

Checklist for Digital Portfolio

Every portfolio will be different based on the needs of the teacher and the students. However, the portfolio should always include samples of a student's best work. Here are some suggested items for any portfolio. Use them as they apply to your teaching scenario and remember, portfolios can always be updated.

TITLE OR COVER SHEET

The student creates a cover sheet that contains his/her name. It is advised that the page not include personal information if it is to be posted on the Internet.

TABLE OF CONTENTS

This page shows the viewer the contents of the portfolio at a glance. Links can be added to the page to link the viewer to the desired information. The viewer can choose what information he/she wants to see and in what order.

AUTOBIOGRAPHICAL ESSAY

Students could write an essay describing their lives, hopes and dreams.

RESUME

Students could prepare a resume perhaps in English classes or through the assistance a counselor.

SAMPLE OF WORK AND PROJECTS

Students should have a few samples of work completed in each subject area. They could be included in the selection of work presented. Students should be told in advance that an assignment is to be included in the portfolio. Students may want to include a brief description of each item. Here some suggestions:

- Writing samples
- Reading sample (record the student reading aloud)
- Handwriting sample (scan)
- Sample of artwork (computer generated or scanned)
- Math samples and/or problem solving samples
- Learning journals
- Computer projects
- Video Project
- Digital Picture
- Sound Clip

REPORT CARDS

Copies of report cards can be included. The student can be asked to write a brief reflection commenting on his/her academic progress and goals.

AWARDS AND CERTIFICATES

Photocopies of awards and certificates and photographs of medals and trophies must be included. Explanations are suggested for all awards and trophies.

ACTIVITY LIST

List various school, community and service activities that each student participates in. A short description of the role they played in each item listed is suggested so that the reader has an understanding of the student's contribution to each activity.

THANK YOU NOTES

Copies of thank you notes sent and received can be included.

REFERENCE LETTER

Students, particularly high school students, should be encouraged to ask employers, teachers, adult mentors, ministers, youth leaders, Scout leaders or counselors for a letter of reference. These letters reflect a student's character and personal work habits.

PERFORMANCE

Each student determines what makes him/her special and is a source of pride. For each identified area, a student writes a brief explanation and includes an item that exemplifies the area. They could be categorized such as sports, music, community service, academics and art.

PERSONAL BEST

The student uses this section of the portfolio to display his "Best Work". Students select three areas that demonstrate their talents. They include a sample and a brief description of each item.

REFLECTIONS

Each student could write a reflection essay. The essay topics should allow a student to reflect on the challenges and opportunities of their grade level. For example: What makes you special?

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