



Portfolio Planning Sheet

What type of portfolio will you create?

- Showcase portfolio
Students / teachers choose work that represents their best or favorite work from one subject or all subjects.
- Proficiency portfolio
Students / teachers choose work samples that show evidence of proficiency of standards, college admission, etc.
- Project Portfolio
Records the various experiences or steps completed while planning, developing, and finishing a project.
- Professional Portfolio
Resumes, cover letters, products that highlight skills for potential employment or job review.
- Other

Logistics:

- Will the portfolio be passed on from grade to grade?
- Will it be sent home to parents at the end of each year?
- Will the students have one portfolio from each subject area or one portfolio to represent all subject areas?
- Will the portfolio be assessed as part of the student's grade?

Portfolio Contents:

- Will only finished products be included or will "still in progress" samples be added?
- Should students select only their best work?
- Who will select the pieces? The student? The teacher? Both?
- Should comments be included? From the teacher? From peers?



Digital Portfolio Options

What will be the framework?

- A Title Page (with name, year, teacher, etc.)
- An All About Me page (information about the student, photo, voice recording)
- Letter to Viewers
- Table of contents / Links to work samples
- Reflections of work samples
- Evaluations of work samples

What types of samples will be included?

- Photographs of 3-D projects
- Voice Recordings
- Videos
- Scanned documents
- Electronic projects / documents
- Multimedia projects

How will the portfolios be stored?

- On a classroom computer.
- On a network server.
- On a web server.
- On CD-ROMs.
- On other storage media



Digital Portfolio

Electronic Document Format Options:

Flat files (word processing, spreadsheets, paint, drawing documents)

- ❑ Original format (MS Word, AppleWorks, etc.)
 - + No conversion necessary.
 - Viewer must have same version or better of software to open the document.
 - Viewer must have same fonts or formatting may be misaligned.
- ❑ Saved as PDF (Portable Document Format)
 - + Anyone can view using Adobe Acrobat Reader (a free download).
 - + Retains formatting.
 - Requires Adobe Acrobat PDF Writer (or Mac OS X to create)
- ❑ Saved as HTML (HyperText Markup Language)
 - + Can be viewed by any browser (Netscape, Internet Explorer, etc.)
 - + Easy to do in newer versions of MS Office and AppleWorks.
 - Some formatting may be lost.
- ❑ Converted to images (screen shots)
 - + Can be inserted into any document / framework.
 - + Retains formatting / layout.
 - Large file size.
 - Loss of clarity if resized.

Multimedia files (files containing sound, animation, hyperlinks, slide shows, etc.)

- ❑ Original format (PowerPoint, HyperStudio, Kid Pix, etc.)
 - + No conversion necessary.
 - + Best representation of interactive elements.
 - Viewer must have same version or better of software to open the document.
 - Viewer must have same fonts or formatting may be misaligned.
 - In some cases, original media files must be moved also.
- ❑ Converted to HTML
 - + Can be viewed by any browser (Netscape, Internet Explorer, etc.)
 - + Easy to do in newer versions of MS Office and AppleWorks.
 - Some formatting and special effects may be lost.
- ❑ Recorded to video (with digital video camera)
 - + Student's narration and presentation can be captured.
 - + Can be converted to QuickTime or AVI and played with free players.
 - Requires extensive memory.
 - Computer screen may be distorted on video.
- Recorded to video (using screen animation capture software)
 - + Can be converted to QuickTime or AVI and played with free players.
 - + Student's narration can be recorded.
 - + Computer screen will be clear if not resized.
 - Requires extensive memory.
 - Software can be "quirky".



Digital Portfolio

Digitizing Non-Electronic Samples

Flat documents (drawings, writing samples, paintings, etc.)

- Scanner
 - + Somewhat clear images.
 - + Can be saved in a variety of formats. (Pic, GIF, JPG, etc.)
 - Time-consuming.
 - Large file sizes.
- Digital Camera / Document Camera
 - + Somewhat clear images.
 - + Can be saved in a variety of formats.
 - + Quick
 - May require cropping / editing.
 - Requires good lighting.

3 dimensional objects (models, sculptures, dioramas, etc.)

- Digital Camera / Document Camera
 - + Somewhat clear images.
 - + Can be saved in a variety of formats.
 - + Quick
 - May require cropping / editing.
 - Requires good lighting.
 - Shows one perspective.
- Digital Video Camera
 - + Shows multiple angles / perspectives
 - + Can capture student presentation and narration.
 - Large file sizes
 - Requires good lighting.
 - May require editing.

Student Performances (plays/ skits, athletics, oral reading, singing, debates, etc.)

- Digital Camera / Document Camera
(See + and - comments above)
- Digital Video Camera
(See + and - comments above)
- Audio Recordings (digital recorders, cassette recorders, direct computer recording, etc.)
 - + Somewhat clear sounds.
 - + Good option for oral performances. (singing, oral reading, foreign language etc.)
 - Large file sizes.
 - Required quiet environment for good recording.
 - Cassette recordings must be re-recorded into computer.



Digital Portfolio Framework Options

□ PowerPoint

- + Allow for Hyperlinks to other documents / applications / web sites.
- + Easy to develop with minimal skills.
- + Allow inclusion of photos, sounds, video, etc.
- Viewers must have same or newer version of software to view.
- Framework document and linked files must be saved in the same relative position.
- HyperStudio can be time-consuming.
- If saved for web, some formatting, links, and multimedia files may be lost.

□ HTML

- + Can be opened and viewed with any browser (Netscape, Internet Explorer, etc)
- + Easy to create using web authoring programs.
- + If moved to a web server, can be accessed by anyone.
- Requires advanced skills to include multimedia files.
- Multi-media files may require special plug-ins to be viewed.

Adding Hyperlinks

PowerPoint

Linking to another document

1. Select the text or graphic that you want to become the link.
2. Pull down the Insert menu to Hyperlink.
3. Link to the desired document or web page.

Linking to another slide

1. Select the text or graphic that you want to become the link.
2. Right-Click the highlighted text or graphic.
3. Choose "Action Settings".
4. Click "Hyperlink to" and choose where you want to link. (Previous slide, next slide, slide, etc.)