

# Electronic Portfolios in the Classroom



## What are portfolios?

Electronic Portfolios are a creative means of organizing, summarizing, and sharing artifacts, information, and ideas about teaching and/or learning, along with personal and professional growth. The reflective process of portfolio development can be as important as the final product. In many cases, they are used as part of faculty and student evaluation along with other assessment tools such as standardized tests. A portfolio is a sampling of the breadth and depth of a person's work conveying the range of abilities, attitudes, experiences, and achievements.

## Activity 1: Planning Your Portfolio

Planning your electronic portfolio is your first step. First you must decide on the type and purpose of your electronic portfolio, you will need to decide what to include in it. In this activity, you will plan what to include in your electronic portfolio and plan your Home Page or index.html page.

When selecting portfolio content be sure to consider the following questions:

1. What do you plan to accomplish with this task?
2. How do you plan to get there?
3. What are the strategies you will use to accomplish the task?

The sample portfolio (Al's Electronic Portfolio) is a Poetry Portfolio and shows a variety of work done by Al in his English class. Al's Poetry Portfolio contains the following items:

- Poetry Comparison
- Morning Poem
- Poem Analysis
- Tangled Jealousy

### This is how Al's home page looked when it was completed.

Eastern Suffolk BOCES Model Schools Program

## Al's Poetry Portfolio

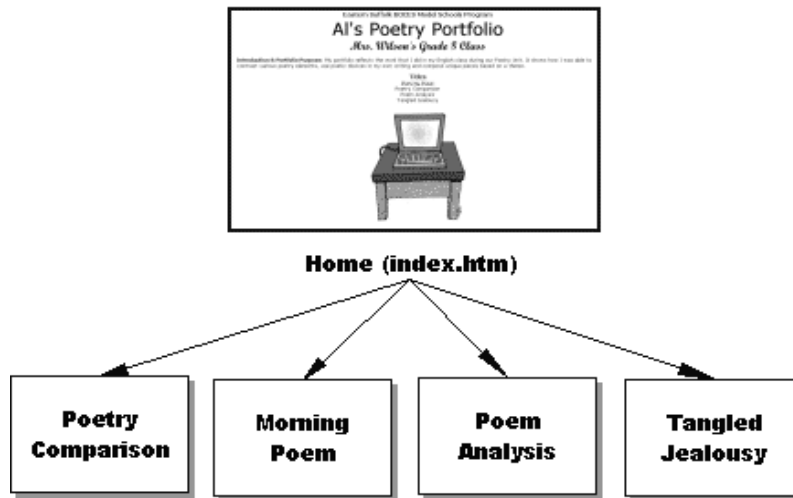
*Mrs. Wilson's Grade 8 Class*

**Introduction & Portfolio Purpose:** My portfolio reflects the work that I did in my English class during our Poetry Unit. It shows how I was able to contrast various poetry elements, use poetic devices in my own writing and compose unique pieces based on a theme.

**Titles**  
Morning Poem  
Poetry Comparison  
Poem Analysis  
Tangled Jealousy

A simple line drawing of a laptop computer sitting on a wooden desk. The laptop screen shows a faint, abstract pattern.

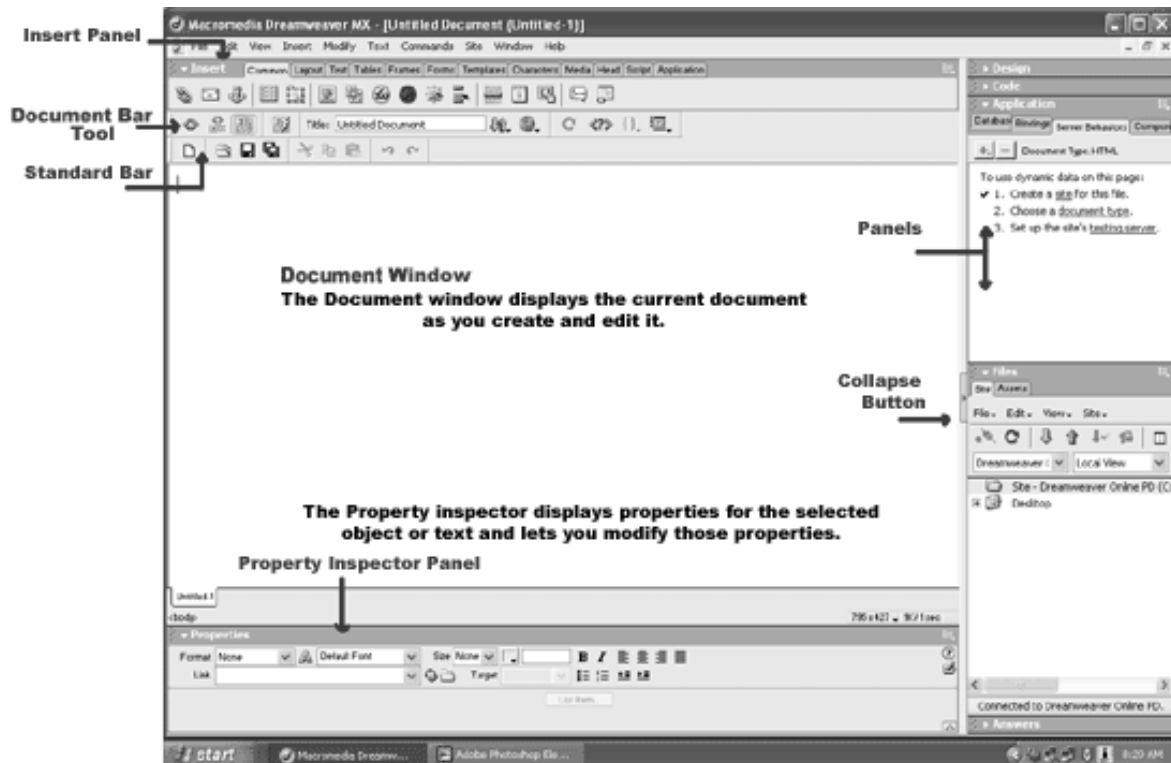
Like AI's, your Home Page should clearly define the purpose and contents of your portfolio. It will also provide links to other content pages within your site. How will you connect the Home Page to the additional Web pages that contain your portfolio items? Here is a brief sketch depicts the layout of the portfolio.



