**SKILLS**

For High Quality Online
Education

# Guidebook for Students Creating a Digital Portfolio for Online Education

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# INTRODUCTION

A digital portfolio, or an e-portfolio or online portfolio, refers to a collection of digital artefacts and evidence showcasing an individual's skills, accomplishments, experiences, and creative work. It is typically presented in a digital format and can include various forms of media such as documents, images, videos, audio recordings, and website links.

It serves as a comprehensive representation of an individual's abilities and serves multiple purposes. With the advancement of technology and the internet, digital portfolios have become increasingly popular and accessible. They can be created and hosted on personal websites, online portfolio platforms, or even shared through social media channels. Digital portfolios offer the advantage of easy accessibility, wider reach, and the ability to showcase multimedia content, making them a powerful tool for self-promotion and professional development.



It allows students, professionals, artists, and creatives to demonstrate their skills, knowledge, and growth over time to potential employers, clients, or academic institutions. It provides a platform for showcasing projects, artwork, academic achievements, certifications, and other relevant materials that highlight an individual's capabilities and expertise in a particular field.

Online student portfolios allow students to easily showcase their work across different subjects and reflect on their past work. They benefit students and their families, as well as educators. A digital portfolio is a valuable tool that improves the learning process and enhances students engagement and cater to remote learning.

# DEFINITION AND COSIDERATIONS

The portfolio is an assessment tool that allows operationalising formative, continuous and systematic assessment. The portfolio can make the assessment process more human since it allows the student to participate in its preparation, organisation and construction.

According to Villas Boas (2008, p.38 apud VILLAS BOAS, 2001, p.207), in education, the portfolio presents several possibilities; one of them is its construction by the student. In this case, the portfolio is a collection of their productions, which present evidence of their learning.  It is organized by the student himself so that themselves and the teacher together, can keep track of their progress.

The development and analysis of portfolios enables educators to to become researchers of their own pedagogical practice, by leading them to being a reflective teacher. The pedagogical work should encourage the retaking content, permanent dialogue between teacher and student, valuing the work and work and recovery of self-esteem, which is the essential element in the whole  teaching and learning process. In this sense, it is expected that the portfolio is expected to have a continuous and reflective character.

# IMPORTANCE AND BENEFITS OF HAVING A DIGITAL PORTFOLIO FOR STUDENTS IN ONLINE EDUCATION

Having a digital portfolio holds particular importance for students in online education, as it offers unique benefits and advantages tailored to their learning environment. Here are some key reasons why having a digital portfolio is valuable for students in online education:

A digital portfolio allows students to showcase in a tangible and organized manner:

- learning outcomes
- assignments
- projects
- certificates

It serves as a collection of evidence that demonstrates:

- knowledge(critical thinking, foster deeper understanding of their own learning process, track academic development)
- skills (strenghts areas, abilities, critical thinking)
- growth (learning process, personalize and document learning journey)

throughout their online educational journey.

Through a digital portfolio, students can reflect on their progress, evaluate their strengths and areas for improvement, and set goals for future learning. This documentation can be valuable for future academic pursuits, such as college applications or showcasing their skills to potential employers. Online education often relies on digital media and technology for learning.

Some of the strong points of using a digital portfolio are:

## Collaboration and Feedback

Digital portfolios facilitate collaboration among students in online education settings. They can share their portfolios with peers, receive feedback, and engage in discussions related to their work. This collaborative process fosters a sense of community and provides opportunities for constructive critique and improvement.

## Development of Digital Literacy Skills

Creating and managing a digital portfolio equips students with valuable digital literacy skills. They learn how to navigate online platforms, organize work and present it effectively, and understand the importance of digital professionalism. These skills are increasingly essential in today's digital world and prepare students for future academic and professional endeavours.

## Professional Development

A digital portfolio enables students to develop their professional identity and build their personal brand. It allows them to showcase their academic achievements, skills, and experiences to potential employers or academic institutions. Students can use their digital portfolio to demonstrate their competence, passion, and dedication in their chosen field.

## Long-Term Record of Accomplishments

A digital portfolio serves as a comprehensive record of students' accomplishments and academic progress. It creates a centralized and easily accessible repository of their work, assignments, and achievements, which can be beneficial for future reference, job applications, or further education opportunities.

# TARGET AUDIENCE AND STUDENTS' GOALS

## Target Audience

The target audience for this guide on building and completing a digital portfolio is students until 15 years old. However, it encompasses students across various educational levels, including high school, college, and university students. Additionally, it can be relevant to students pursuing online education, vocational training, or specialized programs.

