

# e-Portfolio Fever

## By Lorrie Jackson

### WHY A TECHTORIAL?

#### What will I learn today?

You will learn what electronic portfolios are, how to create them, and how to use them in your professional career and in your classroom.

#### What hardware and/or software does the techtorial apply to?

The techtorial applies to any word processing software.

#### Which National Educational Technology Standards for Teachers does the techtorial address?

The techtorial will help teachers accomplish standard 1b in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to [NETS for Teachers](#).

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### E-PORTFOLIO FEVER

What's an e-portfolio? Simply put, an e-portfolio is an intentional collection of student (or teacher) work that is stored in an electronic format. The word intentional is important, because while a messy desk or a three-ring binder certainly are collections of work, they are not pieces that have been selected specifically as the best representations of an individual's work.

Examples of e-portfolios include:

[University of North Carolina's Sample Teaching Template](#). This site shows what a preservice teacher might include in a *summative* e-portfolio (select pieces that indicate the skills and interests of the portfolio's owner).

[Mt. Edgecomb High School](#) in Alaska. This is an example of a student's secondary, career-oriented e-portfolio.

[Mrs. Silverman's and Mrs. Sowa's Second Grade portfolios](#). These examples demonstrate how e-portfolios can be used at the elementary level.

The most common types of e-portfolios include:

- career/technical
- course-specific
- general performance
- resume

The following elements can be included in an e-portfolio:

- text
- graphics
- sound
- video
- hyperlinks

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### **E-PORTFOLIO PLUSSES AND MINUSES**

e-Portfolios offer teachers and students a number of benefits. They can be used to

- document a student's progress over time.
- display a student's best work.
- encourage interaction between teacher and student.
- motivate a student.
- serve as a permanent record that follows a student throughout his or her schooling.

e-Portfolios also can be continuously updated and they allow for easy peer feedback

Using e-portfolios, however, can present a number of challenges:

- Finding the most convenient and time-effective way to create classroom e-portfolios can be difficult.
  - Selecting, editing, and publishing e-portfolios demand student and teacher time.
  - e-Portfolios can use up a lot of network or online storage space. (Saving e-portfolios on CDs or floppy discs can help solve that problem.)
  - Such issues as how e-portfolios are transferred between grades or schools, how to protect the identity of students when publishing e-portfolios, and how to ensure that e-portfolios are not tampered with after publishing must be dealt with.
  - Students must be taught how to properly create and use e-portfolios.
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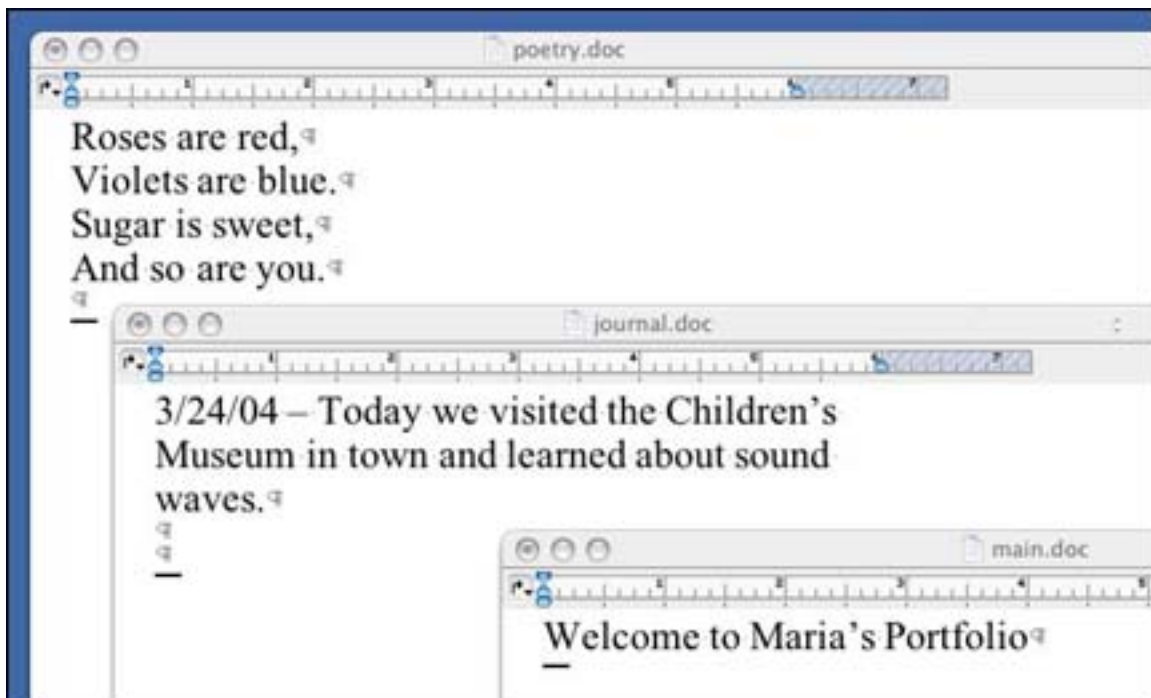
## HOW TO CREATE AN E-PORTFOLIO

