

Module 10: Understanding Self

Authentic Assessment: Organizing Your Digital Portfolio

Introduction



The screenshot shows a web-based interface titled "Organizing Your Digital Portfolio". At the top, there is a dark grey header with the title in white. Below the header, the interface is divided into a main content area and a vertical sidebar on the right. The main content area has a dark grey bar at the top with the word "Introduction" in white. Below this bar, there is a paragraph of text on the left and a blue folder icon on the right. The folder icon is labeled "The Digital Portfolio" in a handwritten-style font. Below the folder icon, there is a vertical list of grey buttons with white text, representing different sections of the portfolio: "The Personal Statement", "Goals/Goal Letter", "Education- Current and Future Plans", "Career Research", and "Writing Samples". The sidebar on the right contains a vertical scroll bar.

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 Digital Portfolio

The Personal Statement

Goals/Goal Letter

Education- Current and Future Plans

Career Research

Writing Samples

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The Personal Statement

Organizing Your Digital Portfolio

Introduction

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.

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,
MJD

Goals/Goal Letter

Education- Current and Future Plans

Career Research

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Goals/Goal Letter

Organizing Your Digital Portfolio

- Introduction
- The Personal Statement
- 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.

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 organize, but when it comes time to write my actual papers, I find myself wandering off topics. 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 topic I like best and just writing about that one topic. If I focus on this one topic, it will make my writing less UNORGANIZED.

You can see how wandering off topics from 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 papers. In my English class, we usually have to read each other's drafts. If I get a good peer 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,
ABC

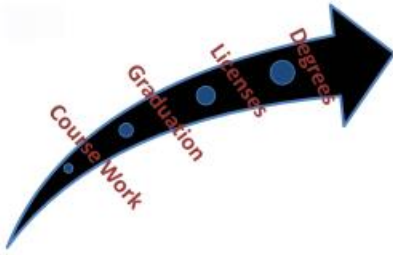
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Module 10: Understanding Self Authentic Assessment: Organizing Your Digital Portfolio

Education- Current and Future Plans

Organizing 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?

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- What educational path do you want to take that will aid in getting into your desired career?
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Career Research

Organizing Your Digital Portfolio

Education- Current and Future Plans

Career Research

Aspirations Education Strengths Personality Skills

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.

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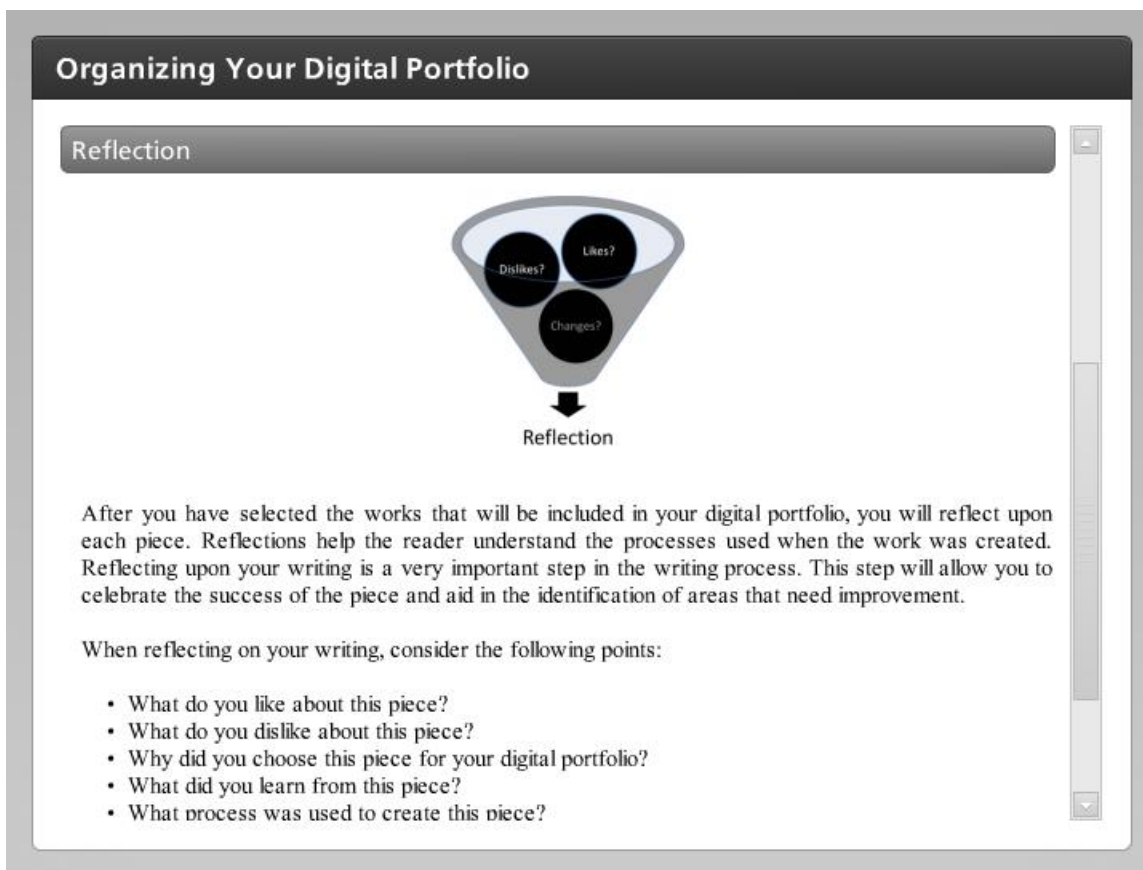
Writing Examples

The screenshot shows a digital interface for organizing a portfolio. At the top, a dark header contains the title "Organizing Your Digital Portfolio". Below this, there are three horizontal bars representing main categories: "Education- Current and Future Plans", "Career Research", and "Writing Examples". The "Writing Examples" bar is highlighted in a darker shade. Underneath the "Writing Examples" bar, there is a vertical list of four sub-categories, each with a circular icon to its left: "Essays", "Projects", "Journal Entries", and "Writing Samples". Below this list, there is a paragraph of text: "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." At the bottom of the interface, there is another horizontal bar labeled "Reflection".

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.

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Reflection



The screenshot shows a digital interface with a dark header bar containing the text "Organizing Your Digital Portfolio". Below the header is a light gray bar with the word "Reflection" in a darker font. In the center, there is a funnel-shaped graphic with three circles inside labeled "Dislikes?", "Likes?", and "Changes?". An arrow points down from the funnel to the word "Reflection". Below the graphic is a paragraph of text explaining the purpose of reflections. At the bottom, there is a list of five reflection questions.

Organizing Your Digital Portfolio

Reflection

Dislikes? Likes? Changes?

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?

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.

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- 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.