

# E Portfolios

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[www.teachers.ash.org.au](http://www.teachers.ash.org.au)

[www.electronicportfolio.org.au](http://www.electronicportfolio.org.au)

An ePortfolio is a purposeful collection of work and information that:

- represents an individual's efforts, progress and achievements over time
- is goal-driven, performance-based and indicates evidence of the attainment of knowledge, skills and attitudes
- includes self-reflection
- is a tool for facilitating life-long learning and career development

I propose that there are really two different types of e-portfolios:

- **the working portfolio** which documents the learning process, and which is really an "electronic documentation of learning," organized in reverse chronological order, which is what we start with, because that is what allows the learner to document their growth over time (that's why we start with a blog). This working portfolio also includes the collection of the learner's artifacts. This working portfolio focuses on the **portfolio as a process** and emphasizes reflection, which is what I call the "heart and soul" of the portfolio.
- the formal or **presentation portfolio** that is organized around a set of learning outcomes, goals or standards, where a learner organizes the results of their learning process, drawing on their working portfolio to create a particular story of their learning. These portfolios can be developed for multiple purposes and audiences (career development, employment, achievement of course outcomes, achievement of specific standards, etc.). This is really looking at the **portfolio as a product**.

You need both types of portfolios. One creates an electronic record of the learning process, complete with work samples and reflections; the other is much more targeted, where students create specific pieces of work to demonstrate the outcomes designated in the portfolio. Most commercial e-portfolio tools tend to emphasize the presentation/assessment aspects of the e-portfolio, and not enough of the reflection/learning/storytelling aspects.

## At-a-Glance Guides - Creating the Digital Archive:

Collect or convert all of your work into digital format and put all of those digital documents into a single folder. Then classify that work and reflect on the items that you have selected. Once you have completed your collection, selection and reflection, you are ready to construct your e-portfolio.

I recommend the following structure for a personal portfolio:

- A cover page with an introduction to the reader and possibly a table of contents, to help navigate

through the portfolio using hyperlinks. Make it creative!

- A page for a resume or other information about yourself. If you are publishing this portfolio yourself online, you will need to be careful about what kind of personal information you are going to publish on the public Internet. Most commercial portfolio tools provide the option for requiring passwords to access any page.

- Pages for each of the outcomes, goals, or qualities that you want to highlight in your portfolio. I also provided an overview of all of the work that I highlighted in my portfolio in the form of a matrix (Portfolio-at-a-Glance).

I also included a page where I articulate my future goals.

I believe that a portfolio should answer these questions that tie the past to the future:

- \* What? (The Past) What have I collected about my life/work/learning? (my artifacts)
- \* So What? (The Present) What do those artifacts show about what I have learned? (my current reflections on my knowledge, skills and abilities)
- \* Now What? (The Future) What direction do I want to take in the future? (my future learning goals)