Developing an Electronic Portfolio using Microsoft Word

Here is the process to create a standards-based electronic portfolio using Microsoft Word.

The Reflective Portfolio document will include the following:

A Cover Page for the portfolio
  Include a Picture or graphic

A Table of Contents
  This page will contain links to each Standard

An Introduction to the Reader which is an overall reflection on the portfolio.

A list of standards, each with reflections on the following questions:
  • Reflection (So What? - Reflect on what was learned and how this leads to meeting the standards)
  • Evidence/Artifacts (What? - A list of artifacts and/or experiences that support the reflection). Hypertext links may be made to the individual documents.
  • Future Learning (Now What? - Address implications for future learning needed)

In addition, a collection of portfolio artifacts will be stored in the same folder as the Portfolio Reflections document.

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

Collect the documents in electronic form and store in a single folder (page 3)
  Write brief reflection on each document using Insert Menu -> Comment command
  OR include a database that contains a list of your artifacts and your reflections.

Create the Reflective Portfolio in Word
  • Open a new Word document and select the View Menu -> Online Layout
  • Create the Cover Page for your portfolio
  • Insert the Standards to be used in your reflections (page 3)
  • Under each standard, include three paragraphs and headers: Reflection, Evidence, Direction or Future Learning Goals
  • Use Outlining capabilities of Word to create headings which show in the Document Map (left window), becoming "bookmarks" for navigation (page 4)
  • Create a Table of Contents for the Portfolio and links to each section (optional)
  • Create links to Artifacts (page6)
  • Right after the Table of Contents, write an introduction to the reader, which is your overall reflection on the portfolio.

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Stage 2 - Collecting the Artifacts - The Working Portfolio

- Interject personality into the portfolio design. Use some of the graphics capabilities of the format, fonts and Word Art to add style and flair to the portfolio.

- Identify the portfolio artifacts (examples of your work, hopefully in electronic form) or experiences you have that demonstrate that you have met this standard. Store them in a single folder.

- You might create a separate list of all of the artifacts that you have collected and how they might demonstrate your competency. Setting up a database or a table to organize the information about the artifacts is another strategy.
  
  - Some authors recommend that reflections be written for each artifact, to explain why it is in the portfolio. Write a brief reflection explaining about each artifact and why it should be included in your portfolio.

- On your hard drive, floppy disk or server, set up an electronic folder to store and organize the artifacts (any type of electronic document).

- Use appropriate multimedia to add style and individuality to portfolio.
  
  - Use a scanner (or camera) to digitize images
  
  - Use a microphone and sound digitizing program to digitize audio artifacts
  
  - Use a video camera, digitizing hardware and software to digitize video artifacts

Stage 3 - Selection, Reflection & Direction - The Reflective Portfolio

Set up the portfolio demonstrating your chosen standards

- Open a new Word document and select the View Menu -> Online Layout. The document will open up with a Document Map on the left and a document window on the right.
• Put a header on the document that will appear on every page that shows your name and the name of the group of standards you are demonstrating.

Copy the Performance Indicators into the document

Cut and paste into the document, putting each performance indicator on a page by itself, using page breaks (Insert Menu -> Break). To create a page break from the keyboard, type Shift+Enter keys simultaneously.

Under each standard, include three paragraphs headers: Reflection, Evidence, Direction or Future Learning Goals.

• Write a reflection for each standard that explains how you think you are progressing toward achievement of this standard. In other words, how you think you have accomplished this standard.

• List the artifact that constitute the evidence that supports your reflections.

    The portfolio becomes a lifelong learning tool, when we take these reflections and set goals for future learning.

• For the performance indicator, write a statement about what you still need to learn in this area, setting some reasonable goals for yourself so that you can achieve this standard.

**NOTE:** To save space, the screen examples shown here do not have these reflection paragraphs completed.
Create Navigation Headings with the Document Map

According to the MS Word Help, the Document Map is a separate pane that shows an outline of a document's headings. You can use the Document Map to quickly navigate around the document and keep track of your location in it. The Document Map is automatically visible when the View Menu -> Online Layout is selected, but may be displayed in any view by selecting the View Menu -> Document Map, or clicking on the Document Map button on the Menu Bar.

1. Select a paragraph heading that you want to appear in the Document Map (you only need to have the cursor anywhere in the paragraph).
2. Assign a Heading level to this paragraph using the Style pull-down menu on the Menu Bar.
3. Use the Format Menu -> Style… to change the font and style of the font for each Heading level. Every paragraph assigned a Heading Style will share the same formatting unless changed.
The Document Map will display the text from the beginning of the paragraph that was formatted with the Heading 1 Style.

In the Document Map, click on the heading you want to view. The heading in the Document Map is highlighted to show your location in the document. If the description in the Document Map is cut off, simply rest your pointer over the heading, and the entire heading will appear.

If you have two or more levels of headings, they will show in a hierarchy with a black triangle in the Document Map. Clicking on the triangle will hide and show the sub-headings.
Stage 4 - Add hypertext links - The Connected Portfolio

Word processing programs allow hypertext links to be able to navigate around the document or to open files created by other programs. Microsoft Word uses the **Hyperlink...** command under the **Insert Menu**. Select a file (or a bookmark within the same file). It is recommended that you organize all files within the same folder before making these links.

This approach works well with files created with the same software (e.g., Word) but can be problematic if a variety of software packages are used to create the various artifacts. It becomes necessary to have all of software available to open files created by these different programs, which the primary audience for your portfolio might not have (i.e., Inspiration, HyperStudio). To overcome this problem, all documents could be converted into a universally-readable format, such as Adobe Acrobat.

1. Highlight the text you want to turn into a Hyperlink.
2. Select **Insert Menu -> Hyperlink...**
3. Click **Select** button and identify the file to be linked. Be sure that the file is saved in the same folder as the portfolio document. Be sure only the file name shows in the file name window (as shown)
4. Click **OK**. The text becomes colored and underlined.

5. To follow the link just created, Click on the Underlined colored text.