## Activity 2: Overview of Dreamweaver

**In this activity**, you will become familiar with the workspace and features of *Dreamweaver*.

Start *Dreamweaver* to see some of the most commonly used components:

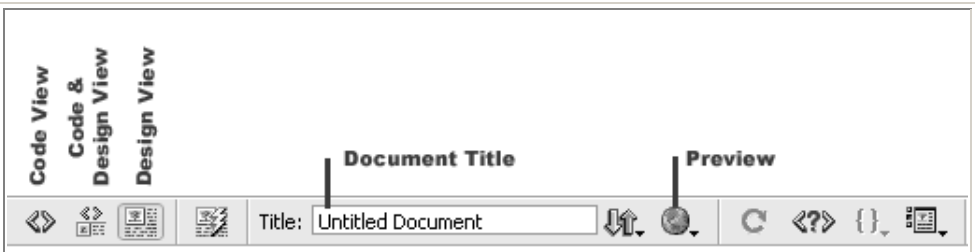


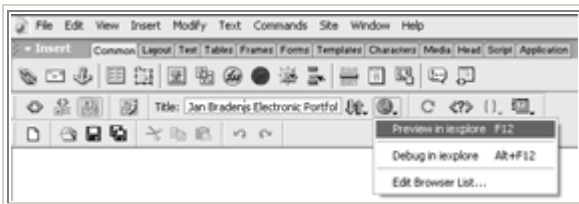
### The Document Window

The Document window appears when you open a new page. This is the area where you design your page.









## The Document Tool Bar

The Document tool bar contains buttons and pop-up menus that provide users choices on viewing options (code or design views), a title field where users can title their pages and operations that allow users to preview their pages in a browser.

<p>Dreamweaver has two types of workspaces. A workspace for coders and a workspace for designers. The code view is for users more inclined to code pages by hand. The designer view is for users who prefer to design web pages graphically. While you develop your electronic portfolio, you will be using the design view.</p>	 <p>When you create your pages, you can enter a name for each page in the 'Title' field.</p>
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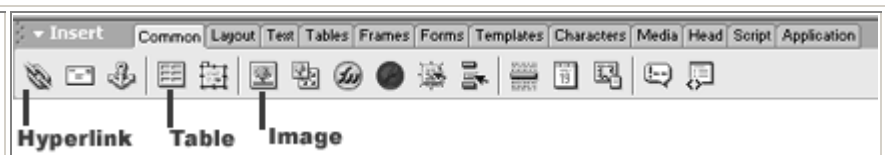
	<p>Preview allows you to preview your pages in a browser of your choice.</p>
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## Viewing Modes

Dreamweaver lets you have four ways of looking at any document. From the design view , all of the WYSIWYG editing options are directly available (bolding, bullets, styles, etc.). However, there may be times when you wish to edit the raw HTML code directly. The code view  lets you look directly at the code 'behind the scenes' should you wish to edit or add instructions in this manner. The code and design view  places the code view in a window above the design view, allowing you to view both simultaneously. Finally, Dreamweaver also lets you preview your work as it will appear in an Internet browser by selecting the preview mode . In preview mode, links that jump within your computer are made active. From the Document tool bar, switch between design view  and code view . Try the code and design view  as well. Finally, click on the preview mode  and select the browser of your choice. Return to design view.

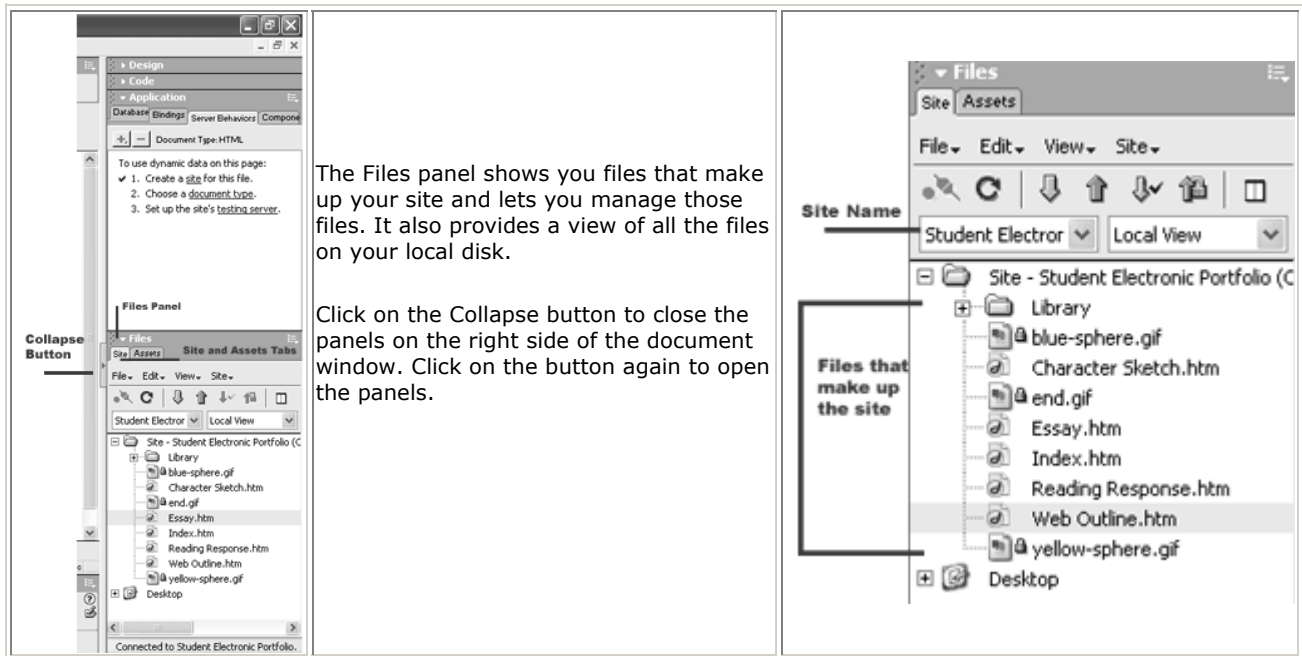
## The Insert Bar

The Insert bar has buttons to insert objects into your document. The same objects are in the insert menu.

