1	Level 2	Level 3
Written Communication			
Critical Thinking			
Information Retrieval and Technology			
Quantitative Reasoning			
Oral Communication			
Understanding Self and Community			

Legend

- Ready (White box)
- Completed (Light Blue box)
- Pending (Yellow box)
- Locked (Dark Grey box)

To determine what are the appropriate items to add to each of your Matrix cells, consult the Glossary definition by mousing over or double-clicking the cell. Glossary definitions provide standards for you to determine which your items to associate with a Matrix cell. They also guide faculty reviewers in evaluating the items you submit.

Figure 14: Glossary Definitions



The screenshot shows the ePortfolio interface with a sidebar on the left containing navigation options like Home, Announcements, Schedule, Resources, Discussion, Chat, Assignments, Drop Box, Email Archive, Web Content, Repository, Matrix, Presentations, Glossary, Presentation Templates, Forms, Review, CIO Information, and Help. The main content area displays the 'General Education Matrix' with a tooltip for 'Written Communication'.

Written Communication

Written communication is an integral part of every content area and discipline. Use writing to discover and articulate ideas.

1. Identify and analyze the audience and purpose for any intended communication.
2. Choose language, style, and organization appropriate to particular purposes and audiences.
3. Gather information and document sources appropriately.
4. Express a main idea as a thesis, hypothesis, or other appropriate statement.
5. Develop a main idea clearly and concisely with appropriate content.
6. Demonstrate mastery of the conventions of writing, including grammar, spelling, and mechanics.
7. Demonstrate proficiency in revision and editing.
8. Develop a personal voice in written.

Done

Legend

- Ready (White box)
- Completed (Light Blue box)
- Pending (Yellow box)
- Locked (Dark Grey box)

Once you have decided which items to add to a particular Matrix cell, follow these steps:

1. Click the cell.
2. Click New (in the upper left corner of the frame). Your Repository will appear.

3. Open your username folder and any relevant subfolders.
4. Locate the item you want to associate with the Matrix cell.
5. Click Select (to the right and on the same line as the item).
6. Click Attach.
7. Read and agree to the following conditions in the permission statement.
 - a. I give my permission to upload my file (item) to a computer server under my University of Hawai'i account.
 - b. I hereby give my permission to include, in the ePortfolio system, the materials I am currently submitting. This permission includes allowing storage of the materials on a server or in other formats and using the materials to evaluate and improve teaching and learning.
 - c. I certify that the material or artifact I am uploading is my own work. The work uses proper citation from one of the accepted style guides such as APA, MLA, etc., or contains other explicit acknowledgement.
 - d. I further certify that I have made no other agreements or commitments that could prevent my submitting the materials to the ePortfolio system.
 - e. I consent to the limited use of the materials I am currently submitting, including any personal information I am submitting with these materials, which may include my name or other identification. Limited use is guided by the needs and requirements of the ePortfolio administrative and research team.
8. Click Continue.

Figure 15: Adding an Item to a Matrix Cell

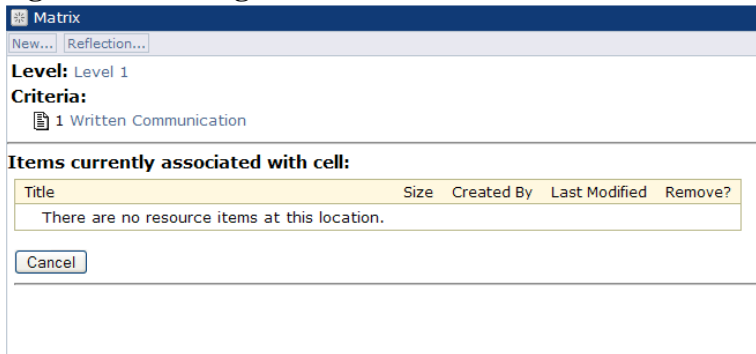


Figure 16: Selecting the Item in the Repository

Matrix

Select a file or files you wish to attach:
CIG: Nā Wā'a
Criteria: Mālama
Level: Pae Ulu

Attach Item

• File/Folder to attach pick

Select None Add Folder Create Item WebDAV

Location: top/users/admin/test files

name	actions
Professional Activity	select duplicate
Accomplishment	select duplicate
Additional Information	select duplicate
Bob Contact Info	select duplicate
Certification	select duplicate
Civic Action	select duplicate
Education	select duplicate
Experience	select duplicate
Honor	select duplicate

Figure 17: Attaching the Item to the Cell

Matrix

Select a file or files you wish to attach:
CIG: Nā Wā'a
Criteria: Mālama
Level: Pae Ulu

Attach Item

• File/Folder to attach pick

Figure 18: Agreeing to the Permission Statement

Matrix

Authenticity and Privacy Confirmation (required fields are noted with an *)

I agree to all statements below in relation to the work I am currently submitting.

