

Creating an e-Portfolio

An e-portfolio can be as simple as a Word document or as multifaceted as a multimedia webpage. By grade 3, most students can begin creating their own basic e-portfolios using a word processing program. The teacher can display a younger student's work on a simple webpage. There is no single correct way to develop a portfolio. The content of the portfolio is built from the curriculum content. Portfolios may contain work samples, other forms of assessment, peer evaluations, and student evaluations. Portfolios may contain information regarding a single grading period while others will be an overview of an entire semester or a year. Some portfolios may be subject specific. The important factor is not the technological skills, but the ability to select meaningful work and produce a final product that can be viewed and used by parents, other teachers, other students, and so on.

Creating a Basic e-Portfolio

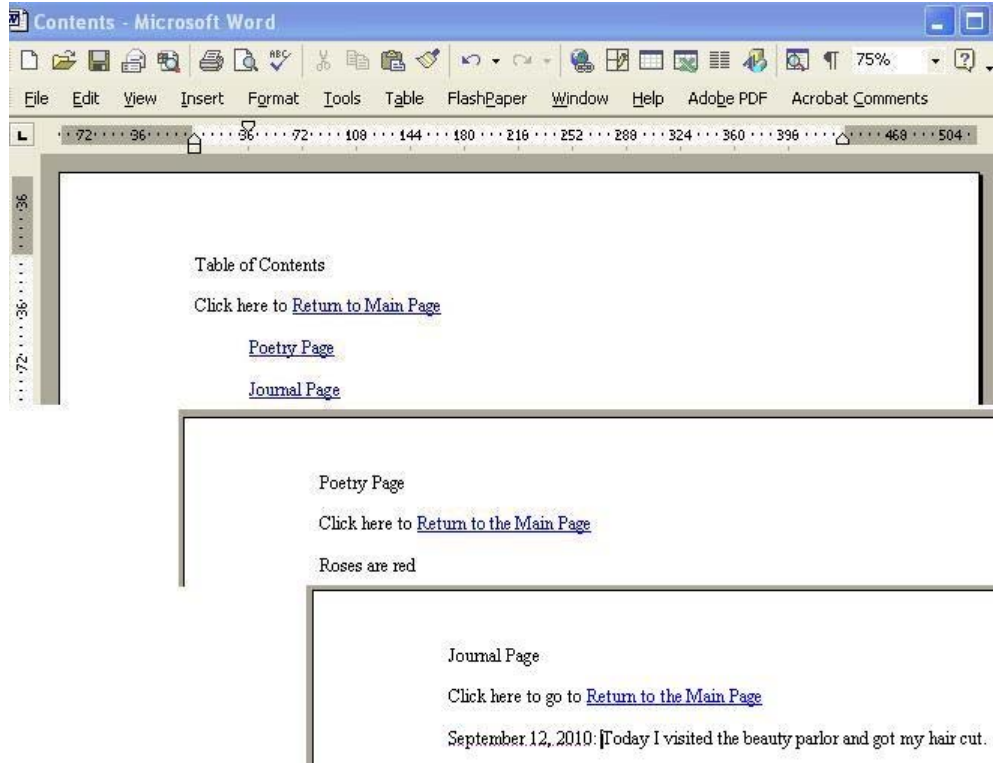
Step 1: Create e-Portfolio

- Make a folder on the computer desktop. Label it "e-Portfolio"
- Open a word document. Type "Welcome to Maria's e-Portfolio"
 - Save this document in the "e-Portfolio" folder as "main.doc"
- Create a new document. Type "Table of Contents" at top of page.
 - Hit return or enter key two times
 - Type "My Poetry." Hit return or enter key one time
 - Type "My Journal." Hit return or enter key one time
 - Save document as "contents.doc"
- Create a third document. Type a title at top of page "My Poetry"
 - Save this document in the "e-Portfolio" folder as "poetry.doc"
- Create a fourth document. Type "My Journal" at top of page
 - Hit return or enter key two times
 - Type "09/12/2010: Today we went to the museum"
 - Save this document in the "e-Portfolio" folder as "journal.doc"
- Leave all four documents open

Step 2: Inserting Hyperlinks

- In the document titled "Table of Contents," highlight the text: "My Poetry"
 - Go to Insert > Hyperlink. Browse to find "poetry.doc"
 - Click on the file name > OK
 - The sentence is now underlined and in blue ink. The Table of Contents Page is now linked to the Poetry Page
- In the document titled "My Poetry," hit return or enter key two times
 - Type "Click here to Return to the Table of Contents Page"
 - Highlight the sentence. Go to Insert > Hyperlink. Browse to find "contents.doc"
 - Click on the file name > OK
 - The sentence is now underlined and in blue ink. The My Poetry Page is now linked back to the Table of Contents Page
- Repeat the steps above to create a link from the Table of Contents page to the My Journal Page and so on. Add as many pages to the e-portfolio as you wish!

Here is what you should have so far:



[What is a Portfolio?](#)
[Electronic Portfolios in the K-12 Classroom](#)

http://www.educationworld.com/a_tech/tech/tech111.shtml
<http://www.schools.pinellas.k12.fl.us/educators/portfolio.asp>