An e-portfolio can be as simple as a Word document or as complex as a multimedia Web page. Most students in grade 3 and above can create simple e-portfolios on their own using a word processing program, while younger students might have their work displayed on a simple Web site created by their teacher. The important factor is not the level of computer skills, but rather 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.

Want to get your feet wet? Let's make a simple e-portfolio in Word:

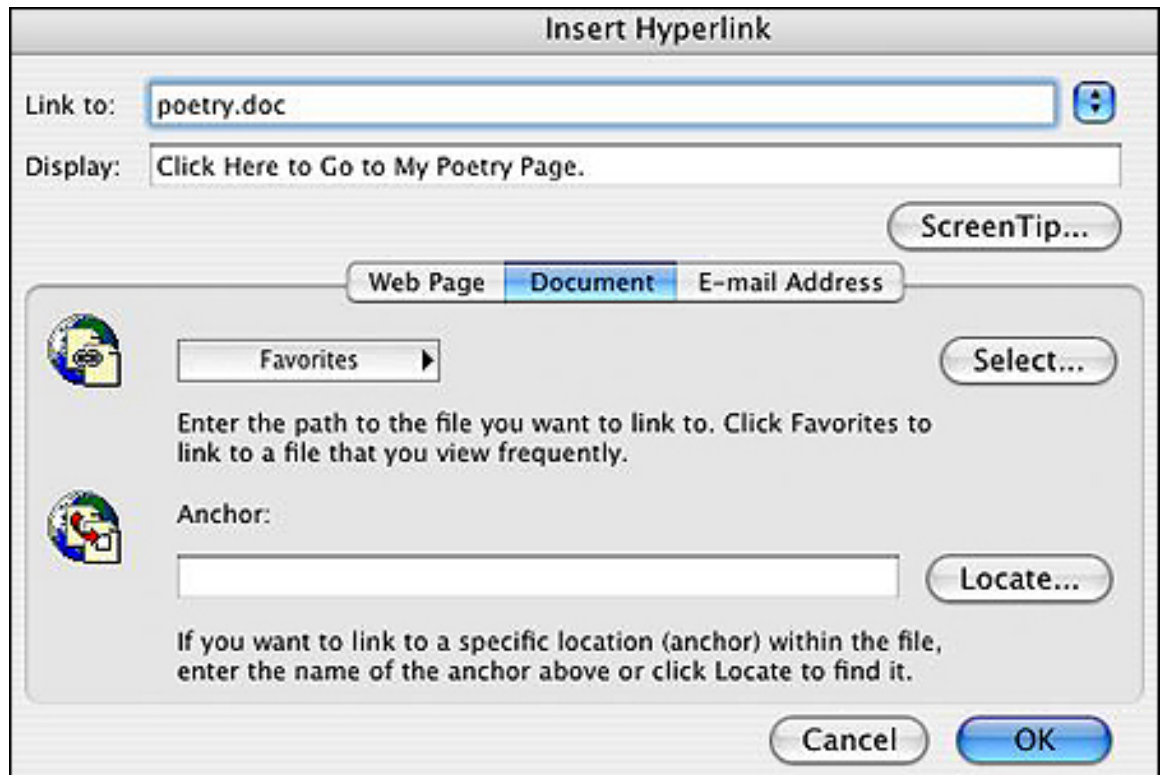
- Open a Word document and type the following: "Roses are red, violets are blue, sugar is sweet, and so are you."
- Save that document to the Desktop as poetry.doc.
- Create a new Word document and type the following: "3/24/04 -- Today we visited the Children's Museum in town and learned about sound waves."
- Save that page to the Desktop as journal.doc.
- Create a third Word document and type the following: "Welcome to Maria's Portfolio."
- Save that page to the Desktop as main.doc. Do *not* close your documents yet.

