Stage 4 – The Connected Portfolio (including a video clip)

To some degree, this stage is unique to the electronic portfolio, because of the capability of the software to create hypertext links between documents, either locally or on the Internet. At this stage, if you haven't done so, convert word processing, database or slide show documents into either PDF or HTML and create hypertext links between goals, work samples, rubrics, and reflections. Insert appropriate multimedia artifacts. Create a table of contents to structure the portfolio; I recommend using the outlining capabilities of either Word or PowerPoint, or the graphical organizing AND outlining capabilities of Inspiration.

The choice of software can either restrict or enhance the development process and the quality of the final product. Different software packages each have unique characteristics, which can limit or expand the electronic portfolio options. It is important to select software that allows easy creation of hypertext links, to be able to link evidence of achievement to the goals and reflections and identify patterns through this "linking" process. Hartnell & Young (2000) point out the unique benefits of creating portfolios with hypertext links:

> "Hypertext allows for deeper understanding and explanation through links that go from summary statements to complete documents, related items, and reflections. In addition to displaying artifacts efficiently, links can allow the collection of material in a Personal Archive to become broader and more thoughtful." (pp. 23-24)

The process of creating a portfolio with hypertext links contributes to the summative assessment process. When using the portfolio for assessment, the transformation from "artifacts" to "evidence" is not always clear. Linking reflections to artifacts makes this thinking process more explicit. The ability to create links from multiple perspectives (and multiple goals) also overcomes the linearity of two-dimensional paper portfolios, permitting a single artifact to demonstrate multiple standards (i.e., national technology standards, our state's teaching standards).

Use the portfolio evidence to make instruction/learning or professional development decisions. This process effectively brings together instruction and assessment, portfolio development and professional development.

Here are some specific questions to answer from the EPPlanningWorksheet for this stage:

> How will you organize the digital artifacts? Have you selected software that allows you to create **hypermedia links** between goals, student work samples, rubrics, and assessment?

> How will you evaluate the portfolio's effectiveness in light of its purpose and the assessment context?

> Depending on portfolio context, how will you use portfolio evidence to make instruction/learning decisions?

You will know you are ready for the next stage when:

Your documents are converted into a format that allows hypertext links and you can navigate around your document using those hypertext links.

You have inserted (or linked) the appropriate multimedia artifacts into the document.

You are ready to share your portfolio with someone else and/or you are ready to publish your portfolio.

Videotaping in the Classroom

You may want to add video clips of your classroom teaching to demonstrate specific teaching standards. There are two types of video cameras: the standard analog camera that records up to two hours on either VHS or 8 mm tape; and digital video cameras that records one hour in digital format on either 8mm or mini-DV tape. Here are some recommendations for videotaping in the classroom:

Allow a full hour for videotaping.

Secure permission slips if students are to appear in the video (this can be avoided by focusing the camera closely on the teacher candidate and avoiding student faces).

Use a good tripod – one with fluid movement so that you can easily follow the teacher candidate.

Use a wireless microphone and place the transmitter on the belt rather than in a pocket (produces less of a hum on the tape).

Consider whether you really need to record initially in DV format. The quality of the DV video is much better than analog, but ask yourself if the quality of video is that important for the portfolio. You can just use VHS or 8mm and convert to DV using the Sony Analog-DV converters.

If a digital video camera is used, then as soon as possible, transfer the video to VHS tape for you to review before digital video editing session. It is important for you to study the tape, and predetermine the clips to be used in the portfolio. A maximum of three minutes will be used in each final clip used in the portfolio. (See information on video editing with iMovie)

When in the lab, be very judicious on which clips are actually captured to the hard drive. Uncompressed full motion video is 216+MB per minute! Make the major editing decisions before transferring the video into iMovie. Some iBooks do not have firewire ports to capture video, so if you want to edit on your own computer, you will need to capture in the lab and transfer the video to your computer over the Ethernet network (the Airport network is too slow for transferring video).

More practical tips for completing this stage using common tools:

Finalize archive of artifacts and Portfolio-at-a-Glance

You will continue to convert your artifacts into Adobe Acrobat format, and will merge all documents into a single Acrobat file (rename this file to show that this is the second version of this Acrobat-based portfolio).

Create digital storytelling artifact of teaching and other experiences, convert to QuickTime

You may create at least one three-minute iMovie demonstrating some aspect of your experience. This video clip can be based on full motion video, based on a classroom videotaping session, or based on still images collected over the year. The choice is up to you.

Add Multimedia Artifacts to your Electronic Portfolio

Look in the **Step Guides** for a series of short "At-a-Glance Guides" that describe the strategies that you could use to add multimedia artifacts to your Standards-Based Electronic Portfolio. These one-page summaries provide a quick guide to the process. A comprehensive handbook with more detailed instructions and videos is available on CD-ROM. Permission is granted to educational institutions to print each page for non-profit educational purposes only. All other rights reserved.

> Create a digital storytelling artifact using iMovie3
>
> Digitizing Video for your Electronic Portfolio using a VCR or Regular Camcorder
>
> Digitizing Video for your Electronic Portfolio using a Digital Video Camera