



Guide to using the contents of this CD

This CD-ROM contains learning resources to support creating electronic portfolios and digital storytelling reflective artifacts using common software tools: Microsoft Office, Adobe Acrobat and video editing software on both Macintosh and Windows platforms. There are two types of multimedia learning objects on this CD: Adobe Acrobat (PDF) documents and QuickTime movies.

The PDF files include a comprehensive Electronic Portfolio Handbook, which cannot be printed in its entirety, but individual documents that make up that larger file can be found in printable format in the PDFs folder. The Handbook is almost 180 pages, and most people only want to print out sections, using the “Print this section” button, or open the PDFs folder and print specific files. The owner of this CD has the right to print a single copy of any handout for their personal use. The rights to make multiple copies of these documents for classroom use must be negotiated with the copyright owner.

There are two types of video clips on this CD. On the instructions for Word, PowerPoint, Acrobat and Pinnacle Studio, there are links to screen recording videos that demonstrate the skills discussed in the step-by-step guides. Look for the red boxes in the Handbook document. Clicking on those red boxes will play those videos within the context of the lesson. There are also four folders on the CD with a list of the videos in each folder (aContents). There are also links from each list to the videos in that folder.

The second type of video contains narrated slide shows where Dr. Helen Barrett outlines the electronic portfolio development process. These video clips are meant to be viewed by the owner of this CD on a personal computer, not projected to an entire classroom. A separate videotape can be ordered for classroom use.



Hyper Links (your cursor changes from a hand  to a pointing finger  when over a link). Much of the information on these three pages is linked to the appropriate file.

To use this material, the following sequence is recommended:

	File Resources	Digital Video Resources
Introduction to Electronic Portfolios	handoutsbw.pdf	1intro.mov
Sample e-portfolios	sample portfolios folder	
Literature on portfolio development	Handbook pp. 7-10	2portfoliolit.mov
ePortfolio Planning document	EPPlanningWorksheet.doc in Workshopfiles folder	
Selecting appropriate software tools	LLwTApr00.pdf Handbook pp.11-15	
Stages of Electronic Portfolio Development	Handbook pp. 17-35	3epstages.mov
Step-by-step guides and videos	PDFs folder	videos folder videosWin folder
Summary of Process		4finalwords.mov

How to Navigate these files using Adobe Acrobat

To navigate using Adobe Acrobat 4.0, you may use several methods:

- **Bookmarks** – Click on text in the window on the left side of the screen.
- **Hyper Links** (your cursor changes from a hand  to a pointing finger  when over a link)
- Use the **Scroll Bar** on the right side of the screen
- Use the Navigation arrows on the tool bar at the top of the window.



First page - Previous - Next - Last Page - Go Back - Go Forward

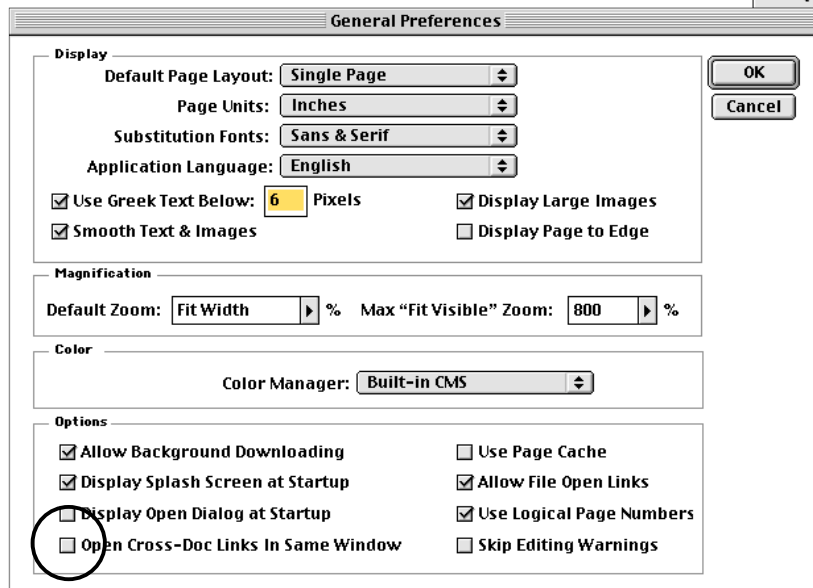
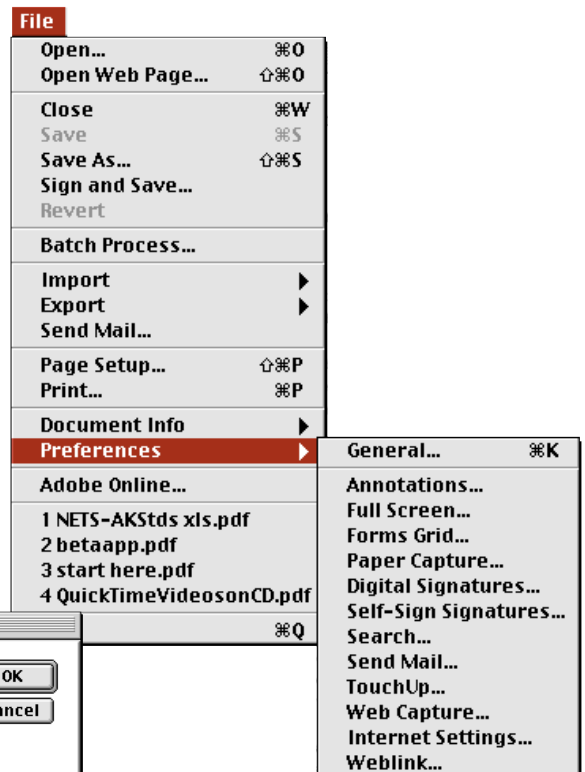
The **Go Back** button allows you to retrace your steps (backward).

