Module 10: Understanding Self
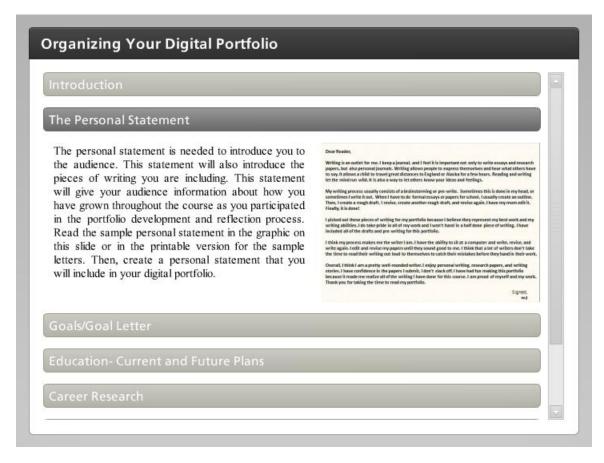## Authentic Assessment: Organizing Your Digital Portfolio

Introduction

The digital portfolio is a collection of your best work. It includes several different parts: a personal statement, the goals letter, educational plans, career research, writing samples, and reflections. In this interactivity, use the previous and next buttons to learn how to properly organize and finalize your digital portfolio.
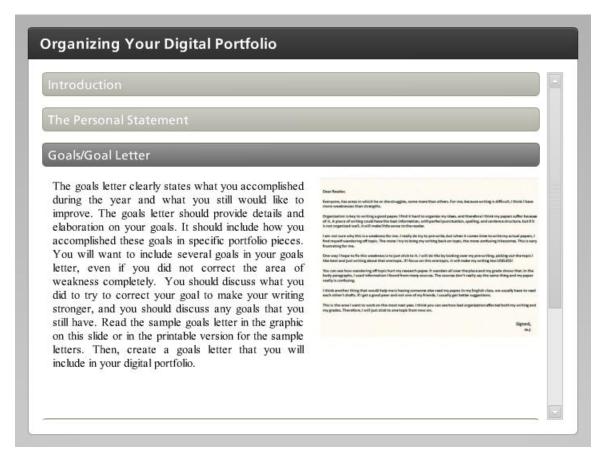
The Personal Statement

The personal statement is needed to introduce you to the audience. This statement will also introduce the pieces of writing you are including. This statement will give your audience information about how you have grown throughout the course as you participated in the portfolio development and reflection process. Read the sample personal statement in the graphic on this slide or in the printable version for the sample letters. Then, create a personal statement that you will include in your digital portfolio.
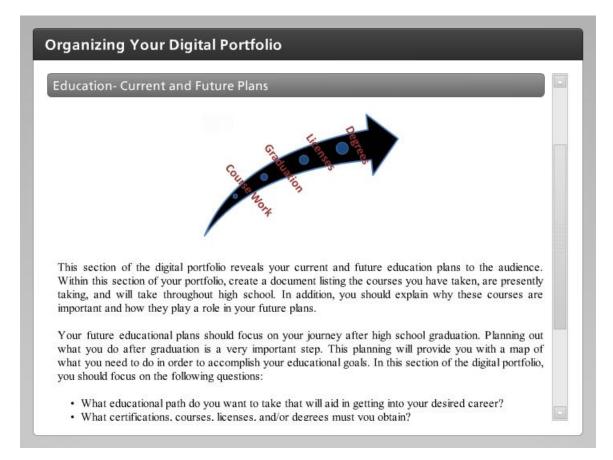
Goals/Goal Letter

The goals letter clearly states what you accomplished during the year and what you still would like to improve. The goals letter should provide details and elaboration on your goals. It should include how you accomplished these goals in specific portfolio pieces. You will want to include several goals in your goals letter, even if you did not correct the area of weakness completely. You should discuss what you did to try to correct your goal to make your writing stronger, and you should discuss any goals that you still have. Read the sample goals letter in the graphic on this slide or in the printable version for the sample letters. Then, create a goals letter that you will include in your digital portfolio.
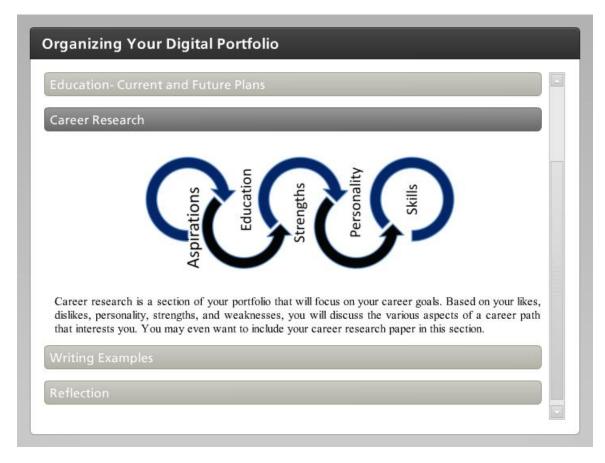
Education- Current and Future Plans

This section of the digital portfolio reveals your current and future education plans to the audience. Within this section of your portfolio, create a document listing the courses you have taken, are presently taking, and will take throughout high school. In addition, you should explain why these courses are important and how they play a role in your future plans.

Your future educational plans should focus on your journey after high school graduation. Planning out what you do after graduation is a very important step. This planning will provide you with a map of what you need to do in order to accomplish your educational goals. In this section of the digital portfolio, you should focus on the following questions:

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

Career Research

Organizing Your Digital Portfolio

Education- Current and Future Plans

Career Research

Career research is a section of your portfolio that will focus on your career goals. Based on your likes, dislikes, personality, strengths, and weaknesses, you will discuss the various aspects of a career path that interests you. You may even want to include your career research paper in this section.

Writing Examples

Reflection

Career research is a section of your portfolio that will focus on your career goals. Based on your likes, dislikes, personality, strengths, and weaknesses, you will discuss the various aspects of a career path that interests you. You may even want to include your career research paper in this section.

Writing Examples

The next step involves deciding which pieces you will include in your portfolio. You need to select pieces that not only showcase your best work, but also demonstrate your ability to successfully complete several different types of assignments. Remember, you may select assignments such as essays, projects, poems, journal entries, or any additional writing sample.

Reflection

After you have selected the works that will be included in your digital portfolio, you will reflect upon each piece. Reflections help the reader understand the processes used when the work was created. Reflecting upon your writing is a very important step in the writing process. This step will allow you to celebrate the success of the piece and aid in the identification of areas that need improvement.

When reflecting on your writing, consider the following points:

- What do you like about this piece?
- What do you dislike about this piece?
- Why did you choose this piece for your digital portfolio?
- What did you learn from this piece?
- What process was used to create this piece?

As you select the pieces you will include, you need to go back through each piece to make sure it is your best work. That might mean making additional changes and improvements to the pieces to make them as good as they can possibly be. Lastly, create each reflection on a separate document that follows the associated work in your digital portfolio.