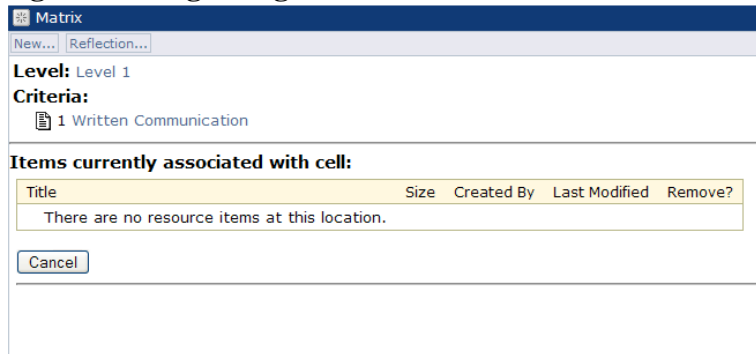
1. I give my permission to upload my file (item) to a computer server under my University of Hawai'i account. 2. I hereby give my permission to include, in the ePortfolio system, the materials I am currently submitting. This permission includes allowing storage of the materials on a server or in other formats and using the materials to evaluate and improve teaching and learning. 3. I certify that the material or artifact I am uploading is my own work. The work uses proper citation from one of the accepted style guides such as APA, MLA, etc., or contains other explicit acknowledgement. 4. I further certify that I have made no other agreements or commitments that could prevent my submitting the materials to the ePortfolio system. 5. I consent to the limited use of the materials I am currently submitting, including any personal information I am submitting with these materials, which may include my name or other identification. Limited use is guided by the needs and requirements of the ePortfolio administrative and research team.

I hereby release The University of Hawai'i, its member trustees, officers, employees and agents, and any other person who may be legally liable, from any and all claims, demands, causes of action, and suits, including but not limited to claims for invasion of privacy, defamation, breach of contract, or other breach of duty (including, e.g., the Family Educational Rights and Privacy Act, the Access to Public Records Act, etc.), arising out of or in connection with the maintenance, use or release of any personal information contained within my submission.

After you have associated one or more items with the cell, you may begin the reflection process for that cell.

1. To reflect upon the items you have added to a Matrix cell, click Reflection from the top menu bar.

Figure 19: Beginning the Reflection Process



Matrix

New... Reflection...

Level: Level 1

Criteria:

1 Written Communication

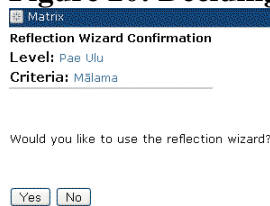
Items currently associated with cell:

Title	Size	Created By	Last Modified	Remove?
There are no resource items at this location.				

Cancel

2. You will be promoted to select Yes or No based upon your preference for using the Reflection Wizard. “Yes” reminds you of the expectation for the cell and provides a step by step process. “No” offers the entire process in one scroll.

Figure 20: Deciding Whether or Not to Use the Reflection Wizard



Matrix

Reflection Wizard Confirmation

Level: Pae Ulu


Criteria: Mālama

Would you like to use the reflection wizard?

Yes No

3. Review KCC expectation header and expectation for all Matrix cells by selecting the expectation and clicking Continue:
 - a. Expectation Header: Write a reflection on your learning experiences relating the works you submitted to the criterion for this Matrix cell. Assume that your audience is a reviewer who does not know you.
 - b. Expectation: This reflection should convince your reviewer that you have chosen your works thoughtfully and purposefully, that you can explain how your works fit into the Matrix, and that your written explanation illustrates the personal impact of your learning.

