Create Electronic Portfolios using Microsoft® Word

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

Collect the documents in electronic form and store in a single folder

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 insert the Standards to be used in your reflections
  (or use a template document that lists the standards that you want to use as the framework
  for this portfolio).

- Use Outline View of Word to create headings for each standard which show in the Document Map
  (left window), becoming "bookmarks" for navigation (select the View Menu -> Outline Layout
  and View Menu -> Document Map)

- In the Outline View, at the beginning of the document:
  - Create a heading for a Cover Page for your portfolio
  - Create a heading for a Table of Contents for the Portfolio
  - Right after the Table of Contents, create a page to write an introduction, which is your
  overall reflection on the portfolio.

- Use the Style Menu to force page breaks for each Level 1 header

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

- Identify the artifacts from the Excel spreadsheet for each standard

- Write Reflections and Future Learning Goals for each standard

- Create Hyperlinks to Artifacts

- Create a Table of Contents for the Portfolio with links to each section

Conversion: When completed, this document can be converted into either HTML or PDF, but the
hyperlinks may need to be re-created in the new format. After conversion, the document can be
further edited with the appropriate software tools (Adobe Acrobat or a web page editor).