Teacher's Guide: "Getting Stuff Into Electronic Portfolios"

Pre-Portfolio Planning….

1. **When Introducing a "Portfolio-Worthy" Project to class… Make sure students understand that it will be <u>required</u> that the project is saved to their network folder.** *Plan on providing some computer time at the end of the project for saving to network. Reserve a computer lab and digital camera. (If necessary)*
   There are three ways to get finished projects onto the network:
   1) **Do the work on school computer and save directly to network. (easiest)**
   2) **Do work at home and save to disk or burn to CD; Open document on school computer and save to network.**
   3) **Provide Digital Camera for students with projects that can't be saved to disks.. (ex. Art Sculpture, Poster Board Project, Mini-Barns and Dog Houses, etc..). Take picture and save to network**

2. **Remind students that they must bring the "electronic" version of their project to the lab that day. (unless they are taking a digital picture of it)**

3. **Create a One Page Guide for your class that will help them identify which expected result(s) your project covered and what you expect to see in the reflection paper. (See Attached Sample of One Page Guide)**

Suggestions, Hints, Tips:

- ✓ **Emphasize the importance of the Reflection Paper… Make it a part of their project grade. Read samples of good and bad reflections.**

- ✓ **Don't be afraid to check out a digital camera… Students have been trained to use them.**

- ✓ **Lab time is not always necessary… Taking turns on computers in back of rooms is an option.**

- ✓ **If you do provide computer lab time, encourage students to bring projects from other classes too.**

Saving To Portfolio
This is a Genetics <u>Requirement</u> (Not Optional) ….

You must have the following saved in your Electronic Portfolio
- Genetics Project &
- Genetics Project Reflection

Step 1….. Log Into Your Portfolio (see attached directions if you're not sure how.)

Step 2….. Open your PowerPoint Presentation, Word Essay, or Take Digital Picture of Poster Board project

Step 3….. Save the File Into The Correct Folder (11ᵗʰ Grade, Science)

Step 4….. Complete the Project Reflection (see below) and add link to PowerPoint... (Follow attached directions)

Expected Results

** This project most likely falls into the following expected result categories….

- **1.** (d)The Southern Hancock graduate demonstrates a practical knowledge of word processing and other technology tools to communicate.
- **2.** (c) The Southern Hancock graduate applies skills and scientific concepts to analyze world problems and offer solutions.
  (d)The Southern Hancock graduate reads and evaluates written information.

Reflection Paper – *This Is The Most Important Part of Your Portfolio!*

Write about the process involved with completing the assignment….. Include **DETAILS**… Which of the Six Expected Results does your exhibit represent? Why? Write about what you learned (again, be very detailed…use terminology and concepts taught during this project)… Write about the tools & resources you used to complete the project (books, internet sites, computer applications, interviews, etc.) Finish your reflection paper by writing about how you might apply what you learned in the future….. (other classes, college, work, etc…)
Your Reflection Paper should include a minimum of one full, detailed paragraph for each reflection question. This is the most important part of your Portfolio. Just looking at the assignment tells your Mentor teacher nothing…. Telling them what you learned is the KEY TO SUCCESS!