## Students' Goals

### Promoting Self-Reflection and Goal Setting

The guide encourages students to reflect on their learning journey, assess their strengths and areas for improvement, and set goals for personal and academic growth. It emphasizes the importance of documenting progress and updating the portfolio regularly.

### Developing Digital Literacy and Presentation Skills

The guide aims to develop students' digital literacy skills by teaching them how to select appropriate online platforms, create visually appealing layouts, and effectively present their work through multimedia elements. It emphasizes the importance of professionalism and user experience.

### Facilitating Networking and Collaboration

The guide introduces students to the concept of networking and collaboration through their digital portfolio. It encourages students to share their portfolios with peers, mentors, and potential collaborators, fostering connections and opportunities for feedback and collaboration.

## Supporting Career Development

The guide focuses on helping students develop a digital portfolio that enhances their career prospects. It provides guidance on showcasing internships, professional certifications, practical projects, and other experiences that demonstrate their skills and potential to future employers

## Empowering Self-Advocacy

The guide empowers students to advocate for themselves and their abilities by creating a compelling digital portfolio. It emphasizes the importance of self-promotion, showcasing strengths, and effectively communicating their achievements to potential stakeholders.

## Creating a Professional Identity

The guide aims to help students establish a professional identity by showcasing their skills, achievements, and experiences through a digital portfolio. It guides them in selecting and organizing portfolio content that aligns with their academic or career goals.

## Showcasing Academic and Extracurricular Achievements

The guide assists students in highlighting their academic accomplishments, such as projects, research papers, presentations, and awards. It also encourages the inclusion of extracurricular activities, volunteer work, internships, or part-time jobs to showcase a well-rounded profile.

## Enhancing College Applications

For students applying to colleges or universities, the guide provides strategies to create a digital portfolio that strengthens their college applications. It offers tips on presenting their academic achievements, personal statements, recommendation letters, and other relevant materials.
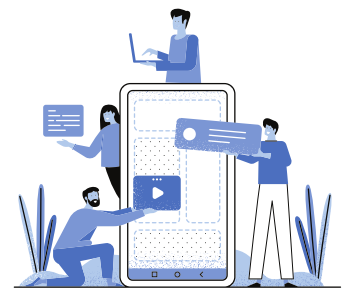
# CHOOSING THE RIGHT PLATFORM FOR YOUR DIGITAL PORTFOLIO

Choosing the right platform for your digital portfolio is a crucial step in effectively showcasing your work in online education. The choice of platform depends on your specific requirements, preferences, and the type of content you want to showcase. Take the time to explore different options, try out demos or free trials, and make an informed decision that best represents your work and supports your educational goals.

Some factors to consider when selecting a platform:

1. **User-Friendliness:** Opt for a platform that is user-friendly and intuitive. It should be easy to navigate, organize your content, and make updates. Consider the platform's interface and design to ensure it presents your work in an aesthetically pleasing and professional manner.
2. **Accessibility and Compatibility**: Ensure that the platform is accessible across different devices and browsers. It should support responsive design to ensure your portfolio looks good on desktops, laptops, tablets, and smartphones. Compatibility with various file formats and media types is also important for displaying your work effectively.
3. **Purpose and Features:** Determine the specific purpose and goals of your portfolio. Consider the features you require, such as the ability to showcase different types of media (images, videos, documents), customization options, privacy settings, and integration with other platforms or tools.
4. **Privacy and Security:** Consider the privacy and security features offered by the platform. Determine whether you can control the visibility of your portfolio, restrict access to specific viewers, or password-protect your content. It's essential to safeguard your personal information and intellectual property.
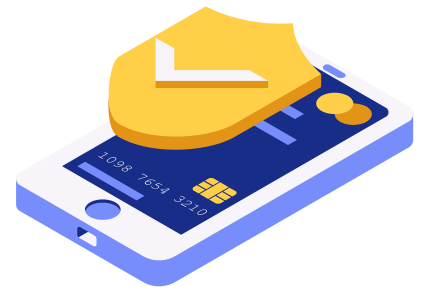
5. Customization Options: Look for a platform that offers customization options to reflect your personal style and branding. This includes the ability to choose themes, layouts, fonts and colours, and add personalized branding elements such as a logo or banner.

6. Integration with Other Tools: Consider whether the platform integrates well with other tools or platforms that you use or plan to use. For example, if you have a blog or use social media, you may want to easily embed or share content from your digital portfolio.

