Building E-Portfolios Using PowerPoint A Guide for Educators

Second Edition



Contents

Preface	ix
Acknowledgments	xi
PART I: Assessment and the Use of Electronic Portfolios	
Chapter 1: The Foundations for Portfolio Development	3
Introduction	3
Terms Used in Portfolio Development	5
The Advantages and Disadvantages of	
Portfolio Assessment	8
The Performance-Based Movement	11
Reflection: An Integral Part of Portfolio Development	13
The Power of Portfolios	14
Summary	19
Questions to Guide E-Portfolio Preparation	19
Chapter 2: Kinds of Portfolios and Their Uses	21
Introduction	21
Types of Portfolios	23
Planning for a Portfolio	26
Examples From Purposeful Portfolios	28
Summary	41
Questions to Guide E-Portfolio Preparation	42
Chapter 3: Using Standards in Portfolio Construction	43
Introduction	43
Standards for Teachers	46
Resources for Standards	56
Summary	58
Questions to Guide E-Portfolio Preparation	59

Chapter 4: Self-Assessment Through Reflection	61
Introduction	61
Rubrics Can Help	63
Reflection and Self-Assessment	66
Self-Assessment for Teachers	66
Self-Assessment Opportunities for Students	70
Summary	74
Questions to Guide E-Portfolio Preparation	74
Chapter 5: Presenting the Portfolio	75
Introduction	<i>7</i> 5
Presentation Skills	76
Additional Resources for Design Decisions	78
Presenting the Portfolio to Others	79
Presentation of Teacher Portfolios	80
Presentation of Student Portfolios	85
Professional Development Presentations	88
Summary	89
Questions to Guide E-Portfolio Preparation	89
PART II: Using PowerPoint to Author E-Portfolios	
Chapter 6: Options for Electronic Portfolios	93
Introduction	93
Web-Based E-Portfolio Tools	94
Non-Web-Based (Local) E-Portfolio Tools	100
Selecting a Portfolio Tool	104
PowerPoint as an E-Portfolio Development Tool	106
Summary	108
Questions to Guide E-Portfolio Preparation	108
Chapter 7: PowerPoint Basics	109
Introduction	109
Start at the Beginning	110
Starting PowerPoint	111
Selecting a Slide Background	113
Selection of Font Type and Size	116
Selecting Slide Views to Accomplish Work	118
A Word About Copyright Law	126
Is There Fair Use?	126
Adding Clip Art to the Presentation	100
Adding Internet Images to the Presentation	129

Adding Sound to the Presentation	132
Adding Movies to a Presentation	134
Adding Internet or Document Links to the Presentation	135
Using Action Buttons	137
Showing the Presentation	138
Summary	139
Questions to Guide E-Portfolio Preparation	140
Chapter 8: Building Nonlinear PowerPoint Portfolios	141
Introduction	141
Making PowerPoint Less Linear by Hyperlinking	144
Building a Structure for an Electronic Portfolio	147
Editing Images Using Basic Photoshop Elements	
Capabilities	149
Editing Sound	157
Editing Video	159
Summary	162
Questions to Guide E-Portfolio Preparation	163
Chapter 9: Tools You Can Use	165
Introduction	165
Collecting Documents for the Portfolio	166
Of Dots and Pixels: Image Sizes	168
Scanning Materials' for Use as Artifacts	170
Using Digital Cameras to Capture Images	172
A Few Photography Hints	173
Capturing and Using Digital Video	175
Saving a Portfolio to Media	178
Burning a CD	179
Saving Information to a DVD	183
Summary	184
Questions to Guide E-Portfolio Preparation	185
Chapter 10: Special Considerations and Options	187
Introduction	187
Planning an E-Portfolio	188
What Happened? A Guide to Common	
Technical Errors	191
Downloading Required Programs—for Free	194
Downloading QuickTime—for Free	195
The Top 10 List	197
Moving a PowerPoint Presentation to the Web	198

More Effective?	202
Summary	204
Questions to Guide E-Portfolio Preparation	205
Appendix: Troubleshooting Your	
PowerPoint-Based E-Portfolio	207
References	209

213

225

The Future: What Promises to Make Electronic Portfolios

Index

About the Authors