

# **Creating Electronic Portfolios in Microsoft Word 2007**

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# ePortfolios in Teacher Education:

- **Course Portfolios**
- **Professional Portfolios:**
  - Promotion
  - Securing tenure
- **Teaching Portfolios:**
  - Summative:
    - Promotion (applying for administrative position)
  - Formative:
    - Personal & professional development



# ePortfolios for Students:

- **Working:**

- Current assignments

- **Display:**

- Showcases “best” works
  - Internships
  - Job interviews
  - College admissions

- **Assessment:**

- Proof that learning objectives were met
  - Graduation requirement
  - CAPT alternate assessment

# Constructivist Approach:

- **Student owned:**
  - Created
  - Personalized
  - Maintained
  - Selected artifacts
  - Reflection



# ePortfolio Resources:

- **Dr. Helen Barrett:**

- Educational technology coordinator
- Assistant Professor- University of Alaska, School of Education

- <http://electronicportfolios.org/>

- Resources
- Blog
- Templates



# ePortfolio Resources:



## ● **CityU:**

- ePortfolio Project funded by City University of Hong Kong
  - English Language Centre and
  - the Education Development Office

## ● **ePortfolios for All; A Roadmap for Success:**

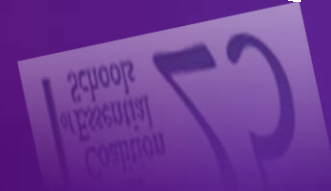
- Templates
- Samples

● <http://sites.google.com/site/cityueportfolio/epo-portfolio-templates>

# ePortfolio Resources:

## ● Coalition of Essential Schools (CES National Web)

- School-wide planning for ePortfolio implementation:
  - Vision
  - Demonstration
  - Exhibition
- Application in schools
- Technology management
- Student samples



- [http://www.essentialschools.org/cs/resources/view/ces\\_res/225](http://www.essentialschools.org/cs/resources/view/ces_res/225)

# Richer Picture of Student Learner:

- **Demonstrates improvement:**
  - Revision
  - Reflection
- **Mastery of learning objectives:**
  - Proof of achievement
  - **Artifacts** = Deviation from paper/pencil tests
- **Comprehensive:**
  - Demonstrates learning unseen in standardized tests
  - Multidisciplinary

# Sample ePortfolio Artifacts:

- **Entrepreneurship:**

- [Entrepreneur Profile 1](#)

- [Entrepreneur Profile 2](#)

- **Computer Applications:**

- [MLA-style Career Research Paper](#)

- **Business Communications:**

- [College Recruitment Persuasive Presentation 1](#)

- [College Recruitment Persuasive Presentation 2](#)

- **Non-business:**

- [French II presentation](#)

# Using Word to Create ePortfolios:

## ● **Business Department:**

- Computer Applications/Information Management
- Word 2007
  - Word processing
  - Themes
    - Formatting
  - Tables
  - ClipArt/Pictures
  - Hyperlinks
    - Bookmarks



# Building the ePortfolio:

## ● Why Word 2007?

- Readily available
- Easily transferrable
- Students & staff are familiar with the program
- Various templates
  - Downloadable or
  - Staff created