7. Support and Community: Evaluate the platform's support resources, documentation, and customer service availability. It can be helpful to choose a platform with an active community or support forums where you can seek assistance or connect with other users.

8. Scalability and Future Growth: Consider your long-term goals and how the platform can accommodate your future needs. Determine if the platform allows for scalability, the addition of new sections or pages, and the ability to update or expand your portfolio as your educational journey progresses.

9. Cost: Assess the cost implications of the platform. Some platforms offer free basic versions with limited features, while others may require a subscription or offer premium plans with additional functionalities. Consider your budget and the value the platform provides before making a decision.

10. Portfolio Examples and Reputation: Research and explore portfolios created using the platform. Look for success stories and examples of portfolios that align with your goals and aesthetic preferences. Consider the platform's reputation and user reviews to gauge its reliability and suitability for your needs.
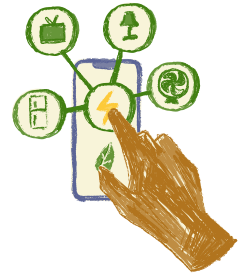
# PLATFORMS AND PROGRAMS TO CREATE A STUDENT DIGITAL PORTFOLIO

Several platforms and programs are available and can be used to create a student's portfolio in online education. Here are some popular options:

## 1. Canva:

Canva makes designing beautiful creative assets easy for everyone. From social media images, videos and gifs to posters, websites, booklets, multimedia presentations, and heaps more, Canva is an invaluable tool for helping you level up your design skills, even if you're just getting started.
(You can see Portfolio templates and a Portfolio example made with Canva in the practical guide at the of this document).

## 2. WordPress:

WordPress is a widely used content management system that offers a range of customizable themes and plugins. It provides flexibility in designing and organizing your portfolio, and you can easily integrate multimedia elements. WordPress requires hosting and a domain name.

## 3. Wix:

Wix is a user-friendly website builder that offers drag-and-drop functionality, making it easy to create visually appealing portfolios. It provides various templates and customization options, along with features for showcasing different media types. Wix also offers hosting services.

## 4. Weebly:

 Weebly is another user-friendly website builder that offers customizable templates and drag-and-drop functionality. It allows you to create a portfolio with different media types and offers hosting services. Weebly also has built-in e-commerce features if you plan to sell any products or services.

## 5. Google Sites:

Google Sites is a free and simple website builder provided by Google. It offers basic customization options and integration with other Google tools such as Google Drive, allowing you to easily embed documents, images, and videos from your Google account. Google Sites is suitable for creating straightforward portfolios.

## 6. Adobe Portfolio:

Adobe Portfolio is a platform specifically designed for creating professional portfolios. It integrates seamlessly with Adobe Creative Cloud, allowing you to showcase your design, photography, or other creative work. It offers customizable themes and easy content management.

# PLATFORMS AND PROGRAMMES FOR CREATING A DIGITAL PORTFOLIO FOR STUDENTS WITH SPECIFIC NEEDS

It's important to consider the individual needs, abilities, and preferences of the students when selecting the appropriate platforms or programs. Collaborate with special education professionals, assistive technology specialists, and the students themselves to ensure that the chosen platforms and programs address their specific requirements and support their successful participation in creating digital portfolios.

When working with students with specific needs, it's important to choose platforms and programs that are inclusive, accessible, and cater to their individual requirements. Here are some recommended platforms and programs for creating digital portfolios with students with specific needs:

1. Canva:

As we have said before, Canva makes designing beautiful creative assets easy for everyone. From social media images, videos and gifs to posters, websites, booklets, multimedia presentations, and heaps more, Canva is an invaluable tool for helping you level up your design skills, even if you're just getting started. Its simplicity and wide range of adjustments (text size, using videos or audios...) make this platform suitable to cater different needs.

2. Book Creator:

Book Creator is a versatile platform that allows students to create interactive digital books. It offers features like text-to-speech, customizable text sizes, and compatibility with assistive technology tools. Students can incorporate various media types, record audio, and create their own stories or presentations.

3. Seesaw:

Seesaw is an inclusive platform designed for student engagement and communication. It provides accessibility features such as text-to-speech, voice recording, and drawing tools. Seesaw supports multiple media types and offers a user-friendly interface, making it suitable for students with diverse needs.


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## 4. Microsoft OneNote:

OneNote is a note-taking platform that can be used to create digital portfolios. It offers features for organizing and presenting work, supports multimedia integration, and provides accessibility options such as Immersive Reader for text-to-speech and customizable viewing settings.