<p>During this tutorial we will be creating hyperlinks, inserting tables and images.</p>	
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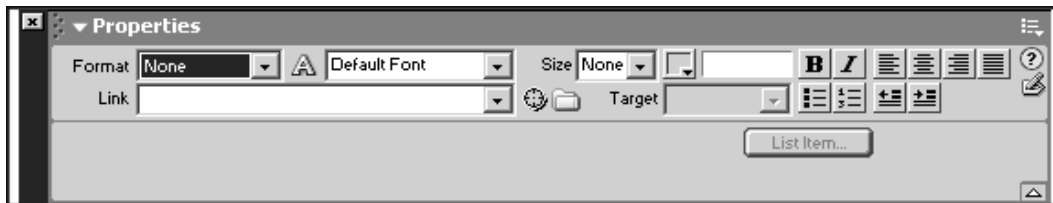
## Panel Groups

Panel groups are sets of panels docked together under one heading. (see next page)



## Property Inspector Panel

The Property Inspector lets you view and change a number of properties for selected objects.



The Property panel above shows the properties that appear in the Property Inspector when text is selected. As in any word processor, you may change your font style, size, color and justification.



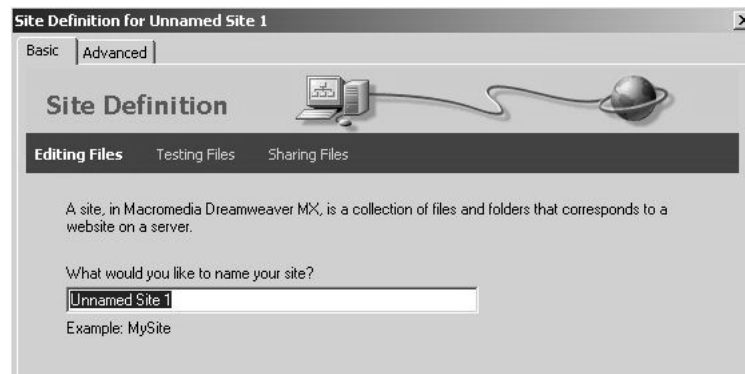
This Property panel shows how the Property Inspector changes when an image is selected. Notice the image appears at the top left corner of the panel. The source (**Src**) shows the name of the file 'sunhead.jpg.'

If you were working on a table, the Property inspector would show table attributes. To show or hide the Property inspector: **Choose Window > Properties.**

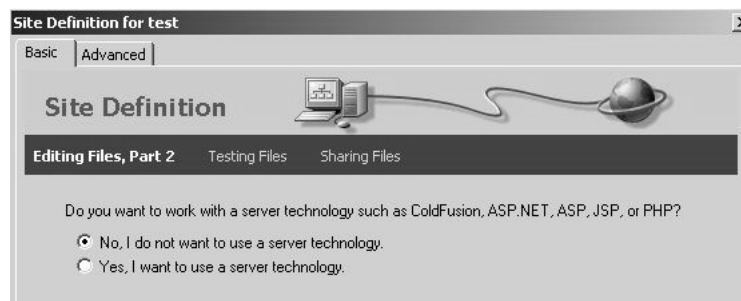
## Activity 3: Preparing to Make a Web Site

A Web site typically consists of a number of individual web pages linked together. In addition to text, the pages often have images and perhaps sound or video. In order to make the organization of your site easier, it is important to place all your files (pages, images, etc.) into one directory or folder. **In this activity**, you will set up local site and root folders in *Dreamweaver* to serve as organizers for your portfolio.

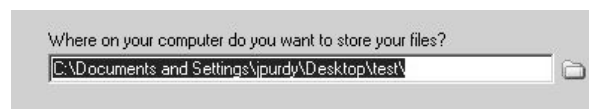
1. Launch **Dreamweaver**. Choose Site > New Site. Setting up a site, will enable all of your files to be saved and stored in the folder you have created for that purpose.
2. A new window entitled "**Site Definition for Unnamed Site 1**" will appear. (The Basic tab in the left corner should already be selected. If not, select it.) In the "What would you like to name your site?" field, enter the name you wish to give your site. This will replace "Unnamed site 1." Let's call this site "**portfolio**."



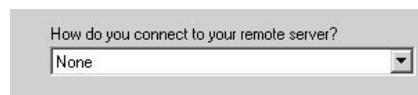
3. Click Next. This will take you to the next screen where you will be asked if you want to use server technology. The radio button "No, I do not want to use server technology" should already be selected. If not, select it, and click Next.



4. You will then be asked where you want to store the files on your computer. You can enter the path name or click on the yellow folder to the right and browse to the location you want. I suggest you keep your folder on the desktop, so you can find it easily.



5. Click Next. You will then be asked "How do you connect to your remote server?" From the drop down list select "None."

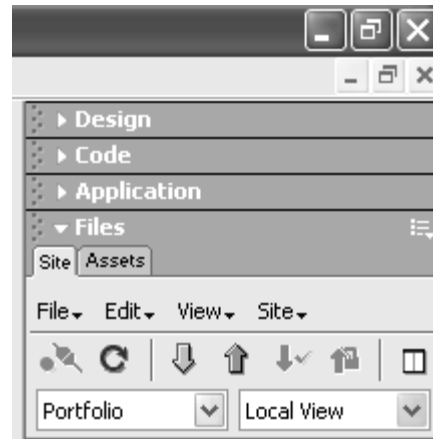


6. Click Next. You'll see a window with a summary of the choices you made. Click Done. You now have a folder in Dreamweaver in which you can create your web site!

