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.

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*This one-page summary provides a quick guide to the process. A comprehensive handbook with more detailed instructions and videos is available on CD-ROM. Permission is granted to educational institutions to print this page for non-profit educational purposes only. All other rights reserved.