

Web Based Portfolio Creation Step-by-Step

Purpose: Each student will use instructor provided criteria to select two to three independent projects completed during the semester that best demonstrate their abilities in critical thinking and communication. Once they have made their selection, they write a one-page essay that explains how the documents demonstrate these two skills or abilities using the rubrics provided for each.

Each student will create a Web based portfolio site. The artifacts and the essays about the artifacts will be mounted in this site and uploaded to a Web server. Once all students have completed their Web portfolio sites some of the student portfolios will be randomly selected and evaluated by an instructor or instructors. The portfolios will be evaluated using the rubrics for critical thinking and communication skills provided by their instructor. All scores will be compiled to provide the stakeholders with data on the percentage of students who scored in Level IV – Excellent, Level III – Satisfactory, Level II – Needs Improvement, and Level I – Unacceptable. The data will be used for program evaluation and assessment of student academic abilities with respect to critical thinking and communication.

Resources: Networked computer lab with access to Microsoft Front Page and Microsoft Office software, scanner – optional, instructor with training in Microsoft Front Page and Office software, URLs of web based portfolios created by other students to show as examples, floppy disks or flash drives

Introduction:

- Discuss the uses of portfolios with students, such as achieving work for comparison over time, fine arts portfolios for entrance into art schools or contests, portfolios to demonstrate proficiency used when applying for jobs
- Discuss types of portfolios – traditional hard copy, CD based, Web based
- Show students examples of Web based portfolios created by others

Pre Production:

1. Advise each student to bring several floppy disks or a flash drive for storage of work, prior to the start of production.
2. Schedule a computer lab and schedule someone to instruct the class in the use of Front Page if the instructor is not familiar with the program. Alternatively, get training in Front Page and Web site creation prior to the start of production.
3. Instruct the students in the purpose of the portfolio and have students choose two to three pieces of work that they feel best demonstrates their abilities to think critically and communicate. It is helpful to show them examples from previous classes and discuss why these artifacts were chosen. The project documents will be uploaded as artifacts in the portfolio.

4. Arrange storage space on the Student Web Server or other campus server. Have user IDs and passwords set up for all students and the instructor. Get instructions on how work is to be uploaded onto the server.
5. Create step-by-step instruction in the use of Front Page to provide hand outs or post the instructions on Blackboard so that students can practice after class and for students who are absent.
6. Decide how many pages you want the students to produce.
7. Create rubrics for the website.

Production:

Students should have their artifacts on floppy disks or flash drives when they arrive.

1. Launch Front Page.
2. Take a visual tour of the windows in Front Page, including the Menus, Views (Page, Folder, Navigation, etc.), page views (Normal, HTML, and Preview), and the items in the Task Pane at the far right of the screen.
3. Create a folder on the floppy disk or flash drive. Name the folder/site (ex. Mary's_Website). The Website name will be part of the path name for their website. Path names cannot have empty spaces. Use a _, a - or run all words together to create a name (Mary'sWebsite).
4. Go to the File Menu and pull down to New, and over to Page or Web, to start the Website.
5. When the Website Templates Window pops up click on the browse button and locate your folder on the floppy disk or flash drive as the destination to store/save your Website.
6. Several files and folders will be copied into your Website folder.
7. Have student click on the Navigation view icon on the left side of the screen.
8. They should now see a window next to the Views window, titled Folders. In the Folders view they should see their floppy disk or flash drive and their folder listed. There will also be a blue screen with text (To create a home page click .)in the center.
9. Click the New Page icon on the Menu bar at the top of the screen. This will add your home page. It is extremely important that students are in the Navigation view when this step is accomplished. The page that is added will be thumbnail size and will say "Home Page."
10. Click the New Page icon again to add a page. This page will be the project description page. The page will appear below the original page and will say New Page 1. Right click on the title and change it to Portfolio.
11. Repeat the step above to add a third page. Name this page About Me.
12. If more pages are needed, repeat step 10 above to add and name the page.
13. Double click on the Home Page to open it in Page view so that you can begin work on it. You will notice that the name tab at the top of the screen shows "index" as the name of the page. Do not change this. When you create a website the first or home page is always titled "index" so that the path name will not need a document title also. For example:
www.students.estrellamountain/CIS1054102/Betty vs (this path name used index

for the first page

www.students.estrellamountain/CIS1054102/Betty/HomePage.html (this path name must add the name of the home page which was not left as index.

14. Before we add any text or images, we will add a theme to all our pages.
15. Go to the Format Menu and pull down to Theme. When the Themes dialog box pops up, you can click on a Theme name and preview it. Choose one and be sure to Apply Theme to ALL Pages. This may take a few minutes if you are working from a floppy drive. Front Page will copy quite a few files to your folder to generate a theme. When the warning dialog box appears, click Yes.
16. Place the insertion point at the top of your home page. Go to the Insert Menu and pull down to Page Banner. This will add a banner with a title to the top of your page. In the Page Banner Properties Box select picture and type the title you want to appear on the first page.
17. Decide the formatting of your pages. You can have the title aligned left or centered. You can have the navigation buttons along the left side or at the bottom or top of the page. Most Websites today have the menu buttons along the left side of the page or directly under the banner at the top.
18. Align the banner where you want it.
19. Place the insertion point where you want your navigation buttons to appear. Go to the Insert Menu and pull down to Navigation. In the Insert Web Component Dialog Box select: Link Bars under Component Type; Bar based on navigation structure under Choose a bar type. Click Next.
20. Click Next again to base your bars on the theme of the page.
21. Choose the orientation you prefer and click finish.
22. In the Link Bars Property Dialog Box select Child level and click OK.
23. Place the insertion point several lines below the buttons you added and begin adding text to the page. The first page should explain the purpose of the Website.
24. Go to the File Menu and pull down to Save.
25. Go back to the Navigation view and double click on another page to begin working on it.
26. Follow the steps above to add a title bar and navigation with the following addition. To add navigation to any page beyond the home page all steps are the same until the very last step. In the Link Bars Property Dialog Box select Child Pages Under Home not Child Pages, and under Additional Pages select home page.
27. Save each of the remaining pages frequently. Be sure to make a back up of this website on another floppy or on the campus network!
28. On the Portfolio Page have students key in or copy and paste the essays they created about how their artifacts demonstrate their critical thinking and communication skills.
29. Type the titles of the works that will be linked as artifacts, such as Essay on the History of Photography, or My Life Story. Once the titles are keyed in, click and drag to select them one by one then go to the Insert Menu. Pull down to Hyperlink. In the Insert Hyperlink Dialog Box locate the essay they wish to link to and click OK.
30. Repeat the step above to link the remaining artifacts.

31. Optional – Prior to linking the artifacts, open the artifact in Microsoft Office and save it as an HTML document. This step will allow the document to open within the browser. If the document is not converted to HTML it will cause MS Office to open in order to view the document.
32. Have students add whatever text and images they want to the About Me page.
33. Inserting an Image – Go to the Insert Menu and pull down to Picture From File. In order to properly display any image on a page it must have been previously placed in the folder for the Website. Students can scan photographs and save them as JPG or GIFF or they can use images they copy from the Web.
34. Finally, have students upload the Website to the server with the instructions provided by the IT staff or instructor.