## Activity 4: Creating the Home Page

Your home page will act as a title page for your electronic portfolio introducing the site to viewers and providing links to the items you have selected to include. **In this activity**, you will create the home page for your portfolio using a table and some text.

1. Launch Dreamweaver and be sure the 'Portfolio' site folder is selected. Each time you launch Dreamweaver, you start with an untitled basic page.



2. Title your document in the title field on the **Document tool bar** by typing your name followed by Electronic Portfolio (e.g. Al's Electronic Portfolio).

3. Save and name your Home Page:  
**File > Save As...>index.htm**

A convention used on the Internet is that the first page of a Web site is entitled **index.htm** or **index.html**.


### To create a basic page layout using a table:

Al used a table to layout his Home Page because it gives additional formatting options when working with text and images. Tables consist of three basic components: **Rows** (run horizontally), **Columns** (run vertically), and **Cells** (the container created by intersecting rows and columns).

A table's structure and appearance can be easily modified. You can use a table to separate the parts of a page and then format each part differently.

4. Look at the Home Page layout you sketched out in Activity 1. Like Al's, the Home Page for your portfolio should have four main parts:

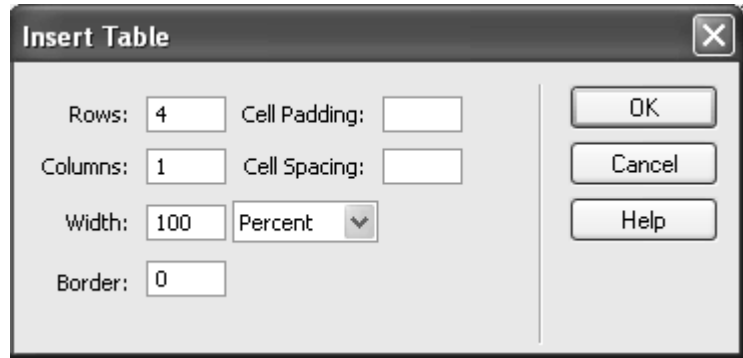
- your school's name
- your name, grade, class and portfolio title
- a portfolio description
- a list of the portfolio items (4 to begin)

5. Click in the **document window** of index.htm (your home page). Click the Table button  on the Insert Bar or choose **Insert > Table**. A pop-up window appears where you can define the structure of your table. To create a table as in Al's portfolio, type the following information:

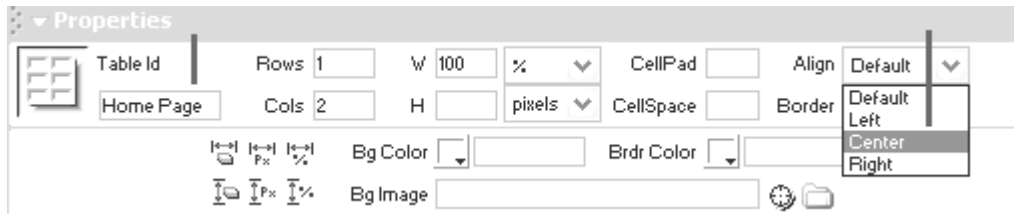


Rows: 4  
Columns: 1  
Width: 80%  
Cell Padding: 0  
Cell Spacing: 0  
Border: 0

Click OK.



A table with four rows appears in the Document window. In the **Property inspector**, name the table Home Page and align the table in the center of your document.



6. Save your work by choosing **File > Save**.

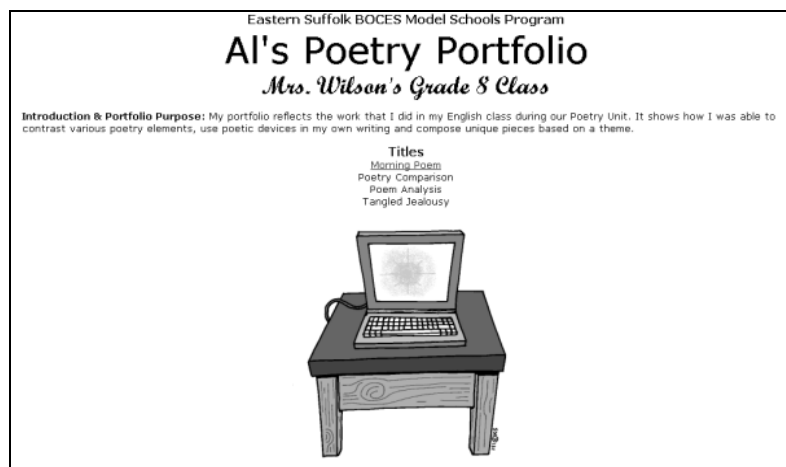
#### To Create Text in a table:

1. Click in the first row of the table. Type your school's name. (You will go back later to format the text). Next click in the second row and type your name, grade, class and portfolio title.

**Hint:** If you want your name and titled displayed on two separate lines that are close together, press Shift + Enter.

2. In the third row of the table type your introduction and clearly state the **purpose** of the portfolio.
3. Use the fourth row to type the list of items you decided to place in your portfolio. Make each item a separate line by pressing Enter or Shift + Enter for a single space after each line of text.

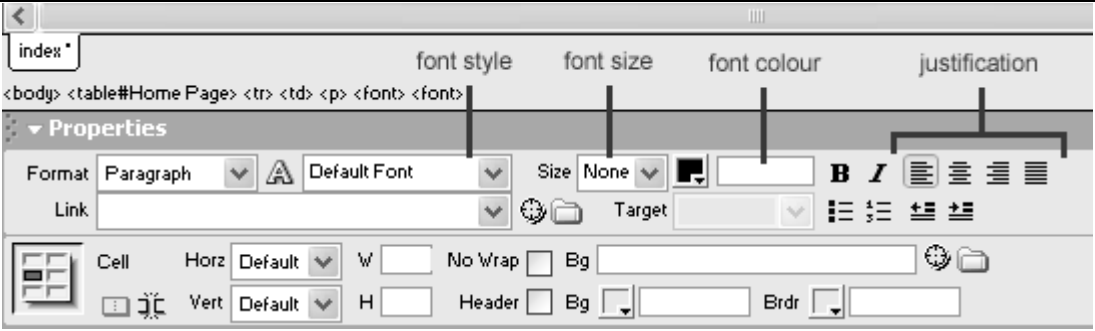
Here is a sample of AI's Home Page.  
Below are instructions on how to format your text (change the font style, size, color and alignment).



