INTRODUCTION TO DIGITAL PORTFOLIOS

This semester you will begin creating a digital portfolio in your Laptop Learning classes. As you move forward in the laptop program at our school, you will keep this portfolio and update it with more of your work from your other courses in Grades 10 and 11.

So what is a portfolio?

A portfolio is a collection of your work that communicates your efforts, progress, and achievements in one or more subject areas. A sample of your work is called an ***artifact.*** When you put all your artifacts together in a portfolio, it should represent the knowledge and ideas you learned about along with your own ideas about this content.
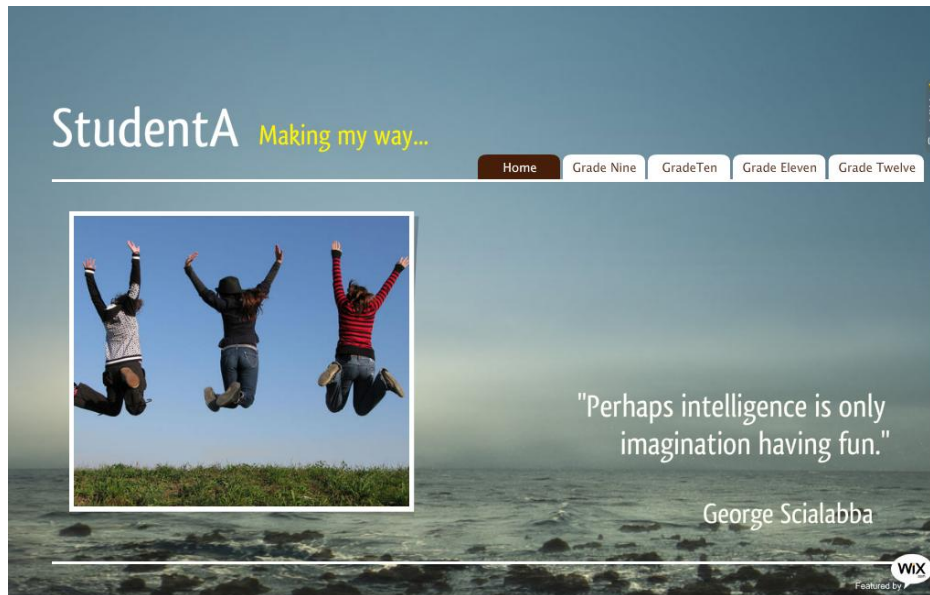
What is a "digital portfolio"?

A digital portfolio is a portfolio that is created using digital media – and that can hold digital content such as: audio, video, photos, and more. The purpose is to provide you with the means to create a portfolio that has some relevance and meaning to you as an individual. When you create a portfolio, you are responsible for organizing the content and presentation of your work in your portfolio. You will have some choices in how you want your portfolio to look.

How do I get started?

We will be using a website called Wix © that can be used to make digital portfolios.
There are thousands of different templates and styles and setups for you to use, so it
might be a little overwhelming if you don't know how to start.

A sample template using Wix

So here is how to start!

Go to http://www.wix.com/how-to/getting-started#! For a quick intro to the site and how to
get started.

This tutorial shows how to:
- Log in to the site and create your own site.
- Choose a template and edit it to suit your needs and your personality.
- Set the permissions on your site so it is *NOT SEARCHABLE BY A SEARCH ENGINE!*
- Add a clip, picture, audio, or weblink to another site that you want to use.

Once you are ready to create your own site, go to: http://www.wix.com/create/website
and select the *Portfolio* option under the Products category.

Before you begin creating your portfolio there are a few things to know about the Wix
website and the file size limitations for your artifacts.

<u>Digital Portfolio Settings and Artifact File Sizes</u>
o **naming protocol for portfolio: firstname, first initial of last name**
o **privacy: set to "no search engines"**
o images - each no more than 100k – recommended: under 30k
o audio - each no more than 6M – recommended: under 4M
o video each no more than 10 M – recommended: under 5M
o **no one artifact can be more than 20M (upload limitations of Wix).**
o **yearly limitations = 100M (site limitation for Wix)**

In order to meet the file size requirements, here are some tools to decrease your file sizes for audio, video, and pictures: www.aviary.com, http://www.online-image-editor.com/, www.pixlr.com/editor/, http://pixlr.com/express/

When creating digital content and hosting it online, it is necessary to not only leave a good digital footprint, but to be a good digital citizen in the process. As a result, all work in your portfolio requires credit (citations) for images, videos, clips and other media that is not your own. You will be given the opportunity to explore the ideas of Digital Citizenship on our school website that will introduce to the proper way to locate, create, and cite content online.

What Kinds of Artifacts Will Be Included In Your Portfolio This Semester?

1. Laptop-Learning Class based artifacts

2. Course based reflections.

3. You may also be posted other artifacts (assignments) that reflect your learning throughout the semester.

4. End of the year reflections