## 5. Adobe Spark:

Adobe Spark provides a user-friendly interface for creating visually engaging web pages, videos, and graphics. It includes accessibility features like alt text for images and customizable text sizes. Special needs students can use Adobe Spark to showcase their work in an interactive and creative manner.

## 6. Google Sites:

Google Sites, part of Google Workspace, is a free and accessible website builder. It offers templates, customization options, and supports multimedia integration. Google Sites includes accessibility features such as screen reader support and keyboard navigation, making it suitable for students with diverse needs.

## 7. Assistive Technology Tools

Depending on individual student needs, integrating assistive technology tools can enhance their portfolio creation experience. For example, students with speech impairments can use speech recognition software like Dragon NaturallySpeaking or text-to-speech tools like Read&Write to create and present their work effectively.

# STUDENTS SECURITY

## Ensuring privacy in digital portfolios

In an age where digital presence plays an increasingly significant role, safeguarding learner privacy becomes paramount, especially when creating portfolios in distance learning. It is crucial to maintain privacy and offer insight into ethical considerations and strategies to ensure that digital portfolios remain platforms for growth without compromising personal information.

## The value of privacy

Protecting privacy is more than a legal obligation; it is a fundamental ethical responsibility. The digital age offers immense opportunities but also presents potential risks, making it imperative to maintain confidentiality and respect for personal data. Preserving privacy inspires trust, promotes a safe learning environment and allows everyone to share their journeys with confidence.

## Legal and ethical considerations

Navigating the digital landscape requires an understanding of the legal and ethical considerations governing data collection, storage and sharing. Laws such as the Family Educational Rights and Privacy Act (FERPA) in the United States, and its equivalents in other jurisdictions, emphasise the importance of data protection in educational settings.

## Managing data privacy

Secure data management is the foundation of privacy preservation and key measures include:

- Encryption: Using encryption techniques to protect sensitive information from unauthorised access.
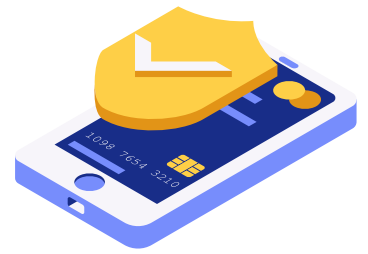
- Access control: Limit who can view, edit and share portfolio content to authorised parties.
- Data storage: Ensure data is stored in secure environments, either on institutional servers or trusted cloud platforms.

## Informed consent and notification

Obtaining informed consent from learners and, where applicable, their tutors, is a cornerstone of ethical data use. Transparent communication of how data will be collected, stored and shared fosters a sense of trust and empowerment among learners, ensuring they have control over their digital presence.

## Responsible data sharing and collaboration

The collaborative opportunities presented by digital portfolios should be approached with privacy in mind. Encouraging responsible data sharing and collaboration involves:

Anonymisation: Removing personally identifiable information when sharing data for collaboration purposes.

Group work protocols: Establishing clear guidelines for data sharing in a group or educational setting.

## Balancing sharing and privacy

While sharing portfolios can enhance learning experiences, learners should be empowered to choose the degree of visibility. Offering options for public or private portfolios respects individual preferences, allowing learners to comfortably showcase their growth while controlling their digital footprint.

## Teaching digital citizenship and privacy literacy

Equipping learners with digital citizenship and privacy literacy skills enables them to navigate the digital landscape responsibly. Educators play a key role in fostering a culture of responsible digital engagement by ensuring that learners are aware of their rights and responsibilities.

## Preserving privacy

In an interconnected world, striking a balance between technological innovation and protecting student privacy is essential. By adhering to legal standards, adopting ethical practices and promoting digital citizenship, educators and institutions can create an environment where digital portfolios thrive as tools for growth and reflection without compromising students' privacy and dignity.

# CONCLUSIONS

In conclusion, the advent of digital portfolios has revolutionized the way individuals, particularly students in online education, present and showcase their skills, accomplishments, and experiences. These digital collections of evidence offer a dynamic platform that not only highlights their academic achievements but also nurtures self-reflection, digital literacy, and collaboration skills. The benefits of having a digital portfolio for students in online education are multifaceted, ranging from fostering a sense of community and networking to enhancing digital proficiency and professional development.

