

Cross-Reference Standards with Electronic Portfolio Artifacts using **Microsoft[®] Excel**

What to do? Here is the process we will cover:

Collect the documents in electronic form and store in a single folder

Write brief reflection on each document using **Insert Menu -> Comment** command
OR include a database that contains a list of your artifacts and your reflections.

Create a list of the artifacts you have collected using an Excel Spreadsheet (or a database, or a Table in Word). An Excel template (Artifacts-at-a-glance.xls) is available.

- Enter the names of the artifacts
- **Hyperlink** to the documents. (**Insert Menu -> Hyperlink**)
- Set up columns for each of the standards to be demonstrated (or use template)
- Decide which standards each artifact demonstrates and place a mark in the column under each standard.
- Create a comment in the field that explains your rationale for selecting this standard for each artifact.

This document could be used as a “Tracking Sheet” to determine if learners recognize the standards being addressed in an assignment. This process can also pinpoint deficiencies in the curriculum to identify where standards are not being addressed.

The Comments may be printed with the Worksheet, either in the place where they appear (Select **View Menu ->Comments**) or at the bottom of the page when printed. Select **File Menu -> Page Setup**, select the **Sheet** tab, and select **At End of Sheet** in the **Comments** pop-up menu.

Conversion: When completed, this document can be converted into either HTML or PDF, but the hyperlinks may need to be re-created in the new format. After conversion, the document can be further edited with the appropriate software tools (Adobe Acrobat or a web page editor).