

Step-by-Step

Presenting Electronic Portfolios with Microsoft PowerPoint

Here is the process to present a standards-based electronic portfolio using Microsoft PowerPoint. *PowerPoint is best used when the portfolio will be presented before an audience.*

The Reflective Portfolio document will include the following:

A Cover Slide for the portfolio

Include a Picture or graphic

A Table of Contents

This slide will contain links to each Standard

An Introduction to the Reader which is an overall reflection on the portfolio.

A list of standards, each with reflections on the following questions:

- **Reflection (So What?** -Reflect on what was learned and how this leads to meeting the standards)
- **Evidence/Artifacts (What?** - A list of artifacts and/or experiences that support the reflection). Hypertext links may be made to the individual documents.
- **Future Learning (Now What?** - Address implications for future learning needed)

In addition, a collection of portfolio artifacts will be stored in the same folder as the Portfolio Reflections document.

What to do? Here is the process we will cover:

Collect the documents in electronic form and store in a single folder

Write brief reflection on each document **OR** include a database that contains a list of your artifacts and your reflections.

Create the Reflective Portfolio in PowerPoint

- Open a new PowerPoint document and select the **View Menu -> Online Layout**
- Create the Cover Slide for your portfolio
- Insert the Standards to be used in your reflections
- Under each standard, include three headers and paragraphs: Reflection, Evidence, Future Learning Goals. Write Reflections on each standard, identify evidence to support your reflections, and formulate future learning goals
- Use the Outlining capabilities of PowerPoint to create headings which show in the Outline View (left window), becoming "bookmarks" for navigation
- Create a Table of Contents for the Portfolio and links to each section
- Create links to Artifacts
- Right after the Table of Contents, write an introduction to the reader, which is your overall reflection on the portfolio.

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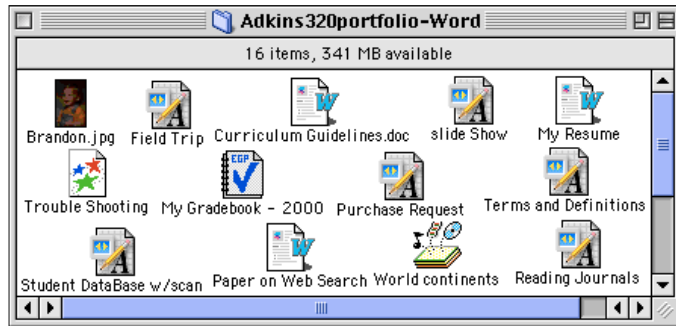
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Stage 2 - Collecting the Artifacts - The Working Portfolio

- Interject personality into the portfolio design. □ Use some of the graphics capabilities of the format, fonts and Clip Art to add style and flair to the portfolio.
- Identify the portfolio artifacts (examples of your work, hopefully in electronic form) or experiences you have that demonstrate that you have met this standard. Store them in a single folder.
- You might create a separate list of all of the artifacts that you have collected and how they might demonstrate your competency. Setting up a database or a table to organize the information about the artifacts is another strategy.
- Some authors recommend that reflections be written for each artifact, to explain why it is in the portfolio. Write a brief reflection explaining about each artifact and why it should be included in your portfolio.

- On your hard drive, floppy disk or server, set up an electronic folder to store and organize the artifacts (any type of electronic document).

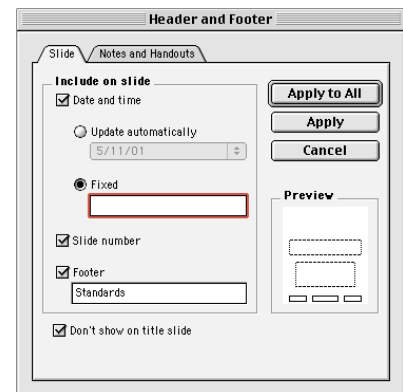
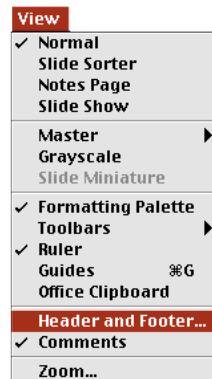
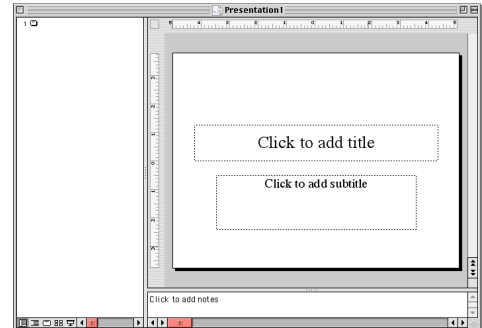


