

Digital Portfolio Workshop

I. Intro to Digital Portfolios

These are the same ones that were show in Dr. Z's presentation last Wednesday.

- A. Demonstrate the Hall portfolios - <http://www.uni.edu/ashworth/dpme/process.html>
 - 1. Show each of the pages
 - 2. Demonstrate the links
 - 3. Review the artifacts
 - 4. Demo the Template
 - a. Make connections between the Hall pages and the template pages.
- B. Demonstrate the Wolf Portfolio
 - 1. Quick review of overall portfolio - highlight the website's construction

II. Filling the Templates

A. Get the Templates

- 1. File Management
 - a. Download Templates from the assignment page or <http://www.uni.edu/ashworth/dpme/downloads>
 - b. Download Templates onto desktop
 - c. Open the Template folder
(Mac) Folder will “unzip” automatically
(PC) Right-click on folder with zipper > Select “Extract All...” > Click “Next” twice in Wizard Window > Open folder without zipper > Rename folder inside of this folder
 - d. Rename "edmedia_portfolio" folder to "*lastname_portfolio*"
(PC) Delete folders named “edmedia_portfolio” (one with and one without zipper)
 - e. Drag your personal photo into the Storage folder.
 - i. Open your Webquest folder.
 - ii. Highlight your personal photo .jpg file.
 - iii. Select “Copy” from the Edit menu at the top of the screen.
 - iv. Open the Storage folder inside your portfolio folder.
 - v. Paste the .jpg file into this folder using “Paste” from the Edit menu.
 - f. Defining a Site
 - i. Open NVu application
 - ii. View > Show/Hide > Site Manager

- iii. Edit Sites in newly opened Site Manager column on the left side of window
- iv. Site Name: “*Your_Last_Name* Portfolio”
- v. In the “Publishing Server” section, click on “Select Directory” > Navigate to your portfolio folder on desktop
- vi. Expand your folder in the Site Manager (Select/Drag files from here, from now on)

B. Open the Opening Page template

1. Open index.html from your portfolio template folder.
2. Review the parts of the Opening Page.
4. Insert the personal image by dragging the image file from the Storage folder within left column of NVu.
5. Add your name to the title box at the top of the page.
5. Enter text into the main part of the page.

Who am I? Why am I going to be a teacher? What do I hope to achieve through teaching?

6. Save the file.

C. Artifacts Matrix

1. Open the Artifacts Matrix - *artifact_matrix.html*
2. Students list the names of their two/three Ed Media projects and mark the standards for which you wrote reflections. (1. Spreadsheet 2. mPOWER 3. WebQuest)

Spreadsheet	Standard 10
mPOWER	Standards 5 & 10
WebQuest	Standards 6, 10, & 11

3. Save the file.
4. Copy Spreadsheet and identify appropriate standard (Standard 10)

D. Individual Standards Pages

1. Open the Standard 10 page from the *standards* folder - *standard_10.html*
2. Paste the name of project in first row of table under Artifact Name.
3. Write a brief description of the project.
4. Save the file.
5. Repeat steps 2 – 4 for each project and standard page.
6. Use tabs to move quickly between Artifact Matrix and Individual Standard Page(s)

E. Artifact Page

1. In NVu, open *artifact_1.html* from the "Artifacts" folder.
2. Open your spreadsheet assignment to access the following information.
3. Create a PDF file of your spreadsheet Learning Tool.
 - a. Mac
 - Built into the Operating System
 - (1) Print > PDF > Save as PDF
 - b. Windows
 - Need additional program - Adobe Acrobat or CutePDF
 - (1) Print to the PDF printer (*Adobe* or *CutePDF* Printer)
 - c. Save document into "storage" folder onto desktop.
 - (1) Name document file - *learningtool.pdf*
4. Enter the following data about the spreadsheet artifact page:
 - a. Candidate Name, Thematic Unit Topic, Audience & Objective
 - b. Add the Standard Reflections from "Reflections Guidelines - question #4" to the appropriate standards.
 - c. Remove the standards that were not addressed.
5. Save the file but don't close it.

F. Turning an mPOWER Project into a Word Document

You can't include the mPOWER project in a portfolio because it needs the mPOWER software to run. Instead, we will take screen captures of the important scenes of mPOWER and then insert them into a Word document. Explanatory text can be inserted between the screen images. When this is complete, the Word document will be "pdf-ed."

1. Open the mPOWER project.
2. Open a new document in Word. Save it to the Storage folder under the name of *mpowerproject.doc*
3. Go to the opening page of the mPOWER project. Take a screen capture of the page.
 - a. Mac
 - (1) Pressing \mathfrak{H} -CTRL-Shift-3 will copy the screen onto the computer's virtual clipboard.
 - (2) Use Alt-Tab to switch over to the Word Document and Paste (\mathfrak{H} -V) the screen capture from the virtual clipboard to the Word Document.

- (3) Use Alt-Tab to switch back over to the mPOWER screen.
 - (4) Move to the next mPOWER screen that you want to capture and steps 1 – 3.
 - (5) Continue until all of the mPOWER screens are represented in the Word document.
 - (6) Save the document.
- b. Windows
- (1) Pressing the *PrtScn* key will copy the screen onto the computer's virtual clipboard.
 - (2) Press the Windows-Tab keys to switch over to the Word document.
 - (3) Paste the screen capture into the Word document.
 - (4) Press the Windows-Tab keys to switch back to the mPOWER project to capture another screen.
 - (5) Move to the next mPOWER screen that you want to capture and steps 1 – 3.
 - (6) Continue until all of the mPOWER screens are represented in the Word document.
 - (7) Save the document.
4. Add a title and explanatory text throughout the Word document. Save the document.
 5. Create a PDF file of the mPOWER Word document

G. Adding your WebQuest folder as an Artifact

1. Highlight your Webquest folder and Copy it.
2. Move to your Storage folder and Paste the webquest folder into it.
3. Open the Artifact 3 webpage.
2. At the bottom of the Artifact 3 webpage, link to the index.html file of your webquest.

H. Close all of your files and then reopen them to ensure that the links work.

I. Copy your digital portfolio folder to your flash drive and/or your server folder.