Figure 21: Reviewing the KCC Expectation Header and Expectation

 Matrix

Expectation Selection

Level: Level 1

Criteria: [Written Communication](#)

Write a reflection on your learning experiences relating the works you submitted to the criterion for this matrix cell. Assume that your audience is a reviewer who does not know you.

Please select all that apply

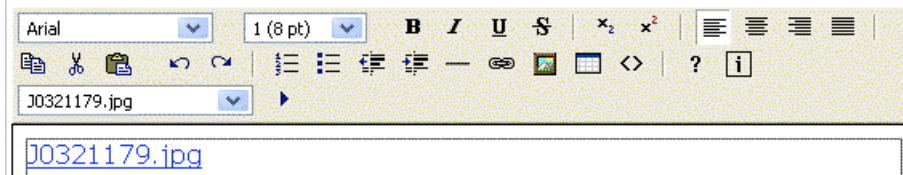
This reflection should convince your reviewer that you have chosen your works thoughtfully and purposefully, that you can explain how your works fit into the matrix, and that your written explanation illustrates the personal impact of your learning.

4. If you need additional information about specific standards for each matrix cell, consult the Glossary by mousing over or clicking the criterion or level in the matrix. (This will require you to leave the reflection process and return to the matrix by clicking on the star button in the upper left corner of the frame.) The pop-up that results from clicking the term may be left up to continue to inform your reflection process.
5. Respond to the three reflection prompts by typing or pasting your reflection into the appropriate area. Avoid pasting in formatting from an MSWord document unless you specifically intend to do so. The three prompts are as follows:
 - a. Evidence: Link your works to the space below and explain their origins (e.g. an assigned task, a personal or professional interest, or a community service). For each work, describe why you chose the subject matter and how the work fulfills this cell's standards.
 - b. Growth: Explain how your selections and their related experiences have challenged you to grow personally, academically, and professionally.
 - c. Lifelong Learning: Imagine how your relevant activities over the next ten years might further contribute to your learning in this area. Please keep your response between 150 and 350 words.
6. The first reflection prompt requires you to re-associate your works with this reflection field. If you do not complete this step, your reviewers will not be able to view the works you have associated with the cell. Use the rich text editor command "Select a File URL to Insert" to include each of your works in the drop-down menu in the first reflection field. After selecting each of the works, click on the triangular symbol to the right of the drop-down menu to place the link to the work in the first reflection field.

Figure 22: Selecting a File URL to Insert in the First Reflection Field

Evidence

Link your works to the space below and explain their origins (e.g. an assigned task, a personal or professional interest, or a community service). For each work, describe why you chose the subject matter and how the work fulfills this cell's standards.



7. Continue to respond to the three reflection prompts.
8. Click Save to preserve your answers.
9. When you are completely finished adding your works to the cell, re-associating them with the first reflection field, and entering your responses to the three reflection prompts for the cell, click Submit.

Figure 23: Submitting a Matrix Cell

Matrix

Level: Pae Ulu

Criteria: Mālama

Submitting your reflection will lock the cell and you will not be able to edit your materials.


Are you sure you want to submit?

Submit for Review





Cancel

10. Clicking Submit will open up the matrix cell for review by reviewers assigned to the cell. Submitting a cell puts the cell in a locked state, meaning that it will not be possible to associate additional works or add or revise your reflections for the cell. The cell in the matrix will change color to reflect its status as Pending.
11. When the reviewer has completed his or her review of the cell, the cell will change color again to reflect a status of Complete. If the reviewer decides you need to do more work in the cell, the cell will change color to reflect a Ready status to allow you to improve your work.

Figure 24: Cell Status Pending


General Education	Level 1	Level 2
Written Communication		
Critical Thinking		
Information Retrieval and Technology		
Quantitative Reasoning		
Oral Communication		
Understanding Self and Community		

Legend

	Ready		Completed
	Pending		Locked

12. You can click on Pending and Completed cells for a read-only view of your works and reflections. You can also go to your Repository to make copies of the items you have associated with Pending or Completed cells to use for other purposes.


Figure 24: Read-Only Access to a Pending Cell

 Matrix

New... Reflection...

Level: Level 1

Criteria:

 1 Written Communication

Cell status is PENDING and cannot be altered

Items currently associated with cell:

Title	Size	Created By	Last Modified	Remove?
Cover Letter.doc	25KB	KCC Test	12-14-2005	