By embracing the potential of digital portfolios, students can effectively document their academic journey, reflect on their growth, and set goals for the future. The ability to present diverse media types, coupled with user-friendly platforms, enables them to curate a comprehensive representation of their abilities. Furthermore, the inclusion of students with specific needs is crucial, and tailoring platforms and programs to accommodate their requirements ensures that digital portfolios remain inclusive and equitable.

As educators, it is imperative to guide students in navigating the delicate balance between sharing their achievements and safeguarding their privacy. Teaching digital citizenship and privacy literacy empowers students to make informed decisions about their online presence, while responsible data management ensures the security of their personal information. By fostering a culture that respects privacy and encourages responsible digital engagement, educators can help students thrive in the digital age while upholding ethical standards.

In a world where digital interactions are becoming increasingly integral to learning and personal branding, the concept of the digital portfolio stands as a testament to the evolution of education and self-presentation. Through careful consideration of platforms, responsible sharing, and ethical practices, digital portfolios can empower students to confidently present their abilities, aspirations, and accomplishments while maintaining the integrity of their personal information. As we continue to navigate the ever-changing landscape of education and technology, the significance of digital portfolios in nurturing holistic growth and responsible digital citizenship remains undeniable.

# "HOW TO CREATE A PORTFOLIO"

# PRACTICAL GUIDEBOOK
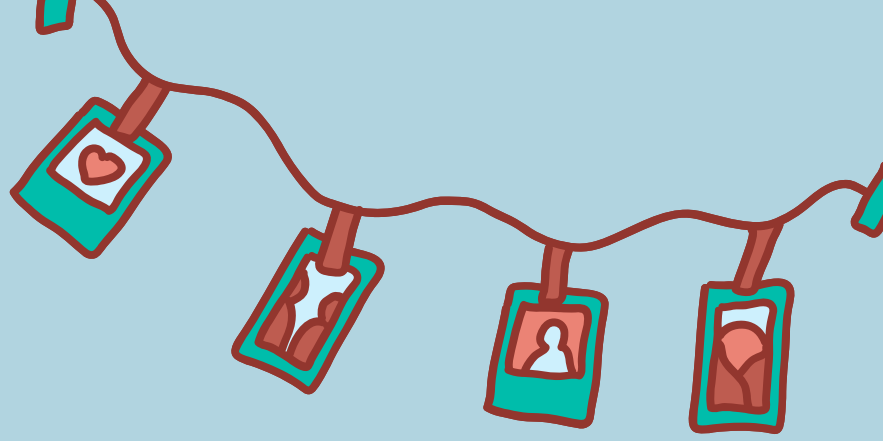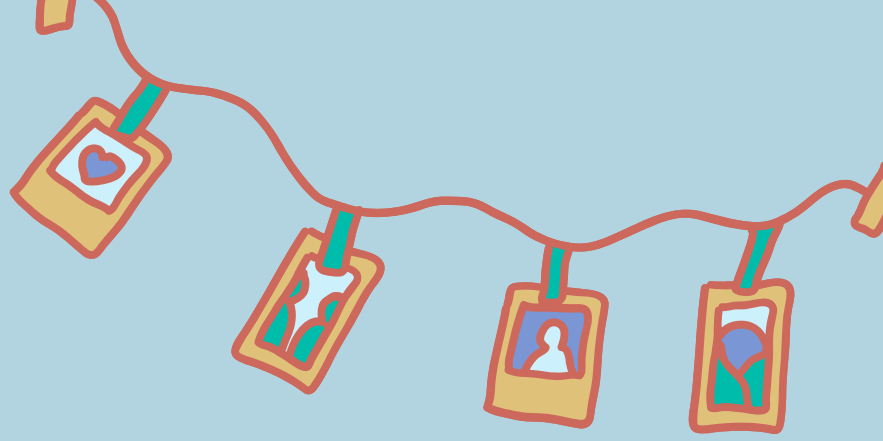
# How to create a portfolio?

## QUICK START GUIDE

# Why use a digital portfolio?

Voting

Vote on a Mentimeter question

Mentimeter

- A digital portfolio is a place created to organize your skills and accomplishments in a creative way.

- Digital portfolios allow students to reflect and to demonstrate their evolution over time.

