

## TBLM OLE.10#1: Suggestions for Organizing and Displaying Electronic Collections

The three most common means of organizing and displaying Electronic Collections are

1. a folder directory
2. a multimedia presentation
3. a web page or website

In deciding which option is the most suitable for their needs, students consider the following:

### 1. Folder Directory

- A folder directory is by far the simplest choice, as students do not have to hyperlink any files or update links if the files are moved or deleted.
- It is the least time consuming option. (Once fields are saved, little or no other work needs to be done.)
- The directory is identical to the organizational concept map created at the time of the set-up.
- As the concept map is updated or edited, the folder directory can easily be updated or edited accordingly.
- When the folder is complete, the Electronic Portfolio can be burned onto a CD-ROM (it will likely contain too much data for a floppy disk). Alternatively, students can represent the Electronic Portfolio using a multimedia presentation or a web page.

### 2. Multimedia Presentation (See ICT.8: Make Your Point)

- A multimedia presentation tends to be linear, although hyperlinks can be made between various parts of the electronic file in order to access slides in a different order.
- The multimedia presentation may be
  - saved online within a web page, although the result is not as smooth as a document created originally as a web page
  - burned onto a CD-ROM and become portable. (Yearly portfolios can be added to the CD-ROM if the session is not closed.)
  - viewed only if the application that created the presentation is available. (Newer versions of the application will usually open older files.)
- The content of slides is layered, including background, text, and illustrations.

### 3. Web Page (See ICT.11: Make It: Creating an Effective Web Page)

- A web page may be
  - multi-layered by using hyperlinks to connect all contents in any chosen order
  - saved online. Consider safety issues and school/division policies when posting student work online (i.e., save the file using a URL that is not hyperlinked from another page and that can only be accessed using its own address).
  - burned onto a CD-ROM and viewed off-line using any web browser when online access is difficult

### No computer at home?

Record the Electronic Collection on videotape by running a cable from the computer video-out to the VCR video-in. Use a separate microphone to add the student's oral commentary.

For more information, see Frequently Asked Questions, Electronic Portfolios FAQs on the Department's IMYM website at: <<http://www.edu.gov.mb.ca/ks4/tech/imym/faqs/portfolios.html>>.