Here's what you've created so far:

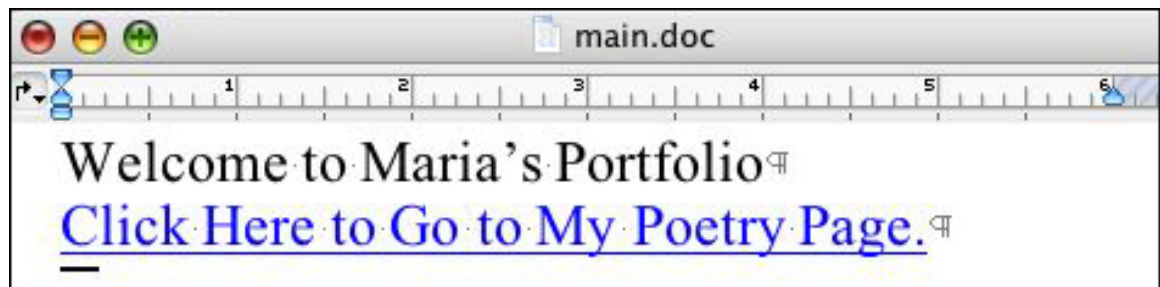


## INSERTING HYPERLINKS

- In the file called main.doc, hit Return/Enter, and type "Click Here to Go to My Poetry Page."
- Highlight that sentence, go to Insert>Hyperlink, click File (or Document), and browse to find poetry.doc.



- Click the file name, and then click OK.  
The sentence "Click Here to Go to My Poetry Page" now is underlined and in blue ink, and the main page is linked to the poetry page.



- Go to journal.doc, type "My Journal," type "Click Here to Return to the Main Page," and repeat the steps above to link the journal page to the main page.

- Go to the poetry page, type "Click Here to Return to the Main Page," and repeat the steps to create a link from poetry.doc to main.doc.
- Create as many pages as needed for the e-portfolio and link them to one another.
- Create a new folder on your Desktop and drag all the documents you've created into it.

That's it! If this were a real e-portfolio, you'd want to save it where others could view it -- on the Web, a network server, or even just a classroom computer that's available during parent conferences.

For more details on setting up e-portfolios, be sure to see the Education World techtorial [Using Hyperlinks to Create Student Portfolios](#).

Evaluate a student's e-portfolio based on content (what's in it), style (how clean and accurate is it), and student reflection (why the student chose the elements that are included in the e-portfolio and what the student learned from those selections).

For more information about evaluating e-portfolios, check out [Assessment of Electronic Portfolios](#).

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## TELL ME MORE!

### Where can I find more information?

Explore the resources below for more information on the basics of e-portfolios.

- [Using Technology to Support Alternative Assessment and Electronic Portfolios](#)
- [Using Hyperlinks to Create Student Portfolios](#)
- [What is a Portfolio?](#)
- [The Electronic Portfolio Boom: What's it All About?](#)
- [Digital Portfolios](#)