

Create Student Portfolios with Hyperlinks

By Lorrie Jackson

WHY A TECHTORIAL?

What will I learn today?

You will learn how to use hyperlinks to create student portfolios.

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

The techtorial applies to most word processing programs including Microsoft Word.

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

The techtorial will help teachers accomplish standard IIIc 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](#).

WHAT'S AN E-PORTFOLIO?

This is the second in a two part series on e-portfolios. See [e-Portfolio Fever](#) for an overview of the subject and links to additional resources.

In general, what do we mean when we refer to a portfolio in the K-12 classroom? Usually, it's an intentional collection of text and/or graphics created to

- highlight a student's best work
- show a student's progress over time
- make a student's work available for editing, comments, and/or evaluation
- provide opportunities for a student to reflect on his or her work.

As a student accumulates a variety of work in a particular class or grade level, the student -- or his or her teacher -- might want to save representative samples of that work in a student portfolio. To accomplish that, hard-copy versions of the student's work can be printed and saved in a folder or three-ring binder -- as in done in many classrooms -- or the work can be saved electronically in hyperlinked e-portfolios.

Although the phrase might sound forbidding, most students in grade 4 and above can create their own hyperlinked e-portfolios in just three simple steps.

EVERYTHING YOU WANT TO KNOW ABOUT E-PORTFOLIOS

Most students can set up a hyperlinked e-portfolio in a single class period. When setup is complete, little additional maintenance is required.

Most students in grades 4 and above can easily create their own hyperlinks. Younger students will require more hands-on help to create their e-portfolios.

Before class begins, decide where you want to store student e-portfolios. (Check with your school's tech staff to be sure your choice is possible and appropriate.) Keep the following points in mind as you choose a storage location:

- Students should be able to view one another's e-portfolios.
- The ability to view e-portfolios from more than one computer often is helpful.
- If you want e-portfolios to be available at open house, parent conferences, class discussions, and so on, you'll need to decide where and how to store them to make that possible.
- Most simple e-portfolios are saved to a floppy disk, zip disk, or CD. Saving to a server can allow for more flexibility of use, but can also make student access to their e-portfolios more difficult. Saving to the hard drive of a single computer also is an option, but that can make it more difficult for others to view the portfolio.

SET-UP DAY

On e-portfolio set-up day, you'll need

- a computer for each student;
- one sample of work from each student;
- basic computer skills and familiarity with Microsoft Office or a similar program.

On set-up day, each student will create

- a folder on the hard drive or server, on a floppy disk or CD, or in another storage location;
- a word-processor document called "About this Portfolio;"
- a word-processor document called "Table of Contents;"
- links from a sample of his or her work and his or her "About this Portfolio" document to the portfolio's "Table of Contents."

CREATING STUDENT FOLDERS

Walk students through the steps below as they create their e-portfolio folders.

- Right-click on your computer Desktop and select New>Folder from the pop-up menu. Look at the new folder that appears on the Desktop.
- If the words "New Folder" are colored or highlighted, type your first and last name into the rectangle beneath the folder.
- If the words "New Folder" are not highlighted, right-click the folder, choose Rename, and type your first name, last name, and the word Portfolio into the rectangle.



- When you finish typing your name, click anywhere on the Desktop.
- Click and drag the new folder into the My Documents folder on the Desktop or into a designated folder on the network.