## To Change Text Properties:

One way to enhance the readability and attractiveness of your Home page is to change the properties (size, font, boldfacing, and so on) of the text.

Click on the first row of your table and choose **Edit > Select All** to select all of the text within that cell. A bold black line will outline the cell.




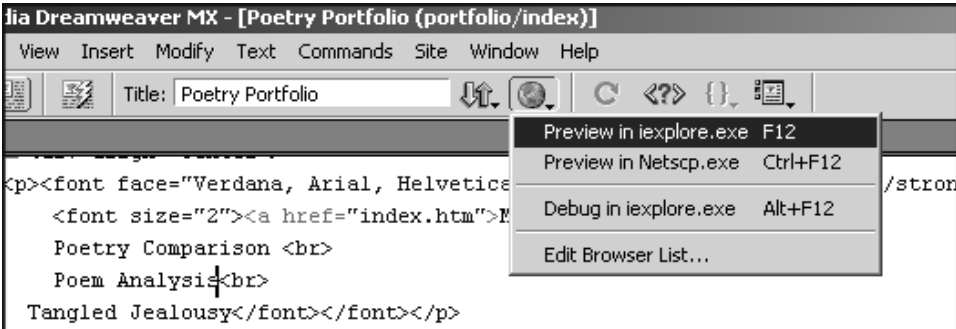
The screenshot shows the Property Inspector in Dreamweaver MX. At the top, there are tabs for 'font style', 'font size', 'font colour', and 'justification'. Below these is the 'Properties' section, which includes a 'Format' dropdown set to 'Paragraph', a 'Link' field, and various formatting icons like bold (B), italic (I), underline (U), and text alignment (left, center, right, justified). There are also fields for 'Horz' (Horizontal) and 'Vert' (Vertical) alignment, and a 'Brdr' (Border) field. The 'font style' dropdown is set to 'Default Font', and the 'font size' dropdown is set to 'None'. The 'font colour' field is empty, and the 'justification' buttons are visible on the right.

At the top of the Property inspector, select a font style from the second pop-up menu. In the size pop-up menu, select a larger size for your school's name. You may want to change the color of the font by clicking in the box next to the size pop-up menu. You could align the text to the centre by using the text justification buttons on the top right of the Property inspector panel.

Change the text size and justification in the second, third and fourth rows so that it is easily read by your audience. Save your work by choosing **File > Save**.

Preview your Home Page in a browser by selecting the browser of your choice from

the preview mode  on your Document tool bar. You can also press F12.



The screenshot shows the Dreamweaver MX interface with the 'Preview' menu open. The menu options are: 'Preview in iexplore.exe F12', 'Preview in Netscp.exe Ctrl+F12', 'Debug in iexplore.exe Alt+F12', and 'Edit Browser List...'. The background shows the code editor with HTML code for a poetry portfolio page, including a link to 'index.htm' and the text 'Poetry Comparison', 'Poem Analysis', and 'Tangled Jealousy'.

Your Home Page is almost complete! You will learn how to add hyperlinks to link your pages together in Activity 9.



## Activity 5: Creating Content Pages

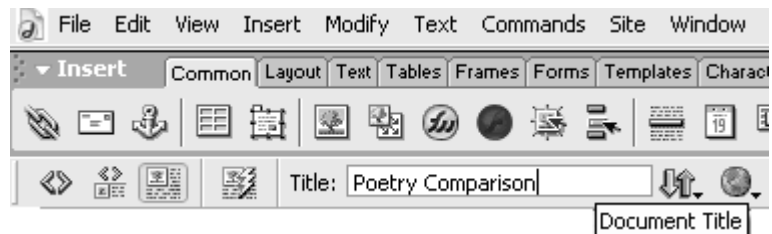
**In this activity**, you will build your first content page using a 'nested' table. You will create three other content pages and copy the 'nested' table from your first content page onto your other three pages. This way, they will all look the same.


Each content page will begin with four parts (2 rows and 2 columns) laid out in a table as shown here:

	Al's Poetry Portfolio

1. To create the content page structure chose **File > New > Basic Page > Click Create**.
2. This will be the first content page, such as the Poetry Comparison in Al's sample portfolio.
3. Choose **File > Save as** and give your page an appropriate title. Al titled his page **Poetry\_Comparison**.

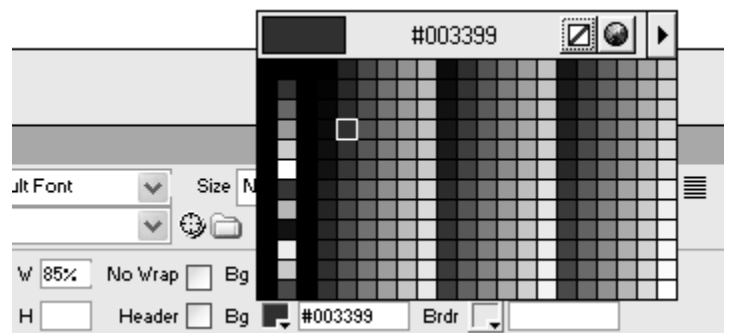
Also place the title field on the Document tool bar.