GOALS:

- Promoting Self-Reflection and Goal Setting
- Facilitating Networking and Collaboration
- Empowering Self-Advocacy
- Creating a Professional Identity
- Showcasing Academic and Extracurricular Achievements
- Enhancing College Applications
- Supporting Career Development
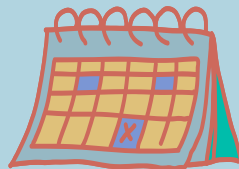
# STUDENTS SECURITY

- Ensuring privacy in digital portfolios
- The value of privacy
- Legal and ethical considerations
- Managing data privacy
- Informed consent and notification
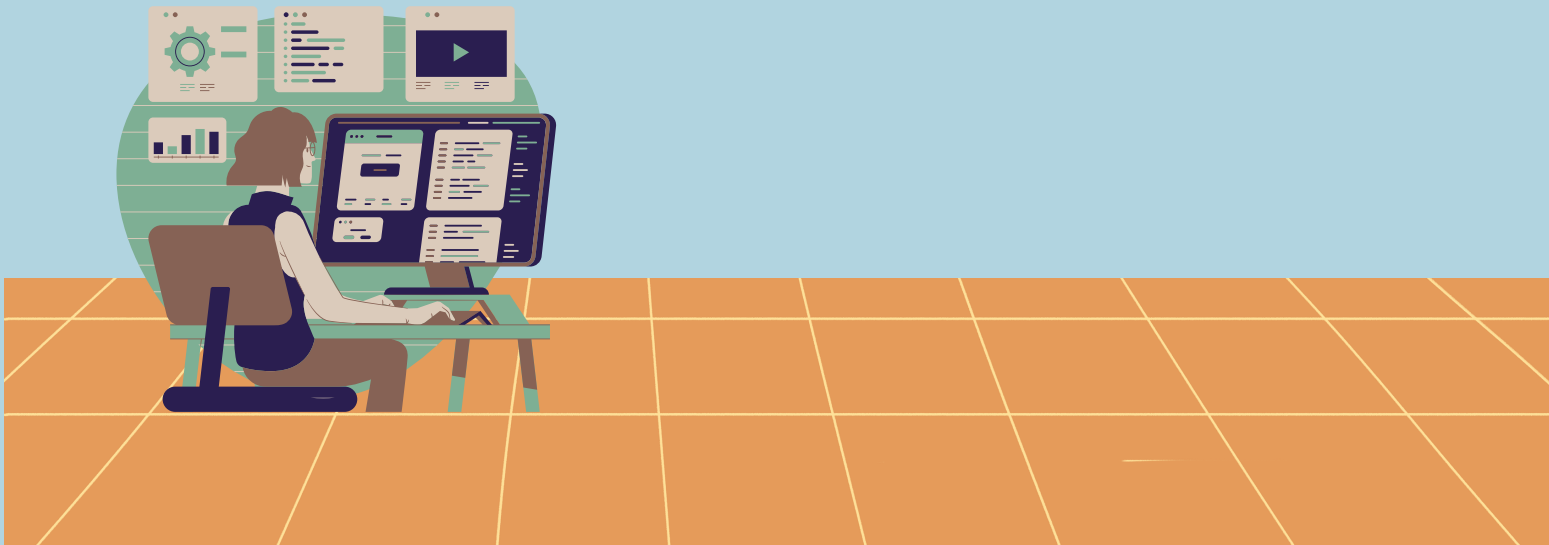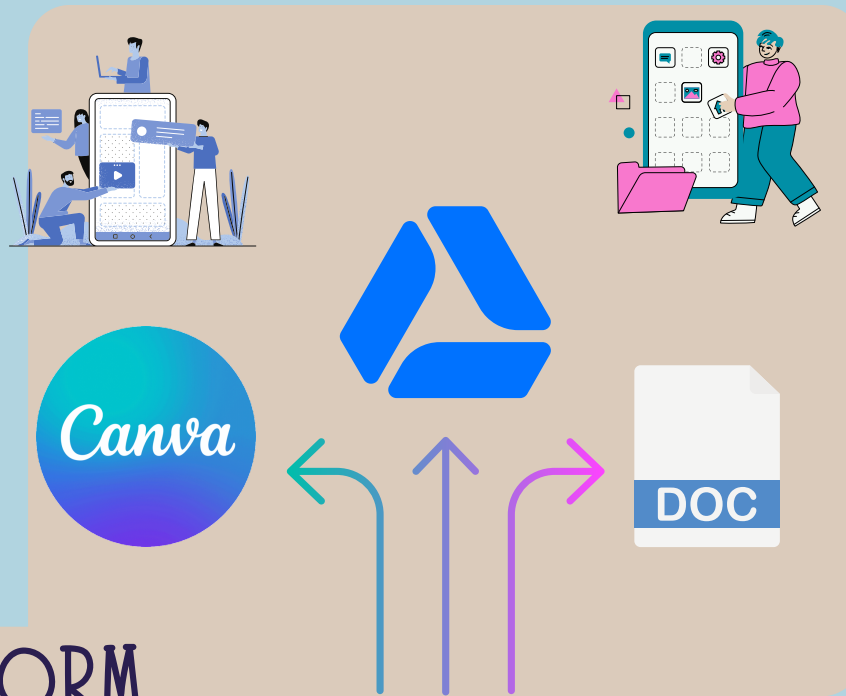
# CHOOSE A PLATFORM

- One decision when will be the platform or software you'll use.

