

Preparing and electronic portfolio

Business



Essay: Preparing and Electronic Portfolio Electronic portfolio An electronic portfolio is also referred to as eportfolio, digital portfolio, online portfolio or e-portfolio. It is a compilation of electronic evidence collected and managed by a user, generally on the Web. Usually such electronic evidence may consist of inputted text, images, electronic files, blog entries, multimedia as well as hyperlinks. Thus E-portfolios are both exhibitions of the user's capabilities as well as platforms for expressing oneself, and, when online, they can be sustained over time dynamically(John, 2006). The following are steps of preparing or developing an electronic portfolio. They include;

1. Definition of portfolio context and goals-this is the step whereby the purpose of the portfolio is defined. It's important to ask oneself what is it that you are trying to show with this portfolio. For instance are there any goals, outcomes or standards that are being exhibited using this portfolio? You will realize that you are prepared for the following stage when; firstly, you have been able to identify the purpose as well as the primary addressees for your portfolio. And secondly when you have identified the standards or objectives that you will be utilizing in organizing your portfolio. And finally, you have been able to select the development software you will be making use of as well as completed the initial stage using that specific tool.

2. Classification/Collection –Some of the questions one needs to ask here include; what type of artifacts will be included in the portfolio and how are such entries going to be classified? This stage therefore involves identification of various portfolio items which may be determined by assessment context as well as the kind of evidence that is to be collected. Selection of the most suitable software development tools for the portfolio context together with available resources. This stage also involves

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identification of the storage together with presentation medium most suitable for the given situation.

3. Reflection-Reflection generally is the soul and heart of any portfolio. It provides the basis for why these artifacts symbolize attainment of a specific result, objective or standard. The excellence of the learning that comes out of the process of portfolio development will be directly proportional to the excellence of the self-reflection put on the work.

4. Interaction/connection/feedback/dialogue-this is the step that offers an opportunity for not only interaction but also feedback on the kind of work placed in the portfolio. Apparently, this is the stage where the supremacy of Web 2.0 interactive devices becomes noticeable. The portfolio should also be shared with the appropriate audience.

5. Summative reflection/evaluation/selection-after the course or program has ended, student s ought to put down a reflection that reviews the course over and offers a meta-analysis of the learning experience as characterized in the reflections accumulated in the journal/blog entries.

6. Publishing/presentation-this is the last stage and the developer of the portfolio makes a decision on what aspects of the portfolio are to be publicized. Students may for instance generate a set of pages that emphasize the best elements of the portfolio, connecting to particular entries within the blog. The portfolio should then be presented before an audience which may be virtual or real and celebrate the achievements represented (Nicole-More, 2010).

References

John, D. (2006). Web Portfolio Design and Applications. New York, NY: IDEA Publishing Group.

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Nicole-More, B. (2010). *The E-portfolio Paradigm: Informing, Educating, Assessing, and Managing with E-Portfolios*. California: Informing Science Press.