4. Click the Table button  on the Insert Bar or choose **Insert > Table**. A pop-up window appears where you can define the structure of your table. To create a table as in the sample portfolio, type the following information:

Rows: 2  
Columns: 2  
Width: 100%  
Cell Padding: 0  
Cell Spacing: 0  
Border: 0

5. Click OK. A table with two rows and two columns appears in the Document window. In the **Property inspector**, align the table in the center of your document.
6. Click in the left cell of the first row and drag the mouse down so that the two cells that make up the first column are selected. In the bottom of the Property inspector, change the column width (W) to 15%. Select the right cell of the first row and drag the mouse down so that the two cells that make up the second column are selected. In the Property inspector, change the column width (W) to 85%.

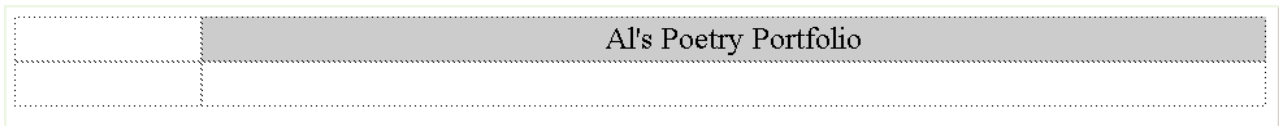


- Click in the left cell of the top row. In the Table Property inspector, choose a background color. Click the box next to the Bg label at the bottom of the panel. The color palette opens. Select a color that complements your font color. For example, Al's background is #003399.

You may want to change the background color of the right cell in the top row as well. When choosing a background, be sure to choose a color that complements the font color for readability.

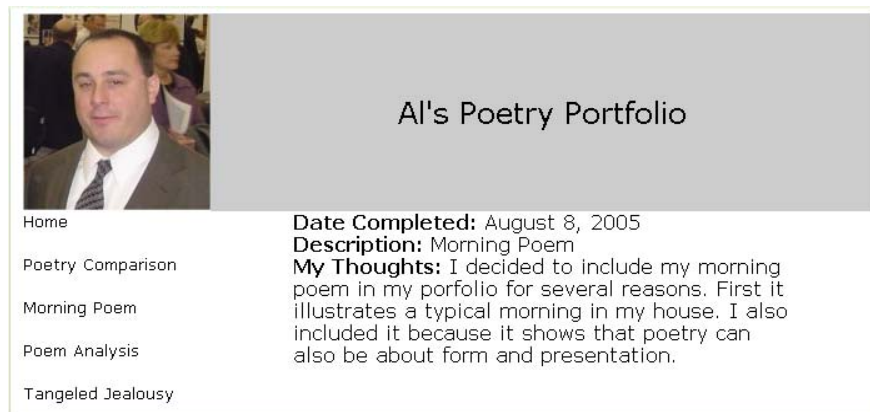
- In the top right cell, type your name and the name of your portfolio (e.g. Al's Poetry Portfolio). Reformat the font style, size, color and justification to suit your portfolio (review in Activity 4). It is important to stay consistent with the choices you made on your Home Page. Consistency ensures the reader that he or she is still in the same site.

Again, your page should look similar to the sample:

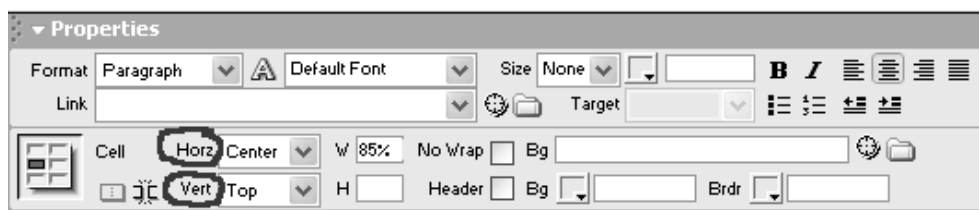



### Nest a table inside another:

Now you're ready to create the structure for each of the work samples you chose to include in your portfolio. Each work sample in your portfolio should include the actual work and additional information - a description, the date completed, and your thoughts - to help the portfolio reader understand the work. To create a structure to your page, we will nest one table inside of another. It will look something like this:



Click in the right cell of the bottom row. In the Property inspector, select Center from the Horizontal (Horz) pop-up menu and select Top from the Vertical (Vert) menu.

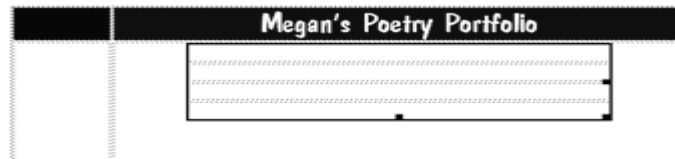


Your cursor should now be blinking at the top center of the cell. Click the Table button  on the Insert Bar or choose **Insert > Table**. Enter the following:

**Rows: 4**  
**Columns: 1**  
**Width: 75%**  
**Cell Padding: 0**  
**Cell Spacing: 0**  
**Border: 0**

Click OK

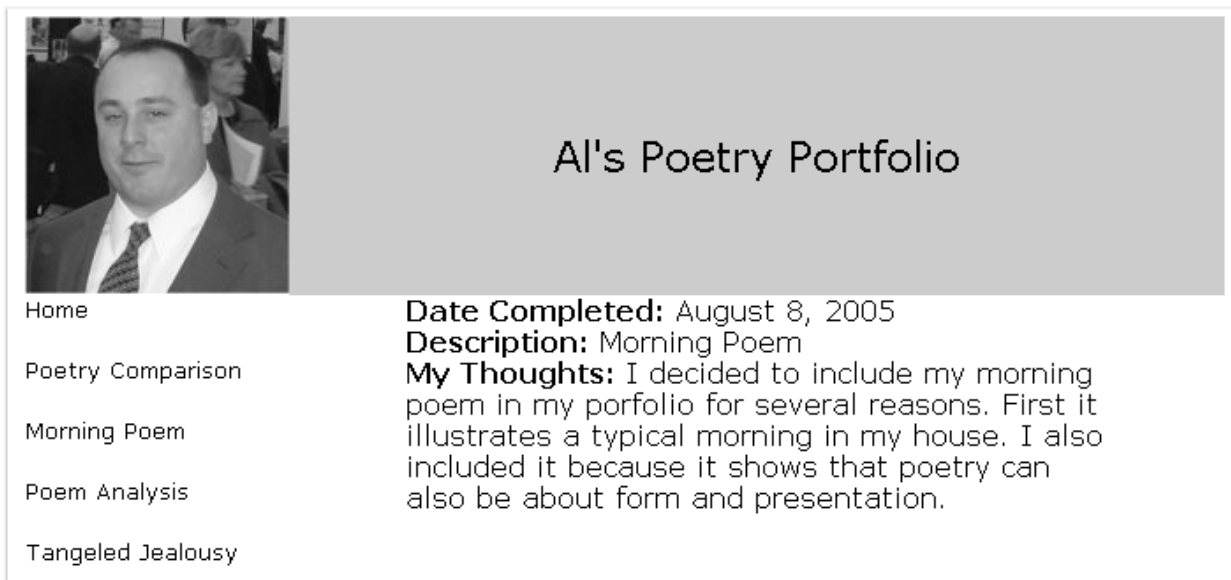
A new four row table appears inside the bottom right cell.



Click in the first row of the nested table. Type 'Date Completed'.

- ✓ In the second row, type 'Description'.
- ✓ In the third row, type 'My Thoughts'.
- ✓ The fourth row will remain empty for now but will eventually contain your portfolio sample.
- ✓ Format the text you added (change the font style, size, and color).

Type the titles of your portfolio work samples in the bottom left cell. We will add the actual links later. You may also want to add your picture. Your first page should look something like this:



Save your work.

## Activity 6: Copy a Table to Other Content Pages

**In this activity**, you will copy the table you created in Activity 5, on your first portfolio page, with all its contents to three other pages. This is an efficient way to create pages that look the same.

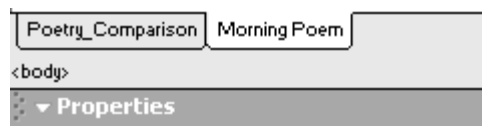
**Choose File > New** to create a second portfolio page.

Choose **File > Save As** and give your new page an appropriate title. Al titled his second page Morning\_Poem. Be sure to type the title of the document in the title field on the Document tool bar.

In the next section, the following will be described. You will need to open your first page, select and copy the larger table, and paste it into your second page.

There are a couple of ways this could be done.

If you previously had your first page open and did not close it, you should notice just above the Property inspector, each of your pages are represented by titled tabs.

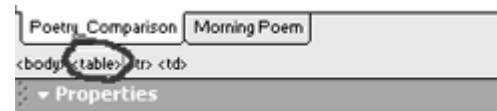


You could toggle between the two pages by clicking on the tabs.

If the tabs do not appear, you could open your original content page by pulling down the **File Menu > Open** > locate and open the page. The tabs should now appear at the bottom of the Document window.

From your original content page, select the larger table by clicking on the outside of it from within the Document window. You will know it has been selected by the dark box that will appear around the outside of it.

Or click on the first instance of `<table>` to select the larger table and the nested table. Notice how the `<table>` becomes bold when you click it.



Choose **Edit > Copy**, or press **Ctrl + C** (Windows) to copy the table.

To open your second content page, click on its tab just above the Property inspector. Click inside the Document window and choose **Edit > Paste**, or **Ctrl + V** (Windows), to paste the table into your second content page.

Save your work.

Create your third and fourth page by repeating the steps above. Don't forget to give your third and fourth pages appropriate titles when saving. Al called his third page Poem\_Analysis and his fourth page Tangled\_Jealousy.

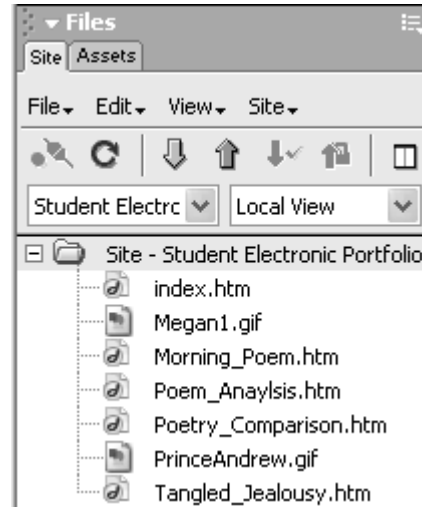
Al's site folder now contains five .htm files. His index page which is his Home Page, introducing his portfolio items, and each one of his content pages (Morning Poem, Poem Analysis, Poetry Comparison, and Tangled Jealousy). The Home Page will provide links to each content page (see Activity 9).

Each content page has the same structure for consistency. This was easily done by copying and pasting a table from the original content page to every additional page.

There are two additional files in Al's site folder (Al1.gif and PrinceAndrew.gif). Both are image files. Al's teacher provided his with a copy of the school's logo in which Al inserted in the top row of his Home Page. Al also had his picture taken with a digital camera and inserted the image in the top left corner of his pages. For more information on inserting graphics, see Activity 8.

Check your site folder to make sure all your files are saved in the proper location.

You will now need to add content to each one of your pages. Activity 7 describes how to add previously created text and Activity 8 describes how to insert images on your content pages.



## Activity 7: Inserting an Image

In this activity, you will insert an image into your document.

Images may be included as a record of a presentation, an achievement, an art work, etc.

Al wanted to place his picture on the pages of his portfolio. A classmate took a picture of Al with the school's digital camera. The image was downloaded, saved in a shared area on the school's network and resized.

Be sure that the image you are going to insert into your portfolio is saved in an area that is accessible to you and that it is small enough in size that it will not create unnecessary wait time for viewers as it is downloading.