- Use **appropriate** multimedia to add style and individuality to portfolio.
 - Use a scanner (or camera) to digitize images
 - Use a microphone and sound digitizing program to digitize audio artifacts
 - Use a video camera, digitizing hardware and software to digitize video artifacts

Stage 3 - Selection, Reflection & Direction - The Reflective Portfolio

Set up the portfolio demonstrating your chosen standards

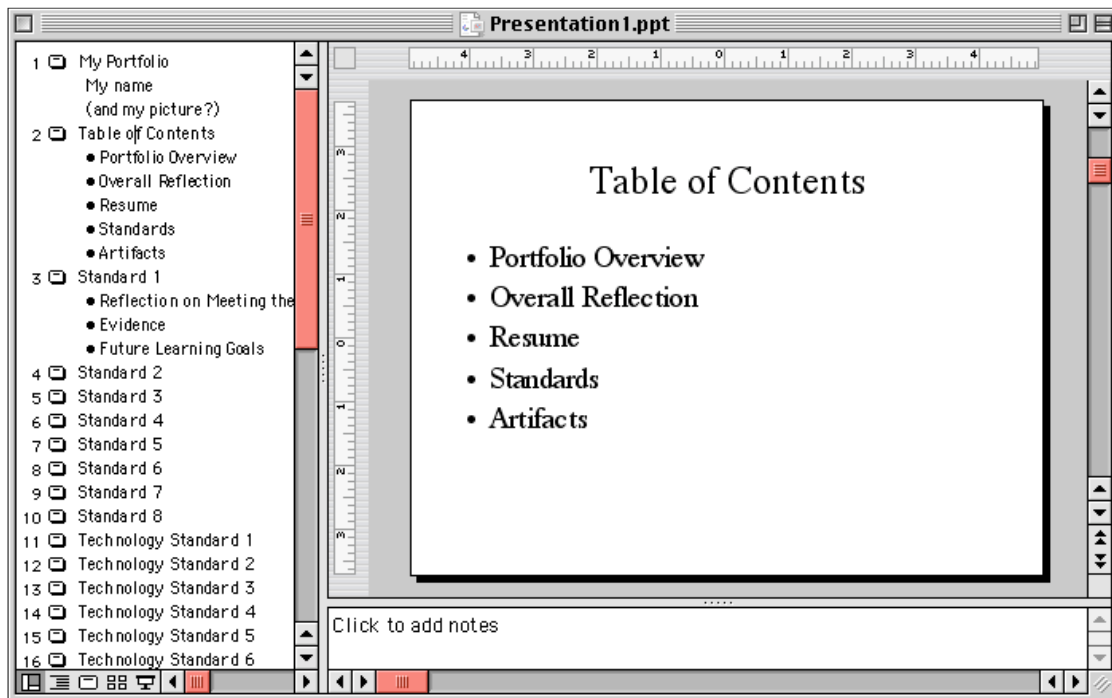
- Open a new PowerPoint document and select the Title Slide for the first slide. Select the **View Menu -> Normal**. The document will open up with the Outline View on the left and the slide window on the right.
- Put a footer on the document that will appear on every slide that shows your name and the name of the group of standards you are demonstrating.