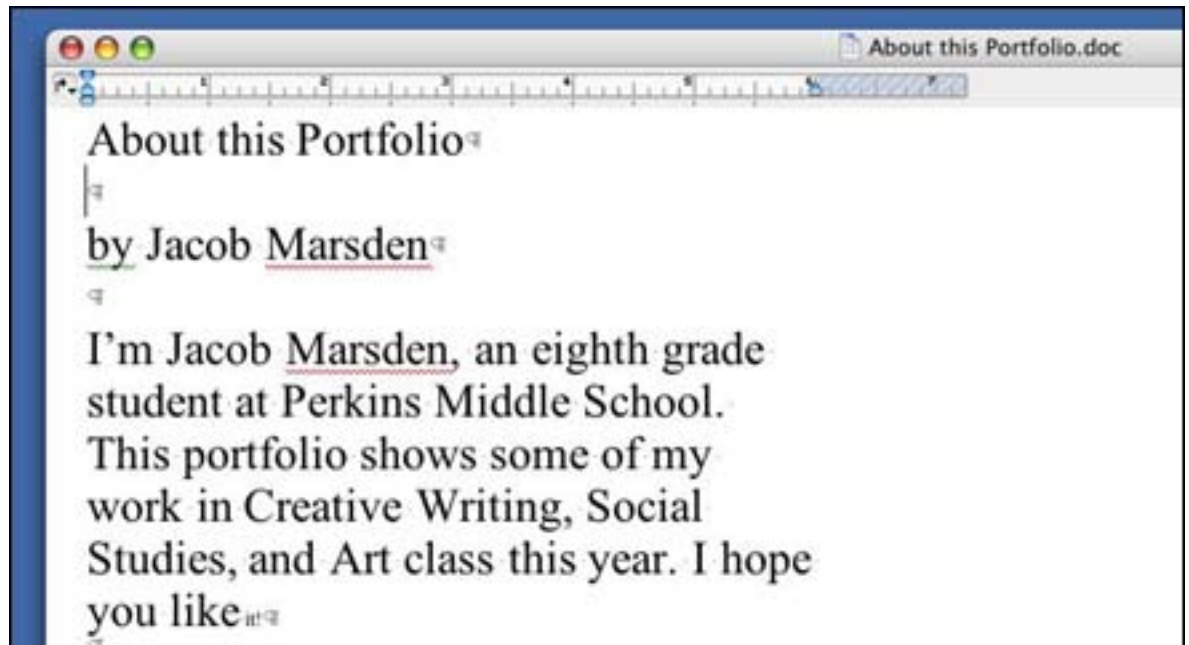
If you prefer that students save their e-portfolios to a floppy disk, zip disk, or CD, be sure students create their folders in the appropriate storage location.

CREATING E-PORTFOLIO CONTENTS

Provide students with the following instructions for saving files to their e-portfolio folders:

- Open Microsoft Word (or another word processing program), go to File>New, and open a new Word document.
- Type the words "Table of Contents" at the top of the document and center the phrase on the paper. (Do not use an automated Table of Contents feature for this.)
- Hit Enter (or Return) and type the words "About this Portfolio."
- Hit Enter and type the name of the sample of your work that you want to save in your e-portfolio.

- Save the Table of Contents page in your new folder as "Table of Contents."
- Go to File>New, open a new document, and type the words "About this Portfolio." Hit Enter twice and then type "By" and your full name.
- Hit Enter twice and type a paragraph explaining what types of files you'll be including in your e-portfolio.



- Save this page in your new folder as "About this Portfolio."
- Find on the computer the sample of work you want to save in your e-portfolio. Click to open that file.
- Go to File in the menu bar, choose Save As, and resave the file to the new folder you created.
- Check to be sure you've saved all three documents in the same folder.

