

Recommendations or Requirements for How the Portfolio Should Be Organized and Submitted

How the Portfolio Should Be Organized

In standards-based educational programs, a section of the portfolio will contain a specified number of artifacts for each targeted national, state, or program standard. The teacher might recommend or require that students use dividers with labeled tabs to separate the sections by goal or national standard or to color-code each section, which corresponds to the table of contents. When using electronic portfolios, teachers must determine a naming system for files to easily identify the content and the student submitting it. In the final evaluation portfolio, a comprehensive table of contents helps students organize their work and assists the evaluator in locating materials.

How Working Portfolios Are Stored and How Students Gain Access to Them

The working portfolio is where students accumulate their work until they compile and submit their evaluation portfolios. Regarding storage of working portfolios, if using traditional hard copies, teachers must determine whether students are responsible for keeping their own working portfolio or if the teacher provides an accessible storage space. Teachers must also decide if students will have access to stored working portfolios outside of class time. With electronic portfolios submitted by a group of students, teachers must develop procedures for accessing them and guidelines for editing the work of others.

How Working Portfolios Are Submitted

Suggestions for submitting traditional or paper portfolios include file folders, three-ring binders, photo albums, hanging files, and large envelopes.