At-a-Glance Guide

Present Electronic Portfolios using PowerPoint or Keynote

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 OR include a database that contains a list of your artifacts and your reflections.

Create the Reflective Portfolio in PowerPoint or Keynote

- Open a new document and select the View Menu -> Online Layout
- Create the Cover Slide for your portfolio
- Insert the Standards/Outcomes/Goals to be used in your reflections (one per slide)
- On each standard slide, include three headers and paragraphs: Reflection, Evidence, Future Learning Goals. Write Reflections on each standard, identify evidence to support your reflections, and formulate future learning goals
  NOTE: Written reflections are best completed in word processing documents because the size of a slide will limit the length of the reflection.
- If reflections or artifacts are in audio or video format, then link the multimedia files to the appropriate slides.
- Use the Outlining capabilities of the software to create headings which show in the Outline View (left window), becoming "bookmarks" for navigation
- Create a Table of Contents and links to each section (only in PowerPoint at this time)
- Create hyperlinks to artifacts (can only be followed in Slide Show mode) – this function is not available in the first release of Keynote.
- Right after the Table of Contents, write an introduction to the reader, which is your overall reflection on the portfolio.

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). Slide shows created with either program can also be converted into QuickTime movies.

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*This one-page summary provides a quick guide to the process. A comprehensive handbook with more detailed instructions and videos is available on CD-ROM. Permission is granted to educational institutions to print this page for non-profit educational purposes only. All other rights reserved.