

# Planning Your Electronic Portfolio Implementation

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## Purpose

What is your purpose for creating an Electronic Portfolio? What are the various uses?

Learning? Assessment? Marketing/Employment? Accountability?

Who are the various audiences for the portfolio? To what technology does the primary audience have access?

What are the technology skills of students and faculty? Hardware and software available?

## Portfolio Development Process → Technology Value Added

### Collection → Digital Archive (the Working Portfolio)

- What is the content of portfolio items (determined by the assessment context) and the type of evidence to be collected?
- What multimedia materials will you gather that represent a learner's achievement?

### Selection → Hyperlinking/Thinking/Metacognition

- How will you select the specific artifacts from the abundance of the working portfolio, to demonstrate achievement of the portfolio's stated goals?
- What are your criteria for selecting artifacts and for judging merit?
- How will you organize the digital artifacts?

### Reflection and Direction → Storytelling

- What do your selected artifacts say about you and your learning?
- How will you record self-reflection on work and achievement of goals?
- How will you record goals for future learning based on the personal reflections and feedback?
- Portfolios tell a story. What story does your portfolio tell?

### Presentation → Publishing

- How will you use some of the graphics capabilities of current computer systems to add style and flair to the portfolio, and to interject personality and individuality?
- How will you record the portfolio to an appropriate presentation and storage medium?
- How will you or your students present the finished portfolio to an appropriate audience?

### Assessment and Evaluation → Collaboration

- How will you share work and record faculty feedback on student work and achievement of goals?
- How will you evaluate the portfolio's effectiveness in light of its purpose and the assessment context?
- Depending on portfolio context, how will you use portfolio evidence to make instruction/learning decisions?
- Will you develop a collection of exemplary portfolio artifacts for comparison purposes?

## Technology Decisions

Issue	Individual	Institutional
Storage for Digital Archive or Working Portfolio	<input type="checkbox"/> Hard Drive <input type="checkbox"/> Removable Storage (Zip, Jaz) <input type="checkbox"/> WWW-based Server Space Allocation _____ MB <input type="checkbox"/> CD-RW or DVD-+RW <input type="checkbox"/> Flash Memory USB Drive	<input type="checkbox"/> LAN-based Server <input type="checkbox"/> WWW-accessible Server <ul style="list-style-type: none"> <li>○ Space Allocation _____ MB</li> <li>○ In-house</li> <li>○ Out-sourced</li> </ul>
Formats for Digital Artifacts  *To be converted into archive-ready formats for publication  **Requires reader	<input type="checkbox"/> Text (.txt, .htm) <input type="checkbox"/> MS Office (.doc, .ppt, .xls)* <input type="checkbox"/> Graphics/Images (.gif, .jpg) <input type="checkbox"/> Sound (.aiff, .wav, ra, .mp3) <input type="checkbox"/> Video (.mov, .avi, .wmv) <input type="checkbox"/> Acrobat (.pdf) <input type="checkbox"/> Inspiration (.ins)* <input type="checkbox"/> eZedia (.zoi)** <input type="checkbox"/> Other _____	<input type="checkbox"/> All the same formats as shown for individuals on left
Portfolio Authoring Tool (must include hyperlinking)  *To be converted into archive-ready formats for publication  **Requires reader	Common Tools <input type="checkbox"/> MS Office* <input type="checkbox"/> Database (Filemaker Pro, Access) <input type="checkbox"/> NoteTaker* <input type="checkbox"/> HyperStudio** <input type="checkbox"/> MediaBlender* <input type="checkbox"/> Inspiration* or Kidspiration* <input type="checkbox"/> eZedia** <input type="checkbox"/> Photo Editor (iPhoto*, Photoshop Elements) <input type="checkbox"/> Video Editor (iMovie, MovieMaker2, etc.) <input type="checkbox"/> Web Page Editor (Dreamweaver, Front Page) <input type="checkbox"/> KidPix* <input type="checkbox"/> AppleWorks*	<input type="checkbox"/> Common Tools (see list on left) <input type="checkbox"/> IT Online Customized System <ul style="list-style-type: none"> <li>○ In-house development</li> <li>○ Open Source Portfolio Tools</li> <li>○ Content Management Systems</li> <li>○ Commercial System               <ul style="list-style-type: none"> <li>▪ TaskStream</li> <li>▪ LiveText</li> <li>▪ Chalk &amp; Wire</li> <li>▪ ePortaro</li> <li>▪ FolioTek</li> <li>▪ iWebFolio by nuventive</li> <li>▪ True Outcomes</li> <li>▪ Blackboard</li> </ul> </li> </ul>
Formats for Publishing Presentation Portfolio	<input type="checkbox"/> CD-ROM <input type="checkbox"/> DVD <input type="checkbox"/> Videotape <input type="checkbox"/> WWW	<input type="checkbox"/> Secure WWW Server hosted: <ul style="list-style-type: none"> <li>○ In-house</li> <li>○ Commercial Server</li> </ul>
Archiving* Format	<input type="checkbox"/> Adobe Acrobat <input type="checkbox"/> HTML/XML	<input type="checkbox"/> Adobe Acrobat PDF archive <input type="checkbox"/> HTML/XML archive
Archiving Portfolios Medium	<input type="checkbox"/> CD-ROM <input type="checkbox"/> DVD <input type="checkbox"/> WWW server	<input type="checkbox"/> CD-ROM <input type="checkbox"/> DVD <input type="checkbox"/> In-house server
Assessment System		<input type="checkbox"/> Embedded in customized system <input type="checkbox"/> Separate but linked to individual portfolios <input type="checkbox"/> Stand-alone for data collection

\*Archival formats approved by the Library of Congress: ASCII Text (web pages) and Acrobat (PDF)

**Source:** <http://electronicportfolios.org/>