

## Chapter 3

# List of Templates and Descriptions

Here is a listing of all of the templates in Portfolio Builder 2 for PowerPoint. You can open them individually by file name or via the *Portfolio Picker* files (see Chapter 1 for more instructions on opening the files). Of course, students, teachers or technology coordinators can add or delete slides for projects and subjects.

### Template Styles:

- **Pop** -- abbreviated in file names as “**P**”. Blue background, white and light blue type.
- **Rock** -- abbreviated in file names as “**R**”. Orange background, yellow and white type.
- **Jazz** -- abbreviated in file names as “**J**”. Black background, red & yellow type.
- **Classical** -- abbreviated in file names as “**C**”. Beige background, blue and black type.

## Elementary Templates (12 templates)

### *Files:*

### *File Names:*

**One year:** EL1-P, EL1-R, EL1-J, EL1-C

Description: Easiest template to use. Has 29 slides. One year of school with placeholders for six projects and slides to enter standards met for each project. Template is suitable for use by students as young as third grade or younger students with assistance.

**Multiyear:** EL6-P, EL6-R, EL6-J, EL6-C

Description: Slides for up to six years of school (K-5 for example), with two projects per year. 53 slides, including slides for summary assessment and all standards exhibited.

**Spanish language:** ELSp-P, ELSp-R, ELSp-J, ELSp-C

Description: The one year elementary template in Spanish. Great template for use by ESL students. Contains 29 slides with space for six projects.

## Secondary Templates (25 templates)

**Files:**

**File Names:**

**One year – Six blank subjects:**

Sec\_P, Sec\_R, Sec\_J, Sec\_C

Description: Projects from one year of secondary school, spanning six subject areas. Define your own subject area. 74 slides with space for 18 projects (three per subject).

**One Year in Spanish:**

SecSp\_P

Description: The one year secondary template in Spanish. Great for use by ESL students. Projects from one year of secondary school, spanning six subject areas. Define your own subject area. 74 slides with space for 18 projects (three per subject).

**One year – Six defined subjects:**

SecSubs\_P, SecSubs\_R, SecSubs\_J,  
SecSubs\_C

Description: Projects from one year of secondary school, spanning six pre-set subject areas. You can still change the subject areas and project names as needed. 74 slides with space for 18 projects (three per subject).

**One year – Subjects with standards:**

SecStan\_P, SecStan\_R, SecStan\_J,  
SecStan\_C

Description: Projects from one year of secondary school, spanning six pre-defined subjects. Also includes national standards for those subject areas as well as links for more standards (including state standards). Space for 18 projects (three per subject).

There are also Word text files containing the national standards for ten different subject areas, as well as a Word file with the master list for all subject area standards. You can copy the appropriate standards from the text files and paste them into the standards screens in the portfolio template.

**One year – One subject:**

Sec1Sub\_P, Sec1Sub\_R, Sec1Sub\_J,  
Sec1Sub\_C

Description: For use in building a portfolio for one subject, such as Language Arts or Science. A quick and easy template to complete. Contains 48 slides with space for 12 projects.



**Art- photography gallery:** Art\_P, Art\_R, Art J, Art\_C

Description: Can be used as a gallery of creative work. Includes slides to display 12 pieces of art or photography. Display artwork full-screen for maximum effect. Includes slides to describe techniques used and influences. Convert to web pages as a simple way for an artist or photographer to display their work on the Internet. 51 slides.

**Technology skills:** Tech\_P, Tech\_R, Tech\_J, Tech\_C

Description: Students can document their computer and technology skills with a series of projects here. Contains slides for 12 different projects. Can link to other program files or use screen shots. Includes National Educational Technology Standards. 48 slides.

## College Templates (12 templates)

*Files:*

*File Names:*

**One year - Six blank subjects:** Col1yr\_P, Col1yr\_R, Col1yr\_J, Col1yr\_C

Description: Projects from one year of college, spanning six courses. Define your own courses. Delete some slides for fewer courses. 74 slides, with space for 24 projects (four per subject).

**One year - One subject:** Col1Course\_P, Col1Course\_R, Col1Course\_J, Col1Course\_C

Description: For use in building a portfolio for one course, such as English 101 or Physical Science. A quick and easy template to complete. 47 slides with space for 12 projects.

**Graduation:** ColGrad\_P, ColGrad\_R, ColGrad\_J, ColGrad\_C

Description: Projects from four years of college, but can be changed to fewer, or more, years. This could be used as part of a degree requirement. Five projects per year, with a total of 80 slides.

## Teacher Templates (18 templates)

**Files:**

**File Names:**

**Pre-service teacher:**

TP\_P, TP\_J, TP\_C

Description: Slides for documenting twenty different areas of development and skill in learning to become a teacher. Includes slides for four examples of teacher created materials and four examples of work created by the students they've taught. Good idea to include a sample of teaching on video. Great to attach the completed portfolio to a job application. 38 slides.

**Pre-service with proficiencies:**

TProf\_P, TProf\_J, TProf\_C

Description: Slides for twelve areas of development and documenting ten different proficiencies that might be required from a teacher education program. The proficiencies can be changed to whatever requirements a particular institution has. 52 slides.

**INTASC Proficiencies:**

TINT\_P, TINT\_J, TINT\_C

Description: Slides for twelve areas of development and documenting the ten different proficiencies for all teachers (both pre-service and in-service) prescribed by the INTASC organization. These proficiencies have now been adopted as standards for teachers in 17 different states. 52 slides.

**Special Education Teacher:**

TSpEd\_P, TSpEd\_J, TSpEd\_C

Description: Slides for documenting the unique skills a Special Education teacher must develop. Includes twelve different areas of expertise, including four proficiencies a particular state may require for licensure and five proficiencies a college of education might require for graduation. This template can be used by both pre-service and in-service teachers. 48 slides.

**In-service teacher:**

TI\_P, TI\_J, TI\_C

Description: Slides for documenting twenty different areas of expertise in being a teacher, including No Child Left Behind efforts. Includes slides for four examples of teacher created materials and four examples of work created by their students. Good idea to include a sample of teaching on video. The completed portfolio can be

used to document continuing professional development or as part of the promotion and tenure process. 38 slides.

**In-service with proficiencies:**

TIProf\_P, TIProf\_J, TIProf\_C

Description: Slides for nine areas of professional development and documenting of nine different proficiencies that might be required for teaching excellence. The proficiencies can be changed to whatever requirements a particular institution has. The completed portfolio can be used to document continuing professional development or as part of the promotion and tenure process. 32 slides.

## **Tutorial Portfolio**

### **Student Portfolio**

Description: This is the file used in completing the tutorial for learning Portfolio Builder 2. Located inside the Tutorial folder.