

# Module 1: The Journey of Self-Discovery-Introduction to the Digital Portfolio


## Topic 3 Content: Organizing Your Portfolio

### Introduction

#### Organizing Your Digital Portfolio

##### Introduction

In this interactivity, read the introduction and then click on each of the numbers to learn about each component of the digital portfolio in more detail.



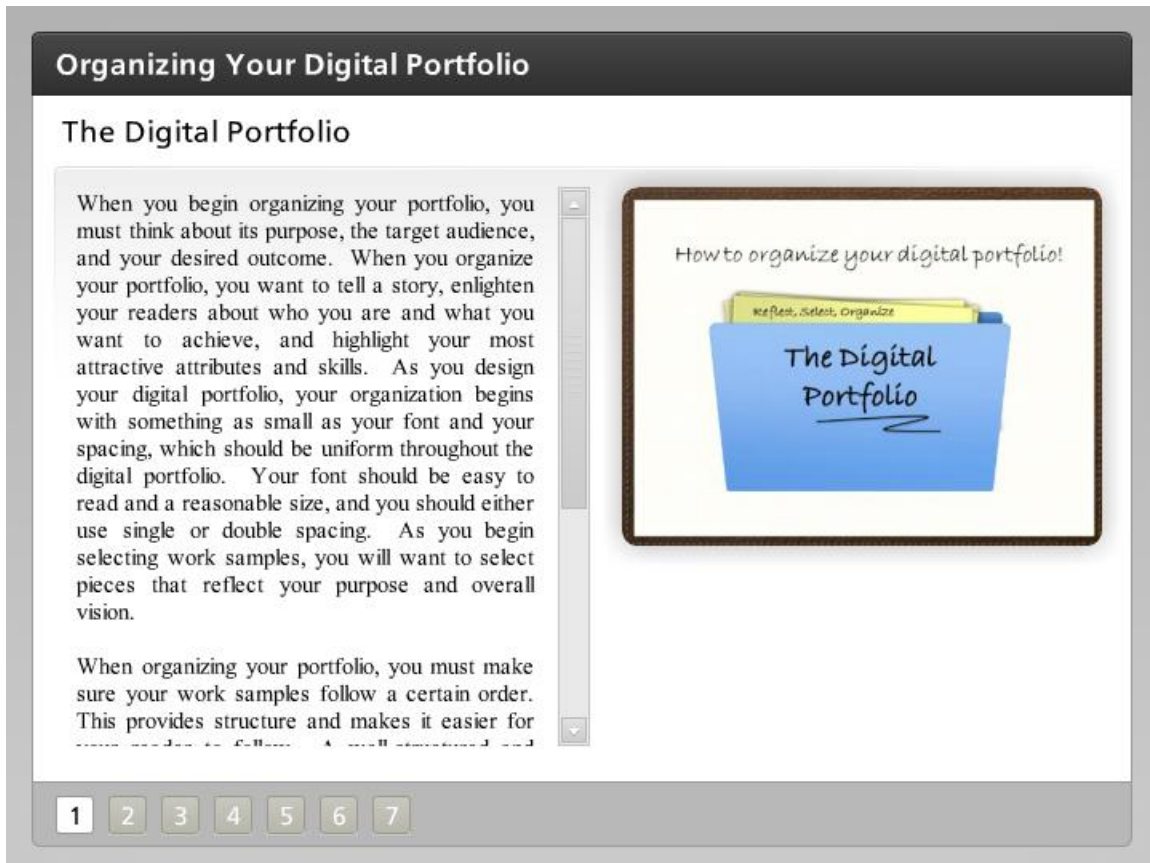
1 2 3 4 5 6 7

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# Module 1: The Journey of Self-Discovery-Introduction to the Digital Portfolio

## Topic 3 Content: Organizing Your Portfolio

### The Digital Portfolio



The screenshot shows a presentation slide with a dark header bar containing the title "Organizing Your Digital Portfolio". Below the header, the slide title "The Digital Portfolio" is displayed. The main content area is split into two columns. The left column contains two paragraphs of text. The right column features a graphic of a blue folder labeled "The Digital Portfolio" with a yellow tab that says "reflect, select, organize". Above the folder, the text "How to organize your digital portfolio!" is written in a cursive font. At the bottom of the slide, there is a navigation bar with seven numbered buttons, where the first button (1) is highlighted.

**Organizing Your Digital Portfolio**

### The Digital Portfolio

When you begin organizing your portfolio, you must think about its purpose, the target audience, and your desired outcome. When you organize your portfolio, you want to tell a story, enlighten your readers about who you are and what you want to achieve, and highlight your most attractive attributes and skills. As you design your digital portfolio, your organization begins with something as small as your font and your spacing, which should be uniform throughout the digital portfolio. Your font should be easy to read and a reasonable size, and you should either use single or double spacing. As you begin selecting work samples, you will want to select pieces that reflect your purpose and overall vision.