Open the page you would like to include the image on. Place your cursor where you would like your image. Click on the image button




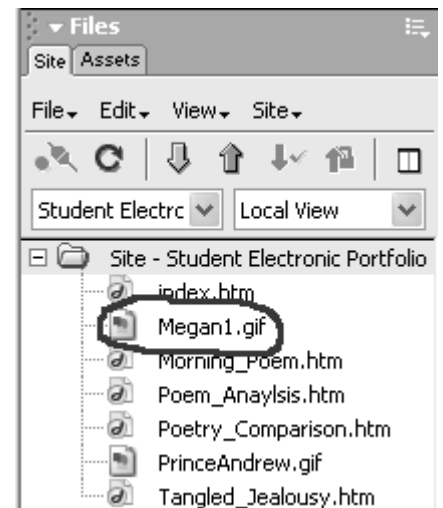
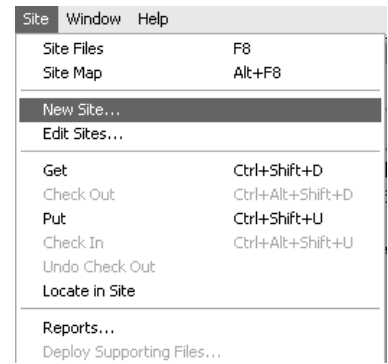
on the Insert bar or chose **Insert > Image**. Navigate to the location where your image is saved and double click on the image file.

A window will appear asking if you would like the image placed in your site folder. Remember that all files must be saved within this site folder or they will not appear to viewers on your web site. Ask *Dreamweaver* to copy the file there for you by clicking .

To change the properties of the image: selecting the image. Notice the properties in the Property inspector change according to whether you have an image selected, text selected or a table selected. The Property inspector lets you change the properties of what ever object you have selected on your page. If you would like your image aligned in the center, you could chose to 'align center' in the Property inspector.

Save your work by choosing **File > Save**.

Be sure that your image file is located in your site folder. Preview your Home Page in a browser by selecting the browser of your choice from the preview mode  on your Document tool bar. Or by pressing F12.

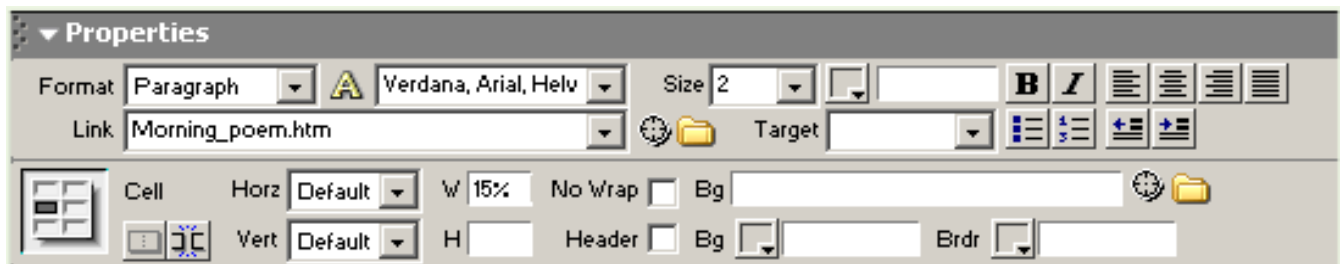


## Activity 9: Linking Pages

**In this activity**, you will create all the links between the various pages in your site by using the Property inspector and the Point to File icon.

### Part One - To Create the Links on the Home Page

1. Open index.htm.
2. Highlight the text for the first item in your portfolio list, such as Morning Poem.
3. In the Property inspector, click the Point to File icon and drag the link arrow up to the site map until it draws and outline around Morning Poem.htm (or your first portfolio content page). Release the mouse. The text, Morning Poem, should now be blue and underlined, indicating that it has a link.



Check the link address in the Link text box in the Property inspector.

.....  
Titles  
Morning Poem  
Poetry Comparison  
Poem Analysis  
Tangled Jealousy  
.....

4. Repeat steps 2 and 3 to create a link for each portfolio item on the Home Page.
5. Choose **File > Save** to save your work.

### Part Two - To Create the Links on the Content Pages

1. Open the first content page (e.g. Morning Poem).
2. In Activity 5 you should have typed the titles of your portfolio work samples in the bottom left cell of your table (e.g. Home, Morning Poem, Poetry Comparison, etc.). We are now going to link each of these pages together.

Highlight the text that will direct readers to your Home Page (index.htm).

3. In the Property inspector, click the Point to File icon and drag the link arrow up to the site map until it draws and outline around index.htm (your Home Page). Release the mouse. The text, Home, should now be blue and underlined, indicating that it has a link.

Check the link address in the Link text box in the Property inspector.

4. Repeat steps 2 and 3 to create a link for each portfolio item on your first content page. When linking pages, be sure to link the first content page to itself (e.g. Al linked the text Morning Poem to the Morning\_Poem.htm file using the Point to File icon).

5. Choose **File > Save** to save your work.

6. Highlight all of the text that have now become links on your first content page. Choose **Edit > Copy** or press **Ctrl+C (Windows)**, to copy the links. Now you're ready to copy these links to the other pages.

7. Open the second content page and place your cursor in the left bottom cell. **Choose Edit > Paste** or press **Ctrl+V (Windows)**, to paste the links into the cell.


8. Choose **File > Save** to save your work.

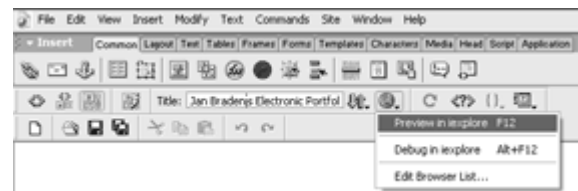
9. Repeat steps 7 & 8 for each content page in your portfolio.

### To Test the Links

After you have created the links, it is important to test them.

1. Open index.htm.

2. Preview your Home Page in a browser by selecting the browser of your choice from the preview mode  on your Document tool bar.



3. Go through the entire site and check your links. If a link does not work or goes to the wrong page, close the browser, open the problem document, and inspect the links.

Congratulations! You have a working electronic portfolio!