

Build a Digital Portfolio in a Day

Dr. Arnie Abrams
Southern Oregon University

7 Secrets for Success:

1. Start with a Template
2. Do it in PowerPoint
3. Let them change the look, but not the requirements
4. Scrapbook or standards
5. Keep it in a folder
6. Plan it on paper
7. Keep it simple

Decide on the projects

- Match to standards?
- Not just best work... exemplary
- Keep to just a few

Prep the projects

- Type, scan or capture
- Edit
- Change file format

Input background info

- Write biography
- Prep résumé
- Portrait photo

Create and test links

Let's build...

Process – part 1

- Write biography
- Write cover letter
- Insert mug shots
- Insert projects
- Format background, fonts

Process – part 2

- Add comments
- Match to standards/proficiencies
- Create an opening menu
- Add links
- Test – revise –test
- Distribute – CD, web?

Other portfolio templates

- One year- one subject
- One year – all subjects
- In a foreign language
- Multi-year – one subject
- Multi-year – multi subject

Special purpose templates

- Extra-curricular activities: Sports, clubs
- Community service
- Career
- Art – photo
- College
- Teacher's

The Portfolio Builder 2 for PowerPoint

- Published by: Visions Technology in Education
To order: www.arnieabrams.net
- Presentations & workshops: abrams@sou.edu
- Handouts and sample template: www.arnieabrams.net