

Instructions for creating your student teaching electronic portfolio

Part 1 Starting the process

1. Put all finished files in one folder with **no** subfolders
2. Finished files should have student names replaced by coded numbers
3. File names should begin with a number that corresponds to the **Student Teaching Portfolio Checklist** number































- 0 Cover page, copy of checklist
- 1 CLIP
- 2 PIP
- 3 FIP
- 4 CIP
- 5 LAP
- 6 WSA
- 7 PGP
- 8 Observation Form 1
- 8 Observation Form 2 ,etc.
- 9 PPA Summary Scoring Rubric
- 10 Reflective Analysis Essay
- 11 Teaching Video Segment Analysis
- 12 Journals
- 13 Other

Checklists for some groups may be different, look at yours for specific numbering system.

4. Some products will need to be scanned and can be saved as .pdf as they are scanned. Examples are Observation forms, student work samples, checklists. There are scanners available in the library and in the CRC. There are instructions for scanning online from the library and library staff will be able to help you get started scanning.
5. You can turn your files into .pdf as you finish them and put them into your portfolio folder or do them all at the end. You can use the computers in the library and the CRC to convert your files to .pdf. Newer versions of Microsoft programs include a **Save As** option for .pdf
6. Save pictures as .jpg but continue to name the files using the numbers on the checklist.
7. Note: There are some files that can not be made into pdf, or jpg such as Moviemaker and will need to be placed on the CD as they are.

If you have any questions about the process or I can assist e-mail Belinda belinda@stmartin.edu. I also have a copy of a finished portfolio that you can look at in my office.

Sample list of files from a Student teacher portfolio

 0 Title page	9/25/2008 12:53 PM	Adobe Acrobat D...	12 KB
 1 a Background	9/25/2008 12:54 PM	Adobe Acrobat D...	20 KB
 1 Lesson 1 Pet Poster Checklist	5/9/2007 11:35 AM	Adobe Acrobat D...	34 KB
 1 Lesson 2 Pet Survey	9/15/2009 10:55 AM	Adobe Acrobat D...	102 KB
 1 Lesson 8 How_Much_Does_it_Cost_to_...	5/9/2007 11:35 AM	Adobe Acrobat D...	280 KB
 1 Lesson 10 Burmese Python For Sale	5/9/2007 11:35 AM	Adobe Acrobat D...	39 KB
 2 Personal Stories	5/9/2007 11:35 AM	Adobe Acrobat D...	272 KB
 2 Pet Introduction Pages	5/9/2007 11:35 AM	Adobe Acrobat D...	923 KB
 2 Pet Journals	5/9/2007 11:35 AM	Adobe Acrobat D...	1,549 KB
 2 Positive Impact Plan	5/9/2007 11:35 AM	Adobe Acrobat D...	18 KB
 5 Bandana	5/9/2007 11:35 AM	JPEG image	3,544 KB
 5 Bandana2	5/9/2007 11:34 AM	JPEG image	3,505 KB
 5 Bandana3	5/9/2007 11:34 AM	JPEG image	3,067 KB
 5 LifeSkills Slideshow	5/9/2007 11:35 AM	Adobe Acrobat D...	10,145 KB
 8 020107	5/9/2007 11:35 AM	Adobe Acrobat D...	36 KB
 8 020807	5/9/2007 11:35 AM	Adobe Acrobat D...	58 KB
 8 021607	5/9/2007 11:35 AM	Adobe Acrobat D...	70 KB
 8 030107	5/9/2007 11:35 AM	Adobe Acrobat D...	51 KB
 8 030807	5/9/2007 11:35 AM	Adobe Acrobat D...	63 KB
 8 031507	5/9/2007 11:35 AM	Adobe Acrobat D...	84 KB
 8 Final PPA	5/9/2007 11:35 AM	Adobe Acrobat D...	235 KB
 8 Midterm PPA	5/9/2007 11:35 AM	Adobe Acrobat D...	567 KB
 11 Mentor Teacher Checklist	5/9/2007 11:35 AM	Adobe Acrobat D...	121 KB
 11 School Principal Checklist	5/9/2007 11:35 AM	Adobe Acrobat D...	81 KB
 11 Student Teacher Checklist	5/9/2007 11:35 AM	Adobe Acrobat D...	101 KB
 12 Brie Video Critique	5/9/2007 11:35 AM	Adobe Acrobat D...	120 KB
 12 Letter to Supervisor from Mentor Teac...	5/9/2007 11:35 AM	Adobe Acrobat D...	143 KB
 12 Pat Video Critique	5/9/2007 11:35 AM	Adobe Acrobat D...	98 KB
 12 Principal Observation Feedback	5/9/2007 11:35 AM	Adobe Acrobat D...	111 KB
 13 University Supervisor Checklist	5/9/2007 11:35 AM	Adobe Acrobat D...	81 KB

Part 2- Finishing the portfolio and burning it to CD

After you have collected **all** your final versions of your portfolio files including paper copies that needed to be scanned, then you are ready to burn them to a CD.

1. Check that you have named your files according to the instructions on p. 1. Remove any files that you do not want in the finished portfolio from the folder.
2. If all of your file names start with the checklist numbers and you have the directory View set at **Details** they should be in order.
3. You are now ready to burn your files to a CD. There are handouts on how to do this in the library or library employees who can help you.