BLM OLE.10#5: Creating an Electronic Portfolio

Overview

You may create an Electronic Portfolio of samples of school work and projects you did throughout a unit, a semester, a year, or any other time frame. Regardless of whether you represent the Electronic Portfolio as a multimedia presentation or as web pages (see ICT.8: Make Your Point or ICT.11: Make It: Creating an Effective Web Page), it will include the following five basic components:

- **Title Page:** Choose a title that reflects the content or focus of the Electronic Portfolio.
- **Table of Contents:** Create a contents list based on the outline obtained from the concept map created to organize all the files included in the Electronic Portfolio.
- **Site Map:** Create a site map based on the concept map created to organize all the files included in the Electronic Portfolio.
- **Index:** Prepare an alphabetical list of files or keywords for subjects addressed within the Electronic Portfolio.
- **Collection of Work Samples:** Select representative work samples, including writing, artwork, mathematics, journal entries, and projects, in a variety of formats such as electronic, audio, or video.

Electronic Portfolio Contents	
Title Page	**Include** ❑ an appropriate title reflecting the content of the Electronic Portfolio ❑ your name ❑ school year ❑ your teacher's name
Table of Contents	❑ the title ❑ hyperlinks to sample files, including a short description of each file ❑ navigational tools at the bottom of the page allowing the user to access the home page, the site map, or the index ❑ date completed
Site Map	❑ the title ❑ a paragraph explaining how to use the site map ❑ hyperlinks to sample files ❑ navigational tools on the page allowing the user to access the home page, the table of contents, or the index ❑ date completed
Index	❑ the title ❑ a paragraph explaining how the index works ❑ content listed in alphabetical order ❑ hyperlinks to sample files ❑ navigational tools on the page allowing the user to access the home page, the table of contents, or the site map ❑ date completed
Collection of Work Samples	❑ a title for each sample (most samples already have a title and do not need another) ❑ navigational tools on the page allowing the user to access the home page, the table of contents, the site map, or the index ❑ date each sample was created and date it was included in the Electronic Portfolio