

Electronic Portfolios in Education

Here is Dr. Barrett's Electronic Portfolio Development Process:

1. Defining the Portfolio Context & Goals:

- Identify the **purpose** of the portfolio.
- Identify the learner outcomes, goals, or standards to be addressed in the portfolio.
- Knowing the primary **audience** for the portfolio will help decide the format and storage of the formal or presentation portfolio.
- Identify the **resources** available for electronic portfolio development. What hardware and software do you have? What technology skills do you have or want to develop?

2. The Working Portfolio – Archive Creation/Digital Conversion "Become a Digital Packrat!" Collect the documents in electronic form and store in a single folder

- Set up an electronic filing system and set up a naming system for computer-created docs
- Set up electronic folders for each student
- Identify the most appropriate storage and presentation medium (i.e., computer hard disk, videotape, local-area network, a WWW server, CD-ROM, etc.).
- Digitize images using scanner or digital camera – **students or parents should do the work**

3. The Reflective Portfolio:

- Write a short reflection on each artifact (I liked [or selected] ___ because... I learned...)
- In an Assessment Portfolio, answer three questions for each outcome, goal or standard:
 1. "What?" (List the artifacts)
 2. "So what?" (Identify what was learned and how it leads to meeting the goal)
 3. "Now what?" (Set future learning goals)

4. The Connected Portfolio:

- Create hypertext links between goals, work samples, rubrics, and reflections.
- Insert appropriate multimedia artifacts.
- Create a Table of Contents to structure the portfolio;
 - use the outlining capabilities of either **Word** or **PowerPoint**,
 - or the graphical organizing AND outlining capabilities of **Inspiration**.

5. The Presentation Portfolio:

- Record the portfolio to an appropriate presentation and storage medium: CD-Recordable disc, WWW server, or video tape (soon DVD).
- Present the portfolio before an audience (real or virtual) and celebrate the accomplishments represented.
- Evaluate the portfolio's effectiveness in light of its purpose and the assessment context.

There are many common software tools that can be used to create standards-based Electronic Portfolios. A series of short guides have been developed covering Microsoft Word, Excel, and PowerPoint; Apple's OS X and PDF, Keynote, iMovie, iPhoto, and any Web page authoring program, such as Netscape Composer.