

Develop Electronic Portfolios with **Netscape Composer** *or your favorite Web Page Editor*

What to do? Here is the process we will cover:

Collect the documents in electronic form and store in a single folder

- Convert artifact files into HTML or PDF format.
Save as Web Page... or **Print -> Preview**
- Create a list of artifacts (a database or a spreadsheet, converted to HTML in the source application)

Create the Reflective Portfolio in Netscape Composer

- Create a template that contains the navigation structure to link to standards that you want to use as the framework for this portfolio. Use the template to create the following pages:
 - Create a Cover Page for your portfolio
 - Create a Table of Contents for the Portfolio with hyperlinks to each page
 - Create a page to write an introduction, which is your overall reflection on the portfolio.
 - Create a page for each standard. Under each standard, include three paragraphs and headers: Evidence, Reflection, Direction or Future Learning Goals
- Identify the artifacts from your list of artifacts
- Write Reflections and Future Learning Goals for each standard
- Create Hyperlinks to Artifacts
- Apply creative touches with graphics and text layout options
- Upload all files to your web server