

# Potential Minispec Titles by Verbs

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### **Collect:**

I want to collect, organize, retrieve and preserve examples of my work over time.

### **Select:**

I want to select examples from my collected work for purposes such as self-presentation, self-analysis, or demonstrating achievement.

### **Reflect:**

I want to reflect spontaneously and/or in response to formal prompts.

### **Repurpose:**

I want to use existing or revised examples of my work in new contexts.

### **Present and Express:**

I want to present information and examples of my work to different audiences in different ways (as directed by others and of my choice).

### **Document:**

I want to provide evidence of and rationale for learning.

### **Establish and Assess Outcomes:**

I want to publish and map learning outcomes to course and/or program objectives in order to assess them via rubrics.

### **Guide:**

I want to guide the creation of portfolios for different purposes by creating such things as: templates, assignments, files, rubrics, and prompts.

### **Associate:**

I want to associate artifacts and data structures (sites and tools) to each other, to learning outcomes, and to external resources.

### **Tag:**

I want label and organize artifacts such as: files, reflections, assignments, in order to be searchable by myself and others.

### **Manage Process:**

I want to design and publish a portfolio framework and determine, direct, and monitor workflow, roles, and permissions within it.

### **Give and Receive Feedback:**

I want to determine how feedback is organized and provide different types of feedback to different audiences at different levels within the portfolio process.

### **Evaluate:**

I want to be able to examine, rate, and comment on entire portfolio or their components including my own.

### **Share:**

I want to allow others inside and outside of my institution to view some or all of a portfolio I have permission to share.

### **Report:**

I want to gather, analyze, display, and preserve portfolio data to support institutional, programmatic, course, and individual assessment processes.

### **Own:**

I want to make some things private and some things public in my portfolio and be aware of how my institution uses my portfolio data.

### **Preserve:**

I want to be able to be able to access and edit my data for an indefinite length of time.

### **Snapshot:**

I want to be able to freeze and save, automatically or at will, versions of artifacts or collections of artifacts at any point in time.

**Migrate and Export:**

I want to be able to move portfolio structure and/or data within an institutional system or from one system to another.

**Download:**

I want to copy or transfer the structure and data of a portfolio to my computer or to other devices or media without the use of a special reader.

**Empower:**

I want to take responsibility for learning and development by making choices about how data is developed and used in collaboration with instructors, advisors, and administrators.

**Facilitate Tasks:**

I want a centralized location from which to view and coordinate my portfolio responsibilities.