- Exportability: choose an export friendly platform.

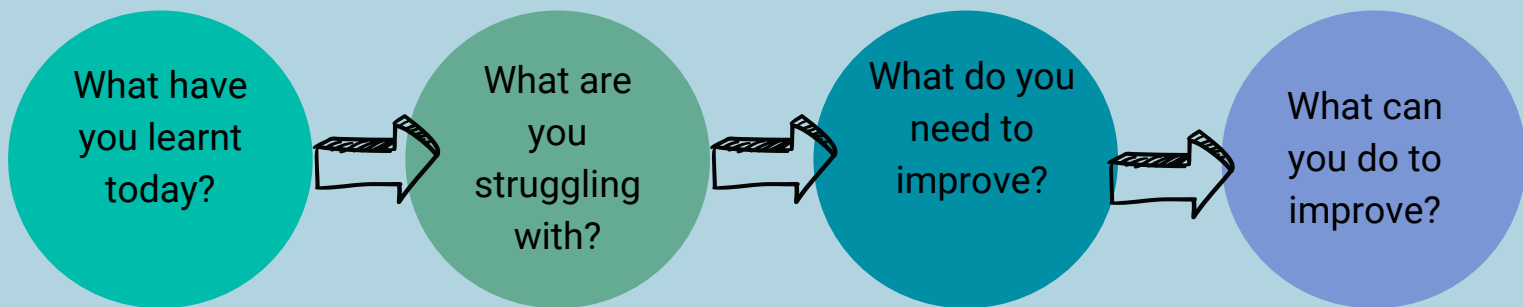- Flexibility: you need a customizable content management system
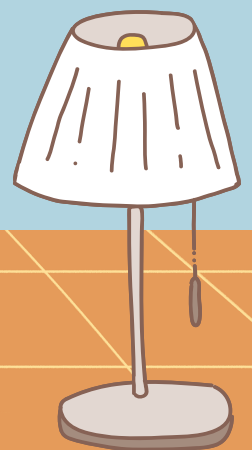
# LEARNING PORTFOLIO: A WORK IN PROGRESS

The purpose of the portfolio is to capture the learning process.
It can include a variety of learning attempts, reflections on struggles and challenges.
It's important to keep the portfolio well-organized and meaningful.

What have you learnt today?

What are you struggling with?

What do you need to improve?

What can you do to improve?