Copy the Performance Indicators into the document

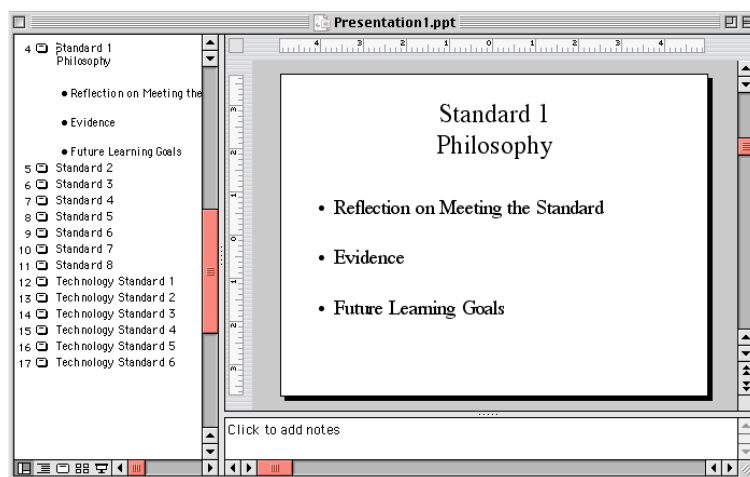
- Cut and paste into the document, putting each performance indicator on a slide by itself. To create a new slide from the keyboard, type **Command/Control+M** keys simultaneously (or select **New Slide** from the **Insert** Menu).
- OR use the Outline Window to set up the basic set of slides
 1. The first slide should be a Title slide
 2. Create a new slide using the Bulleted List format
 3. From the Outline window, create new slides by simply pressing the **Return** Key, and type in the Slide's Title.
 4. To enter items into the bulleted list, press the **Option + Return** Key.





Write Reflections on each Standard

- Under each standard, include at least three bullet headings: Reflection, Evidence, Future Learning Goals.
- Write a reflection for each standard that explains how you think you are progressing toward achievement of this standard. In other words, how you think you have accomplished this standard.



- List the artifacts that constitute the evidence that supports your reflections.

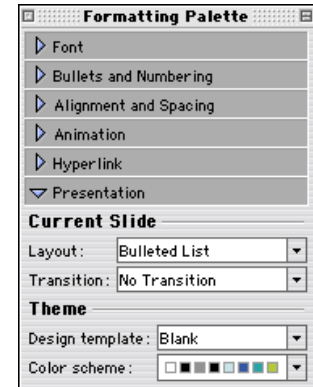
The portfolio becomes a lifelong learning tool, when we take these reflections and set goals for future learning.

- For the standard, write a statement about what you still need to learn in this area, setting some reasonable goals for yourself so that you can achieve this standard.

NOTE: To save space, the screen examples shown here do not have these reflection paragraphs completed.

Format the slide show with your favorite style

Select your favorite Color Scheme or Design Template from the Format Menu or from the Formatting Palette.

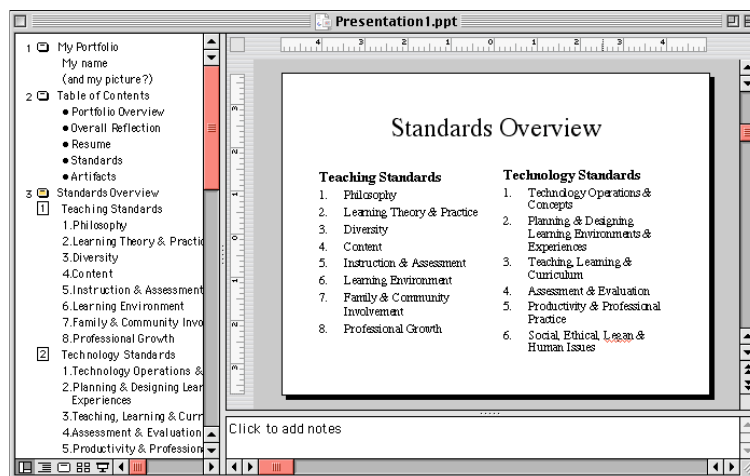


Stage 4 - Add hypertext links - The Connected Portfolio

PowerPoint allows hypertext links to be able to navigate around the document or to open files created by other programs. PowerPoint uses the **Hyperlink...** command under the **Insert Menu**. **This step is not necessary if you are converting the slide show to Adobe Acrobat.**

