

Arts Pathways Guidelines

Creating a Capstone Portfolio (Instrumental Music)

Login to CIITS

In the Student Workspaces area click on Launch.

Create Your Portfolio

Click on Create Portfolio

Name the Portfolio: Instrumental Music Pathway Capstone Portfolio

Enter the portfolio description

Link your portfolio to the class(s) it is associated with

Select a color if desired

Click SAVE in the lower right corner of the screen

Create the Work Items in the Capstone Portfolio

Enter the components of the Capstone Portfolio in this order:

Click on Create Work Item

Enter a title: Letter of Assurance

Enter Work Item Text: Letter of Assurance to verify that requirements of the portfolio are completed and uploaded to Student Workspaces.

Click Save. (You will return here after all of the required work is completed and uploaded to add the Letter of Assurance signed by the teacher and student)

Click on Create Work Item

Enter a title: Resume

Enter Work Item Text: My personal resume.

Click on Upload File to browse and upload your resume. (Be sure to remove your contact information e.g., address, phone number, email, etc.)

Click Save.

Click on Create Work Item

Enter a title: Reflection Essay

Enter Work Item Text: This is my personal reflection essay on music.

Click on Upload File to browse and upload your Reflection Statement. (See Capstone requirements for specific details.)

Click Save.

Click on Create Work Item

Enter a title: #1 Solo Performance

Enter Work Item Text: This is a recording of a solo performance of (describe the performance and your role in the performance).

Click on Upload File to browse and upload the audio recording of your solo. (file must be in MP3 format)

Upload your judges (evaluation) sheet if you have one, scanned and saved as a PDF file. Skip this step if you do not have an evaluation sheet.

Click Save.

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Click on Create Work Item

Enter a Title: #2 Performance with Others

Enter Work Item Text: This is a recording of my performance with (describe performance and your role).

Click on Upload File to browse and upload your performance. (file must be in MP3 format)

Upload your judges (evaluation) sheet if you have it scanned and saved as a PDF file. Skip this step if you do not have an evaluation sheet.

Click Save.

Click on Create Work Item

Enter a Title: #3 Student Choice Performance

Enter Work Item Text: Example: This is my performance on a secondary instrument.

Click Upload File to browse and upload your performance. (file must be in MP3 format)

Upload your judges (evaluation) sheet if you have it scanned and saved as a PDF file. Skip this step if you do not have an evaluation sheet.

Click Save

Click on Create Work Item

Enter a Title: Music Theory Test or Music Listening Test

Enter Work Item Text: (Enter your score here) My score on the music theory test was 40 questions correct and 5 incorrect.

Once you have completed all of the above you have a complete portfolio ready to be scored.

** Students using video files instead of audio files should follow these instructions:

1. Edit the video to meet the time specifications outlined in the portfolio requirements (minimum of 2 minutes up to 3 minutes, scorers will only watch 2 minutes of the video).
2. House the video in YouTube in the private section. If you can't edit designate where to start watching the video and where to stop watching by using the timing bar at the bottom of the video screen. (This bar shows minutes and seconds at any point in the video)
3. Copy and paste the link to the video into a MS Word file and name it either: #1 Solo Performance, or #2 Performance with Others, or #3 Student Choice, accordingly. Briefly describe the video just above the link before saving the file. If the video is password protected please provide the password in this document just after the video description. Once you complete adding information into the MS Word file save it as a PDF file.
4. Click Upload within the appropriated Work Item to browse and upload your PDF File with the related video link. For non-edited videos, include timing information in this file so that the scorer knows where to start and stop watching within the recording. (2 to 3 minutes) Upload the related judges (evaluation) sheet, if you have one, as a PDF file. (scan and save to PDF)
5. Click Save

Arts Pathways Guidelines

Creating a Capstone Portfolio (Vocal Music)

Login to CIITS

In the Student Workspaces area click on Launch.

Create Your Portfolio

Click on Create Portfolio

Name the Portfolio: Capstone Vocal Music Pathway Portfolio

Enter the portfolio description

Link your portfolio to the class(s) it is associated with

Select a color if desired

Click SAVE in the lower right corner of the screen

Create the Work Items in the Capstone Portfolio

Enter the components of the Capstone Portfolio in this order:

Click on Create Work Item

Enter a title: Letter of Assurance

Enter Work Item Text: Letter of Assurance to verify that requirements of the portfolio are completed and uploaded to Student Workspaces.

Click Save. (You will return here after all of the required work is completed and uploaded to add the Letter of Assurance signed by the teacher and student)

Click on Create Work Item

Enter a title: Resume

Enter Work Item Text: My personal resume. (Be sure to remove contact information e.g., address, phone number, email, etc.)

Click on Upload File to browse and upload your resume.

Click Save.

Click on Create Work Item

Enter a title: Reflection Essay

Enter Work Item Text: This is my reflection essay on music. (See the Capstone requirements for specific details)

Click on Upload File to browse and upload your Reflection Essay.

Click Save.

Click on Create Work Item

Enter a title: #1 Solo Performance

Enter Work Item Text: This is a recording of a solo performance of (describe the performance and your role in the performance).

Click on Upload File to browse and upload the audio recording of your solo. (audio file must be in MP3 format)**

Upload your judges (evaluation) sheet, if you have one, scanned and saved as a PDF file. Skip this step if you do not have an evaluation sheet.

Click Save.

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Click on Create Work Item

Enter a Title: #2 Performance with Others

Enter Work Item Text: This is a recording of my performance with (describe performance and your role).

Click on Upload File to browse and upload your performance. (audio file must be in MP3 format)

Upload your judges (evaluation) sheet, if you have one, scanned and saved as a PDF file. Skip this step if you do not have an evaluation sheet.

Click Save.

Click on Create Work Item

Enter a Title: #3 Student Choice Performance

Enter Work Item Text: Example: Example: This is my performance as a conductor of a vocal ensemble. (Tell which option you chose from the list)

Click Upload File to browse and upload your performance. (audio file must be MP3 format)

Upload your judges (evaluation) sheet, if you have one, scanned and saved as a PDF file.

Click Save

Click on Create Work Item

Enter a Title: Music Theory Test or Music Listening Test

Enter Work Item Text: (Enter your score here) Example: My score on the music theory test was 40 questions correct and 5 incorrect. This has been verified by my teacher.

Once you have completed all of the above you have a complete portfolio ready to be scored.

** Students using video files instead of audio files should follow these instructions:

1. Edit the video to meet the time specifications outlined in the portfolio requirements (minimum of 2 minutes up to 3 minutes, scorers will only watch 2 minutes of the video).
2. House the video in YouTube in the private section. If you can't edit, designate where to start watching the video and where to stop watching by using the timing bar at the bottom of the video screen. (This bar shows minutes and seconds at any point in the video)
3. Copy and paste the link to the video into a MS Word file and name it either: #1 Solo Performance, or #2 Performance with Others, or #3 Student Choice, accordingly. Briefly describe the video just above the link before saving the file. If the video is password protected please provide the password in this document just after the video description. Once you complete adding information into the MS Word file save it as a PDF file.
4. Click Upload within the appropriated Work Item to browse and upload your PDF File with the related video link. For non-edited videos, include timing information in this file so that the scorer knows where to start and stop watching within the recording. (2 to 3 minutes) Upload the related judges (evaluation) sheet, if you have one, as a PDF file. (scan and save to PDF)
5. Click Save