



The processes in the matrix that have been identified within e-portfolio use through JISC projects and wider are clarified a little below.

**Information capture** - where information that is part of the learning experience such as images, audio, video, text are captured and uploaded, e.g., video capture on mobile phone during work based learning.

**Information retrieval** - where information that is held somewhere (archived) is retrieved for use within the e-portfolio.

**Planning** - this involves some form of identification of need and target setting.

**Reflection** - this usually involves some form of reflective writing to inform learning, but could involve other media.

**Feedback** - this is usually academic/tutor/employer to student feedback or peer-to-peer feedback to support some other e-portfolio process and is usually formative, but could be part of a summative assessment activity. It could include use of student feedback to inform a mentor or an academic tutor's continuing professional development.

**Collaboration** - this can be any form of joint working such as peer-to-peer feedback above. It could be collaboration between work-based mentor and academic tutor.

**Presentation** - this includes any presentational aspect that is produced for an audience other than purely for the student themselves - such as CV, document for a tutorial, online evidence of achievements that is shared and perhaps assessed etc.

**Technical requirements** - this refers to the process of identification of the technical specification/ functionality for e-portfolios.