HYPERLINKING THE DOCUMENTS

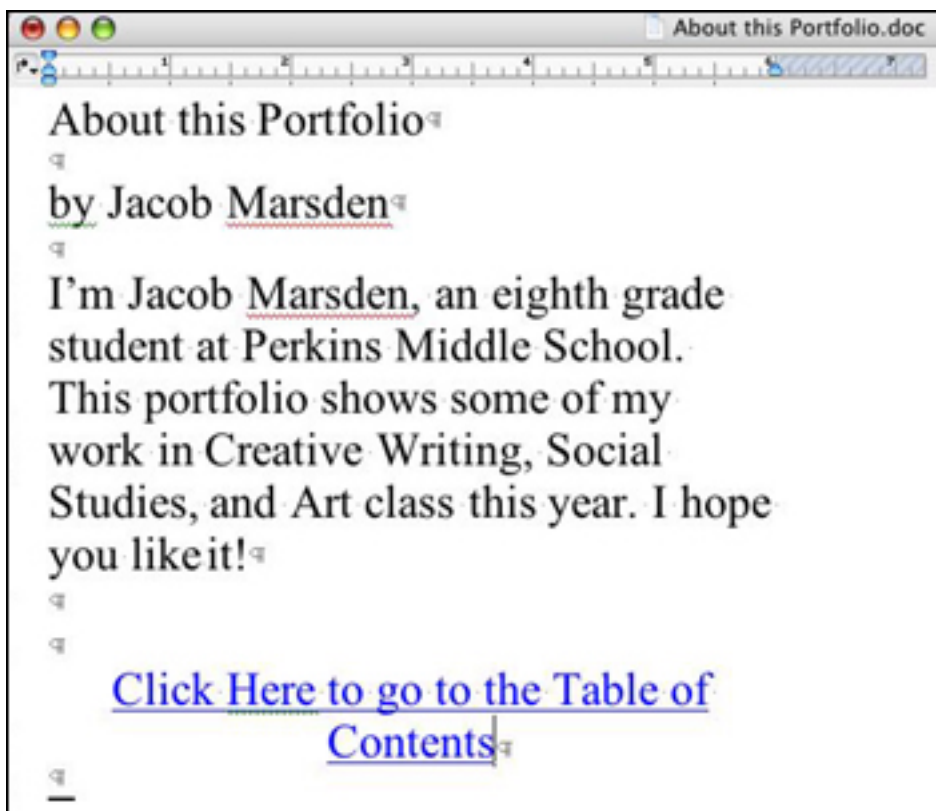
A hyperlink is a connection from some point in a computer file, Web site, or e-mail program to some point in another computer file, Web site, or e-mail program. For example, [Internet4Classrooms](#) is a hyperlink; clicking Internet4Classrooms connects you to the Internet4Classrooms Web site. In e-portfolios, hyperlinks are used to link files -- text, audio, video, and so on -- to one another.

Check out the Education World techtorial [Hyperlinks Put Learning into Hyperdrive](#) to review the steps for creating hyperlinks, then return to this techtorial to learn how to use hyperlinks to create student portfolios

Provide students with the following instructions for hyperlinking the files in their e-portfolios:

- On the Table of Contents page, highlight the words "About this Portfolio."
- Click Insert and choose Hyperlink.
- Click "Document" or "File," and then click Select or Browse to find your "About This Portfolio" page. Click OK.
- Click OK. The words "About This Portfolio" now should be blue and underlined, indicating a hyperlink.
- On the Table of Contents page, highlight the name of the piece of work you want to save in your portfolio and repeat the steps above to create a hyperlink to your work.

Note: Whenever you hyperlink pages to a main page, it's a good idea to create links from those pages back to the main page as well. So, type "Click Here to Go to the Table of Contents Page" at the bottom of the "About This Portfolio" page and on your work sample and follow the steps above to hyperlink those files back to the Table of Contents page.



ADDING FILES TO THE PORTFOLIO

Remember, e-portfolios can be created for any classroom or content area -- and e-portfolio contents do not need to be limited to text files. Students can hyperlink drawings, photographs, PowerPoint presentations, audio and video files, and much more to the Table of Contents page in their e-portfolios.

Provide students with the following instructions for adding documents to their e-portfolios throughout the year:

- Find on the computer a file you want to add to your e-portfolio.
- Resave that file in your e-portfolio folder.
- Add to the "Table of Contents" page the name of that file and a hyperlink to it.

TELL ME MORE!

Where can I find more information?

This is the second in a two part series on e-portfolios. See [e-Portfolio Fever](#) for an overview of the subject and links to additional resources.