The **Go Forward** button allows you to retrace your steps (forward)

To set your preferences in Acrobat, so that new Acrobat documents open as a separate window, select **File Menu -> Preferences -> General**.

Un-check the box that says **“Open Cross-Doc Links in Same Window.”**

Then, all of the Acrobat files that are viewed will open in a new window, are listed in (and can be selected from) the Window Menu.



Electronic Portfolio Handbook by Dr. Helen Barrett

Below is a list of the contents of this CD-ROM-based Electronic Portfolio Handbook. The files on the CD-ROM are unlocked to allow printing single copies. Duplication of these handouts for classroom distribution requires a separate license agreement with the author. The CD-ROM also includes more than 30 screen recording video clips that demonstrate many of the skills in specific handouts with the * character at the end of the name. There is a list of the video clips in each folder (called aContents.pdf). Look for the red boxes in the text of the handbook for links to play the video clips. The content of this CD-ROM can be read with Adobe Acrobat Reader and requires QuickTime Player to view the video clips.

Contents of Handbook

Introduction & Software Selection

Stage 1 - Defining the Portfolio Context and Goals

- EPPlanningWorksheet.doc - a Word document to guide the decisions that need to be made when planning to implement electronic portfolios
- Checklist for selecting a commercial electronic portfolio system (under development)
- IntroEPortfolio.pdf

Templates

- NETS-Standards.doc - ISTE's National Educational Technology Standards for Teachers
- INTASC.doc - INTASC Principles
- Artifacts-stands-atagance.xls Template #1 - Excel spreadsheet - Portfolio at a Glance
- NETS templates, for demonstrating the National Educational Technology Standards (NETS) for Students, Teachers, and Administrators (in the Templates folder). Includes templates in Word, Excel, PowerPoint and HTML formats.

Stage 2 - The Working Portfolio (Archive Creation and Digital Conversion)

Image Capture and Manipulation

- Scanning Basics (by Ann McCoy)
- Using Digital Still Cameras
- Editing Images using Graphic Converter
- Collecting and storing images using iView Multimedia

Storage of Electronic Portfolios (Windows versions under development)

- Accessing WWW-based storage - Macintosh
- Using Location Manager on a Macintosh laptop computer
- Setting up File Sharing on a Macintosh System 9.x

Stage 3 and Stage 4 - The Reflective Portfolio and the Connected Portfolio

- Creating an Electronic Portfolio using Microsoft Word -Macintosh*
- Creating an Electronic Portfolio using Microsoft Word -Windows*
- Publishing Electronic Portfolios using Adobe Acrobat 5*
- Presenting Electronic Portfolios using Microsoft PowerPoint *
- Collect, organize and publish image-based e-portfolios using iPhoto (plus link to FREE iPhoto tutorials on atomiclearning.com)
- Create a digital storytelling artifact using iMovie2 (plus FREE iMovie tutorials on atomiclearning.com)
- Create a digital storytelling artifact using Pinnacle Studio 7*

Stage 5 - The Presentation Portfolio

- Create an Electronic Portfolio website using Netscape Composer and Posting Acrobat files to a web server
- Create a CD-Label with CD-Stomper Pro
- Burn a CD-ROM on an iMac with built-in CD-RW (Windows version under development)

Supplemental Information

- Evidence to demonstrate the NETS-T Standards
- List of videos on CD (Macintosh) in videos folder
- List of videos on CD (Windows) in videosWin folder

Handouts (in PDFs folder)

ataglance	balanced.pdf
decisions.pdf	eportfoliomodel.pdf
ePortfolioStory.pdf	FinishedPortfolios.pdf
handouts2004.pdf	handoutsbw.pdf
model5x5.pdf	onlinesystems.pdf

Articles written by Dr. Barrett (in PDFs folder)

AssessmentChapter.pdf	CompetingParadigms.pdf
DigitalPackrat.pdf	e-Portfolios_AssessManagement.pdf
EncycEntry.pdf	LLwTApr00.pdf
LLwTOct98.pdf	SITE00.pdf
SITE01.pdf	SITE02.pdf
SITE99.pdf	TelEd98.pdf
WCCE01.pdf	

Sample Portfolios Folder Contents

Videos Folder Contents (Screen recordings - Macintosh)

VideosWin Folder Contents (Screen recordings - Windows)

Digital Storytelling Folder (brand new on this version of the CD!)

Contents includes over 30 screen recording demonstrations for Macintosh and Windows versions of Microsoft Word, Excel, and PowerPoint (in videos and videosWin folders) plus Narrated Slide Show presentations by Dr. Helen Barrett (in **slideshow** and **digital storytelling** folders)

- 1intro.mov
- 2portfoliolit.mov
- 3epstages.mov
- 4finalwords.mov