

Teacher Instructions

All About Me: Digital Portfolio

Title: All About Me: Digital Portfolio

Grade Focus: 7-12

Subject: Vocational/Careers

Integration Activity: Video Production, Web Page Creation or PowerPoint

Recommended Time to Completion: 12 Weeks (once class per week)

INTRODUCTION

The academic digital portfolio is an excellent way to keep an archive of a student's work and achievements in school. It is important to begin this assignment early in the school year so that the students can keep documents and digitize their work throughout the term or year. The goal of the lesson is to familiarize them with the concept of digital portfolios, to have them discover the common elements of a digital portfolio and ultimately to create a digital portfolio of their own.

PREREQUISITE EXPERIENCE:

Experience with Internet research, use of a word processor, digital imaging, video production or web page creation. Students should also have been collecting materials during the year.

TEACHER PREP TIME: continues throughout the year

Familiarize yourself with the links in the Explore section. Review the **Video Production** materials from **Nortel LearniT** (www.NortelLearnitT.org).

Eventually you will need to ensure the availability of equipment and supplies.

PROJECT:

The students will assemble all of their materials for the year and produce their digital portfolio as a video or web page. They should include assignments, accomplishments, photos and clips from the year.

ASSESSMENT / GRADING:

A rubric for this activity has been provided, however, throughout the year the teacher can assign marks for collected materials in preparation for the assignment.

TIME MANAGEMENT TIP: Students can produce a web page or younger grades might produce a poster.

Engage

Most of you have, at one time or another created an all about me poster or a Coat of Arms that represents who you are or what you do. An electronic portfolio is an excellent way to document your academic and extra-curricular accomplishments throughout the year or term at school. Technology has provided you with many interesting ways to store and present your information. You can create videos, images, photos and web pages that are all about your favorite topic ... you. (just kidding).

Before we begin, it is important to do a bit of research and find out what exactly a digital portfolio is and how to create one. As you work through the sites in the Explore section, consider the following questions that follow. You should use a word processor to document your findings.

What is a digital portfolio? (DP)

What is the purpose of a DP?

What types of storage media are commonly used for DPs?

Are there different types of DP's?

How would a professional DP differ from a student DP?

What materials should you include in your DP?

How do you create a DP (i.e. list the steps).

Work your way through the websites in the Explore section. Remember to document your research. Try to find some additional websites to add to our inventory of resources for future classes.

Explore

For this section you will need an Internet ready computer and a word processor.

Electronic Portfolios in the K-12 Classroom

http://www.educationworld.com/a_tech/tech111.shtml

What to include in electronic Portfolios

<http://www.essdack.org/port/what.html>

How to create and electronic Portfolio

<http://www.essdack.org/port/how.html>

Good overview of electronic portfolios (student and professional)

Lots of examples

<http://eduscapes.com/tap/topic82.htm>

Some tutorials for creating electronic portfolios using a variety of software formats

<http://www.electronicportfolios.com/portfolios/howto/tutorials.html>

Review materials dealing with video production, digital imaging and web page creation on www.Nortellearnit.org.

Explain

You have been saving samples of work, tests, accomplishments in and out of school and some writings of your thoughts and feelings throughout the school year. It is now time to collect them and create a permanent record or a Digital Portfolio.

Before you begin, take some time with your classmates and discuss electronic portfolios in groups. Talk about the sites that you discovered. Which sites did you find most useful? Compare your notes dealing with techniques for creating the DPs and discuss what materials should be included.

You need to make some decisions about what materials you will use and what additional content you would like to create (i.e. video clips of you talking about yourself, comments from your friends or teachers or coaches). Ask these folks to participate in your project.

Organize all of your materials and scan those that are not in digital format. Select materials that you think are most important and that reflect who you are and what you have accomplished both academically and as a participant in teams, clubs, etc.

You are ready to begin.

REMEMBER: IF YOUR PORTFOLIO IS TO BE PRESENTED AS A WEBPAGE, DO NOT INCLUDE PERSONAL CONTACT INFORMATION AT THIS POINT. DO NOT POST THE MATERIAL IN A PUBLIC AREA OF THE NET.

Be sure to plan out your portfolio first. If you are doing a video, you should create a storyboard outline all of the shots you will use and which material will be added through editing (i.e. photos documents etc.)

You should do similar planning for a web page or slide show.

Plan a few frames at the end to thank those that have assisted you through the year or to acknowledge friends, teachers, or coaches that have had an impact on you. And finally, be sure to extend your thanks to family members.

Elaborate

Time to share your information with your fellow students teachers etc.

Make appropriate arrangements for the equipment you will need to show your video, web page or slide show.

Get some input from your colleagues. What do they think should be added or taken out? What did they think about the presentation? You could have them write out their comments for later review, rather than verbal comments during class.

Evaluate

Evaluation Rubric

Criteria	Unsatisfactory	Needs Improvement	Satisfactory	Exemplary
Research	Limited research, from limited sources	Somewhat well researched from somewhat varied sources.	Well researched, from various sources	Thorough research from varied sources presenting different points of view
Storyboard / planning	Limited planning evident	Some planning evident	Planning evident	Thorough planning evident
Content	Lacks detail	Some detail	Good detail	Excellent detail
Technology Use to Demonstrate Understanding	Technology use with little purpose	Technology use with some purpose	Technology use with purpose	Intuitive technology use with specific purpose
Overall Final Project	Inconsistent and inappropriate aesthetics and technical functionality	Somewhat consistent and appropriate aesthetics and technical functionality	Consistent and appropriate aesthetics and technical functionality	Consistent, creative and appropriate aesthetics and technical functionality

Self evaluation: What did you learn about yourself? Did you accomplish more than you thought you had this year? What areas would you like to improve on for next year? How did you think you did on your portfolio?

Extend

Continue your work for the rest of your school years. When you graduate you will have a personal history of your time at school.

Be sure to show your Digital Portfolio to parents and extended family members.

Fix up any flaws or areas of improvement suggested by and discussed with your teacher and use your Digital Portfolio as part of your resume for job applications. Perspective employers might find it interesting.

When next year rolls around, talk to the yearbook advisor and discuss offering an Digital Portfolio Yearbook. You could volunteer to help create it.