# What is expected from you when doing your portfolio?
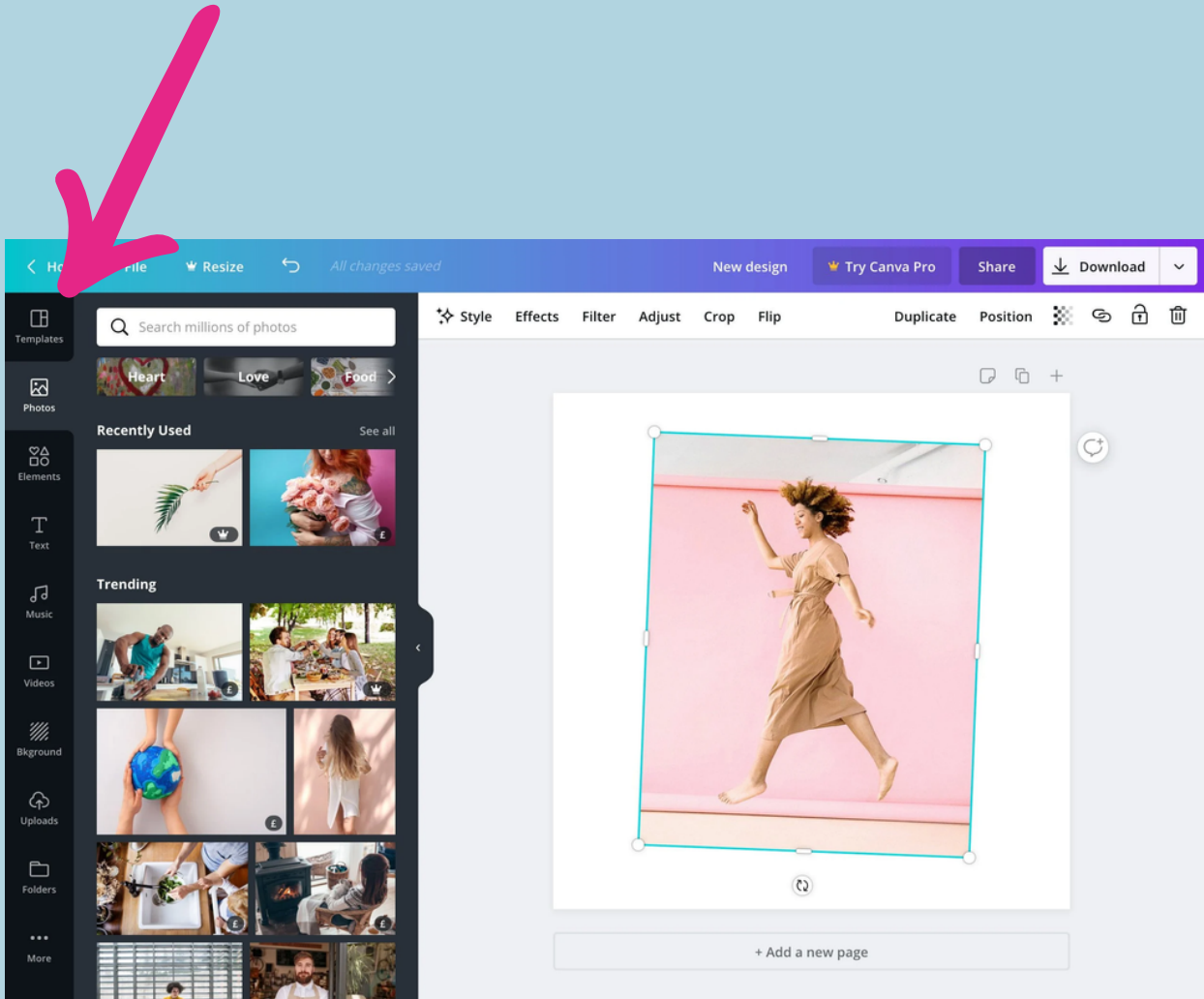
You should include some categories like:

- My Name
- My Strengths
- Areas to Improve
- My Goals for the Day
- My Goals for the Week
- Resources I can Use
- Things I Learned Today

Literature

# CREATE A TEMPLATE

If you want to create your own portfolio from scratch with Canva, click on the templates tab and start designing. You can add photos, drawings, text, links... Feel free to create!
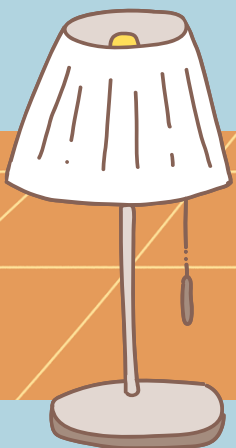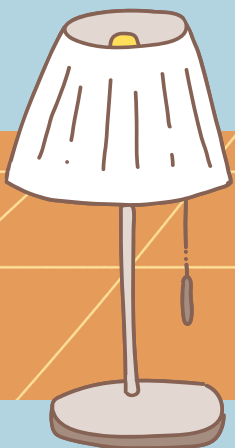
# CREATE A TEMPLATE

Here you have 2 templates to inspire yourself or to just start filling your portfolio



PORTFOLIO TEMPLATE 1

PORTFOLIO TEMPLATE 2

# COMPLETED EXAMPLE

**SKILLS**
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**learning objectives**

to describe a place

**assessment criteria**

writing a school description

**planning & timing**

1. list of features
2. paragraph structure
3. description writing
4. revision
5. drawing

**connexion with other subjects**

**ARTS&CRAFTS**

drawing the place that we have described

**SUBJECT:** ENGLISH

**UNIT:** 1

**daily diary**

What have you learnt today?

What are you struggling with?

What do you need to improve?

What can you do to improve?

**apps and resources**

**EXAMPLES**

**my strenghts and qualities**

I am good at writing lists of features

the description text structure

locations vocabulary

spelling

revise the text when I finish writing the description

**Final reflection**

I have improved my writing skills and I have learnt new vocabulary to describe places but... I don't like drawing!

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Smart Idea

BETTER FUTURE
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