When organizing your portfolio, you must make sure your work samples follow a certain order. This provides structure and makes it easier for your reader to follow. A well-structured and

How to organize your digital portfolio!

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The Digital Portfolio

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When organizing your portfolio, you must make sure your work samples follow a certain order. This provides structure and makes it easier for your reader to follow. A well-structured and organized portfolio provides clarity and meaning. It will reveal to the reader who you are, your journey thus far, and your aspirations.

When organizing your digital portfolio, you should show progression and reflection. Use the following order when organizing your portfolio:

- Personal Statement
- Goals/Goal Letter
- Education-Current and Future Plans
- Career Research

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- Examples
- Reflection

# Module 1: The Journey of Self-Discovery-Introduction to the Digital Portfolio

## Topic 3 Content: Organizing Your Portfolio

### Personal Statement

**Organizing Your Digital Portfolio**

### Personal Statement

**Dear Reader,**

Writing is an outlet for me. I keep a journal, and I feel it is important not only to write essays and research papers but also personal journals. Writing allows people to express themselves and hear what others have to say. It allows a child to travel great distances to England or Alaska for a few hours. Reading and writing let the mind run wild. It is also a way to let others know your ideas and feelings.

My writing process usually consists of a brainstorming or pre-write. Sometimes this is done in my head, or sometimes I write it out. When I have to do formal essays or papers for school, I usually create an outline. Then, I create a rough draft. I revise, create another rough draft, and revise again. I have my mom edit it. Finally, it is done!

I picked out these pieces of writing for my portfolio because I believe they represent my best work and my writing abilities. I do take pride in all of my work and I won't hand in a half done piece of writing. I have included all of the drafts and pre-writing for this portfolio.

I think my process makes me the writer I am. I have the ability to sit at a computer and write, revise, and write again. I edit and revise my papers until they sound good to me. I think that a lot of writers don't take the time to read their writing out loud to themselves to catch their mistakes before they hand in their work.

Overall, I think I am a pretty well-rounded writer. I enjoy personal writing, research papers, and writing stories. I have confidence in the papers I submit, I don't slack off. I have had fun making this portfolio because it made me realize all of the writing I have done for this course. I am proud of myself and my work. Thank you for taking the time to read my portfolio.

Signed,  
me!

A personal statement introduces you as a writer. It also introduces the pieces of writing you are including in your portfolio. The purpose of a personal statement is to inform your readers what you have learned about yourself as a writer while participating in the portfolio reflection process.

Read the sample personal statement in the graphic on this slide or in the printable version provided for the sample letters.

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## Topic 3 Content: Organizing Your Portfolio

### Goals/Goal Letter

**Organizing Your Digital Portfolio**

### Goals/Goal Letter

Not even published writers are perfect. Everyone, no matter who he or she is, has areas of struggle. This is especially true of developing writers. You have already spent a few minutes thinking about your weaknesses as a writer. Your goals letter will address those weaknesses and set realistic goals for the future.

Read the sample goals letter in the graphic on this slide or in the printable version provided for the sample letters.

Dear Reader,

Everyone, has areas in which he or she struggles, some more than others. For me, because writing is difficult, I think I have more weaknesses than strengths.

Organization is key to writing a good paper. I find it hard to organize my ideas, and therefore I think my papers suffer because of it. A piece of writing could have the best information, with perfect punctuation, spelling, and sentence structure, but if it is not organized well, it will make little sense to the reader.

I am not sure why this is a weakness for me. I really do try to pre-write, but when it comes time to write my actual papers, I find myself wandering off topic. The more I try to bring my writing back on topic, the more confusing it becomes. This is very frustrating for me.

One way I hope to fix this weakness is to just stick to it. I will do this by looking over my pre-writing, picking out the topics I like best and just writing about that one topic. If focus on this one topic, it will make my writing less USELESS!

You can see how wandering off topic hurt my research paper. It wanders all over the place and my grade shows that. In the body paragraphs, I used information I found from many sources. The sources don't really say the same thing and my paper really is confusing.

I think another thing that would help me is having someone else read my paper. In my English class, we usually have to read each other's drafts. If I get a good piece and not one of my friends, I usually get better suggestions.

This is the area I want to work on the most next year. I think you can see how bad organization affected both my writing and my grades. Therefore, I will just stick to one topic from now on.

Signed,  
me2

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Not even published writers are perfect. Everyone, no matter who he or she is, has areas of struggle. This is especially true of developing writers. You have already spent a few minutes thinking about your weaknesses as a writer. Your goals letter will address those weaknesses and set realistic goals for the future.