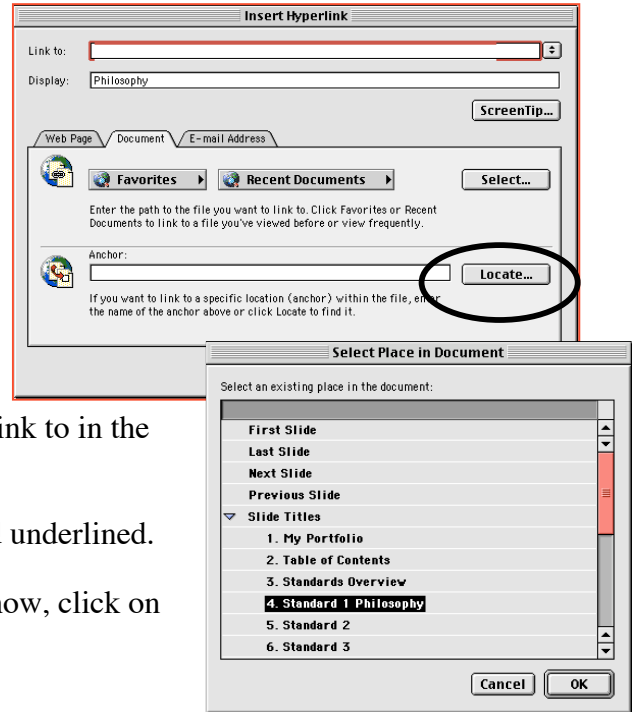
Create an Overview Slide for the Standards Demonstrated in the Portfolio, which will be turned into Links

This overview could be created with a table slide format or using the two-column slide format.



To Create Links within the PowerPoint document:

1. To link to another slide, highlight the text that will become the link. Select **Hyperlink** command under the **Insert Menu**. Select the **Document** tab to link to a slide within the same document
2. Select **Insert Menu -> Hyperlink...**
3. Click the **Locate...** button and select the specific slide that you would like to link to in the current document.
4. Click **OK**. The text becomes colored and underlined.
5. To follow the link created in the Slide Show, click on the underlined colored text.

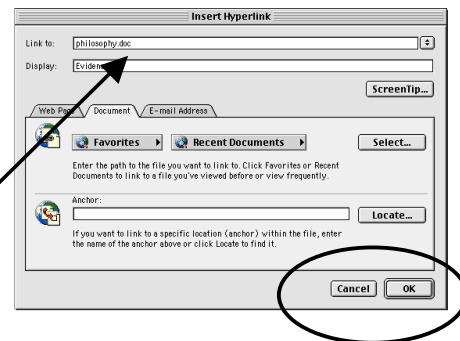


To Create Links to Another Document:

To link to another file, it is recommended that you organize all files within the same folder before making these links.

This approach works well with files created with the same software (e.g., PowerPoint) but can be problematic if a variety of software packages are used to create the various artifacts. It becomes necessary to have all of software available to open files created by these different programs, which the primary audience for your portfolio might not have (i.e., Inspiration, HyperStudio). To overcome this problem, all documents could be converted into a universally-readable format, such as **Adobe Acrobat**.

1. Highlight the text you want to turn into a Hyperlink.
2. Select **Insert Menu -> Hyperlink...**
3. Click **Select** button and identify the file to be linked. Be sure that the file is saved in the same folder as the portfolio document. Be sure only the file name shows in the file name window (as shown)
4. Click **OK**. The text becomes colored and underlined.
5. To follow the link just created in the slide show, click on the Underlined colored text.



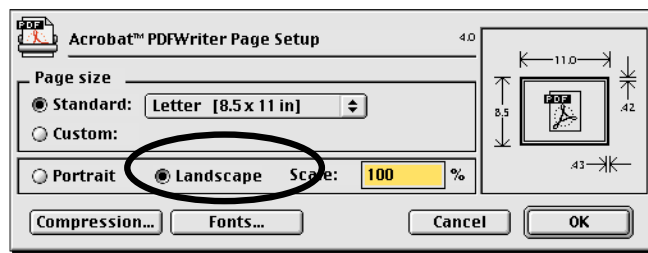
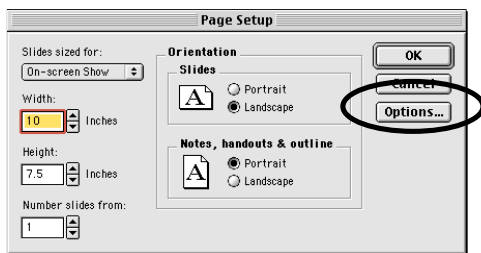
Printing a PowerPoint file to Adobe Acrobat (PDF file)

