How To Do An Electronic Portfolio

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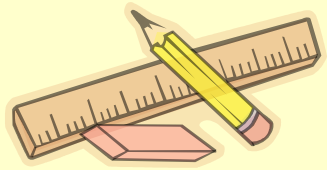**Heather Telthorster**
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Article On-Line

Activate Your Student IEP Team Member Using Technology:
How Electronic Portfolios Can Bring the Student Voice to Life!

By Susan Glor-Scheib and Heather Telthorster
http://escholarship.bc.edu/education/tecplus/vol2/iss3/art1/

How To Start Your Electronic Portfolio

Decide who will help you with your electronic portfolio, your parents, family, teachers, and/or friends.

Decide what story you want your electronic portfolio to tell.

For whom are you making the electronic portfolio?
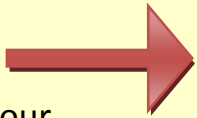
How long do you want it to be?

CHOOSE SOME PICTURES THAT WILL HELP TO TELL YOUR ELECTRONIC PORTFOLIO STORY.

Look for pictures that show you at events or doing activities, even at different ages.

• FAMILY AND FRIENDS	• COMMUNITY AND CHURCH ACTIVITIES
• HOME	• WORK EXPERIENCE
• JOBS	• VOLUNTEER EXPERIENCE
• PETS	• VACATION
• SPORTS	• HOBBIES
• CLUB	

- Ask your family and friends if they have any pictures they really like to help tell your story.
- Write sentences about the pictures.
- Decide what order you want to put your pictures in to tell your story.
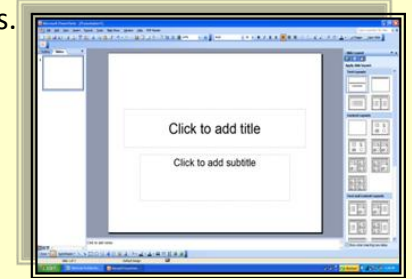
Home

- I helped my parents around the house.
- I take care of my pet.
- I keep my room clean.
- I like to play baseball.
- My family and I went to Atlantic City.
- I like to fish with my dad.

You might want to put your portfolio in order by time or by different activities.

- You can use any awards or certificates you have received.
- Decided which computer program you are going to use for your electronic portfolio. We like PowerPoint.
- Scan the photo or CD photo into the computer.
- Type in the titles or sentences on the pages.
- You may want to add clip art, sound, or motion.
- You may want to save your story to memory stick, disc, and print a hard copy.

PowerPoint gives you a several slide layout choices:

Text Layout lets you enter a title and a space for information.

Control Layout gives you a title box, and lets you insert pictures, clip art, and other things.

Text and Content Layout gives you a separate space for text pictures.

For Inserting Pictures

Click on **Insert Picture**, it automatically forwards the picture to your picture folder (called **My Pictures**). Simply click on the picture you wish to insert and it will be added to your slide.

REFERENCES THAT MAY BE HELPFUL

- PowerPoint 2003 in Easy Steps By Stephen Copestake
- Microsoft PowerPoint 2003: Top 100 Tips & Tricks By Nancy Buchanan
- How To Do Everything With Microsoft Office PowerPoint 2003 By Ellen Finkslstein
- Microsoft Office PowerPoint 2003 QuickSteps By Carole Matthews
- Microsoft Office PowerPoint 2003 Step By Step By Online Training Solution Inc.

I Can…

I — Interest

C — Courses

A — Abilities

N — Neighborhood

By Barbara Telthorster

(Heather's Mother)

Building Electronic Portfolio

By Susan J. Glor-Scheib

Building Electronic Portfolios

Students today are being encouraged by IDEA updates to get involved in their own IEPs. Here's a simple way to teach them how to make their own electronic portfolios so they can achieve that goal in impressive fashion. Students learn to create attractive presentation software slides about their work experiences, skills, interests and accomplishments to show at IEP meetings, to classmates or prospective employers. Authored by Professor Susan J Glor-Scheib of the Indiana University of Pennsylvania. Covered spiralbound book, 90 pgs.,2006. Includes a **Win/Mac** CD with printable PDF

Available: www.attainmentcompany.com