

Portfolio Checklist



- Learn how to use the software you want to use for the portfolios
 - Recording Voices
 - Linking to files in student document folder
 - Inserting photos/images

- What is checkout procedure for scanners and cameras at your campus?

- Learn how to use any equipment you intend to use
 - Digital Camera
 - Scanner
 - Digital camcorder

- Create a “story board” or inspiration web with portfolio layout
 - Linear
 - Non-linear

- Create a template for students to use

- Place the template in a shared folder where all student’s can access

- Optional: create folders in shared folder for all students, or have them do this

- Create a “Photo” folder in the shared folder to save photos throughout year
 - Know where students can and should save work. (campuses differ)

- Decide if you want students to scan and take photos of work
 - If so, be sure to teach the students how to:
 - ♣ Take a photo
 - ♣ Save a photo to a photo folder

- Decide how many pieces of work you would like students to save

- Decide how often you want students to add work and update portfolio

- Create name labels for digital camera photos/scanned photos
 - Include space for Name, Date, and why they chose this work to include

- When students have finished their portfolios, have them share their portfolio with a peer or the teacher. You may also want them to share throughout the year!

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