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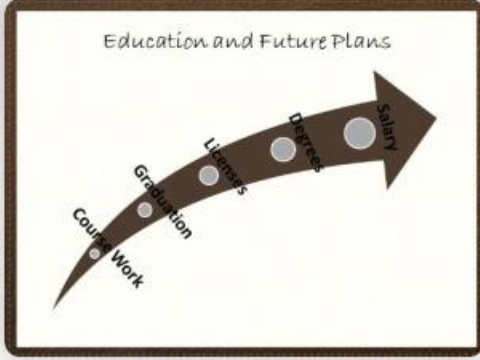
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## Topic 3 Content: Organizing Your Portfolio

### Education - Current and Future Plans

#### Organizing Your Digital Portfolio

##### Education - Current and Future Plans



A digital portfolio reveals your journey as well as steps taken to reach your final goals. An important aspect of your digital portfolio is addressing your current and future educational plans. Within this section of your portfolio, you are to list the courses you have taken, are presently taking, and will take throughout your high school career. In addition, you are to explain why these courses are important and how they play a role in your future plans. Once you have discussed your high school educational journey, you are to focus on your future plans.

Your future educational plans should focus on your educational journey after graduation. This is a critical piece in your digital portfolio because it provides you with a blueprint of what you need to do to achieve your educational goals. You must reflect on and address the following questions within this section:

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- What educational path do you want to take that will aid in getting into your desired career field?
- What certifications, courses, licenses, and/or degrees must you obtain?

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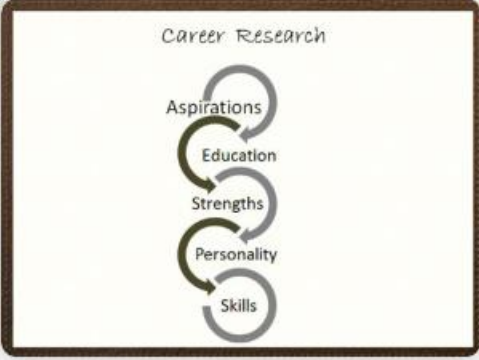
## Topic 3 Content: Organizing Your Portfolio

### Career Research

#### Organizing Your Digital Portfolio

##### Career Research

Career research is one of the major sections within your digital portfolio. This is where your audience will experience how all of the pieces of your digital portfolio come together. As you progress through your digital portfolio, you are constantly showing how your thoughts are evolving as well as your goals and aspirations. Within this section, you will focus on your career goals. Based on your likes, dislikes, personality, strengths, weaknesses, and aspirations, you will discuss various aspects of your career.



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## Topic 3 Content: Organizing Your Portfolio

### Writing Examples

The screenshot shows a digital portfolio interface. At the top, a dark header reads "Organizing Your Digital Portfolio". Below this, the section is titled "Writing Examples". On the left, a text block defines a portfolio: "A portfolio is a collection of work that best portrays you as a writer, highlighting and exhibiting the process you used to get to the final products, as well as what you think about the final products. Because portfolios highlight not only the completed products but also the process as well, you will include several different types of writing examples such as journal entries, essays, and projects." On the right, a diagram titled "Writing Examples" shows a vertical line with four circular nodes, each connected to a horizontal bar representing a category: "Essays", "Projects", "Journal Entries", and "Writing Samples". At the bottom of the interface, a navigation bar contains seven numbered buttons (1-7), with button 6 highlighted.

A portfolio is a collection of work that best portrays you as a writer, highlighting and exhibiting the process you used to get to the final products, as well as what you think about the final products. Because portfolios highlight not only the completed products but also the process as well, you will include several different types of writing examples such as journal entries, essays, and projects.



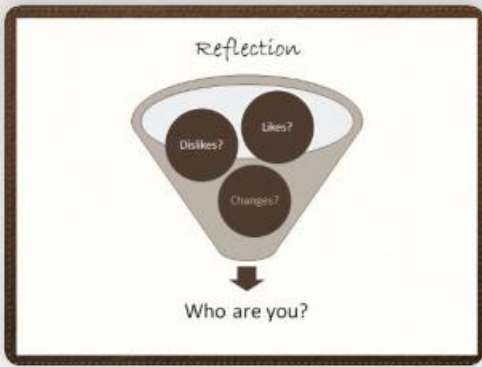
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## Topic 3 Content: Organizing Your Portfolio

### Reflection

#### Organizing Your Digital Portfolio

##### Reflection



Portfolio reflections usually appear after each piece of writing. Basically, they tell the reader what you did and did not like about the piece. Reflections help your reader understand the process you used to create the piece.

Reflecting on your work is necessary because it helps you see the piece of writing through a fresh set of eyes. It helps you see what was well done as well as what needs improvement. It helps you celebrate the success of the piece as well as identify areas that need improvement. Here are some questions you may want to consider when you are reflecting on your work:

- What do you like about this piece?
- What do you dislike about this piece?
- Why did you include this piece in your portfolio?
- What did you learn from this piece?
- What was your process in creating this piece?

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