Instead of linking from PowerPoint to the artifacts/evidence, which was probably created by another program (like a Word Processor or a Spreadsheet or Inspiration), the PowerPoint slide show can be converted to Adobe Acrobat along with all of the other artifacts.

1. Select PDFWriter as your printer (on the Macintosh, from the Chooser, select PDFWriter; on a Windows computer, the PDFWriter is one selection in the Print window)



- (Macintosh only) Select Page Setup and click **Options** and then Select **Landscape** and click **OK**.



3. From the File Menu, select **Print**. Give the file a name and be sure to notice where you saved it!

For further information on using Microsoft Word, consult the Help files and the Microsoft tutorials at <http://www.microsoft.com/education/tutorial/classroom/o2k/default.asp> (Windows Office 2000) or <http://www.microsoft.com/education/tutorial/classroom/o98/default.asp> (Macintosh Office 98) or <http://www.microsoft.com/education/tutorial/classroom/MacOfficeHome.asp> (Macintosh Office 2001).

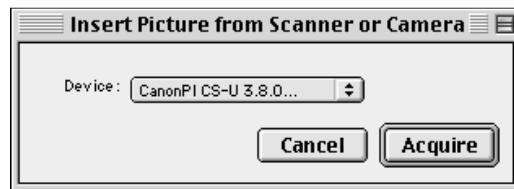
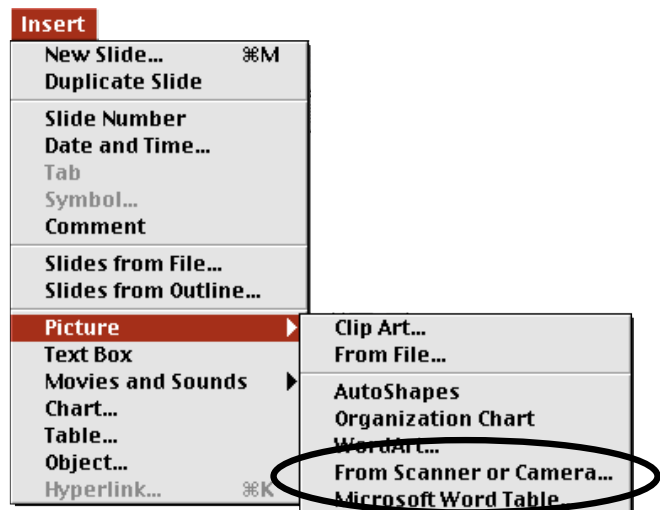


Scanning directly into a PowerPoint 2001 Document

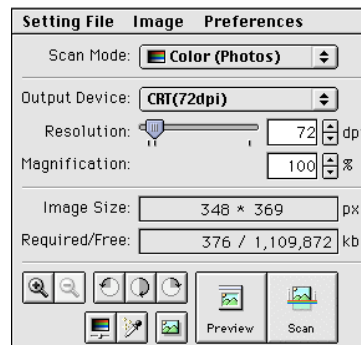
If you have a scanner connected to your computer, you may be able to scan directly into a PowerPoint Slide Show (Office 2000 or MacOffice 2001).

How to Scan directly into PowerPoint:

1. Select the **Insert** Menu -> **Picture** -> **From Scanner or Camera...**
2. From the window that opens, select the Device (if necessary).



3. Click **Acquire**.
4. The Scanner Plug-In window will open. Follow the normal process for scanning (select resolution, other settings, click **Preview** and/or **Scan**).
5. Once the image is scanned, it will be automatically placed on the current slide. Select the image and re-size or move to appropriate place on the slide.



*Transferring a PowerPoint Portfolio with links
to a CD-ROM*