

Hands-on E-Portfolio Workshop using Google® Tools

GoogleDocs® Document & Presentation

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Task	Rationale/Instructions	WWW Resource
1. Set up GMail account	A single Gmail account will be used to access all of the Google tools.	Setting up a GMail account
2. Set up a Reflective Journal for Sharing and Feedback using Blogger		
2.1 Create a Blogger blog: www.blogger.com	<p>This blog will be used as a learning journal and a place to save links to all of the documents created in the workshop. Some of the characteristics of using a blog:</p> <ul style="list-style-type: none"> • Journal entries about learning activities • Reflections with hyperlinks • Organized in reverse-chronological order • RSS feeds for submitting work • Feedback through commenting function 	Dr. Barrett's handout YouTube Video
2.2 Write a blog entry that describes the purpose for developing an e-portfolio.	The first stage in developing an electronic portfolio is to define the purpose for developing the portfolio. What are you trying to show with an e-portfolio? What are the outcomes, goals, or competencies that are being demonstrated with an e-portfolio?	help.blogger.com
2.3 Share your "blogspot" addresses with your neighbors, and write a short comment about the first entries.	The power of Web 2.0 tools, such as blogs, is that they facilitate interaction. By writing comments, you are simulating the process of providing feedback of work posted in a blog.	Blogger Help - Comments
2.4 Sign up for GoogleGroup groups.google.com	We will use a special GoogleGroup set up for the class to continue this community of learning after the workshop is over. Use the GoogleGroup to share your Blogspot address with the members of the class group.	Google Groups Help
2.5 Subscribe to RSS feeds of class members' blogs - use GoogleReader	<p>Open GoogleReader (watch the short little video). Visit the blogs of class members and subscribe to some or all of their blogs. Click on the RSS feed (usually at the bottom of the blog):</p> <p>Subscribe to: Posts (Atom) Select the preferred Reader (Google) and select GoogleReader. Go to GoogleReader and organize your feeds in folders.</p>	Google Reader Help Video: RSS in Plain English Newbie's Guide to GoogleReader

2.6 Use iGoogle as a web portal	Open iGoogle and organize the information on your page. Add the GoogleReader Gadget to your iGoogle page, as well as other Gadgets that are useful..	iGoogle Help
3. Create Digital Artifacts using Google Docs Document, Spreadsheet & Google Notebook		
3.1 Create a GoogleDocs account: docs.google.com	There are three different tools: Document (word processor), Presentation, and Spreadsheet. Here are several YouTube videos that provide more details on GoogleDocs: Using G.D.S. for Virtual Collaboration	GoogleDocs Help Center Google Docs in Plain English
3.2 Create a New GoogleDocs Document	From Docs Home , select New menu - Document . Whatever you type on the first line becomes the title of the document. Create one of the introductory pages for your portfolio: your Resume, your Biography, or your Goals. Optional: upload existing Word documents from the Docs Home page (Upload)	
3.3 Collaborate with a partner - provide feedback	Use the Share tab in GoogleDocs, along with Comments Invite your partner to Share. Click on Share and Invite your partner to collaborate (use their Gmail account) Practice providing comments and editing each other's documents	Google Help Comments
3.4 Create a GoogleDocs Spreadsheet - (to contain a list of files in the digital archive of artifacts)	From the Docs Home , select New menu - Spreadsheet . (<i>not from your Browser File menu</i>) What artifacts will you include in your portfolio? For this exercise, we will create a list of possible artifacts, and assign them to one or more of the skills or competencies being demonstrated in this portfolio <ul style="list-style-type: none"> • Type in Artifacts on the first line - that will become the name of the document. • Row 2, Column A can contain the label "URL" or "Weblink" • Row 2, Column B can contain the label "Artifact" • Type in the name of the skills across Row 2, starting in column C Brainstorm a list of artifacts that might meet each skill, and place a mark under the appropriate column	Sample Artifacts Spreadsheet file
3.5 Add Hyperlinks between artifacts spreadsheet and other Documents	Add navigation links to the other pages (hyperlink to another GoogleDocs page) (Use the Insert tab and select Link)	Google Help: Linking Google Help: Bookmarks

3.6 Subscribe to RSS Feed	Use the Share tab in GoogleDocs, select Share with Others , and click on <i>View RSS feed of document changes</i> . Subscribe to this feed with your preferred RSS feed reader, so that you will know when changes are made. For an explanation of RSS feeds, and a 10-minute tutorial on using Google Reader, view these YouTube videos: RSS Feeds: Using Google Reader with RSS, Atom, & XML Feeds	Google Help RSS feeds RSS in Plain English. Google Reader: Getting Started
3.7 Revisions	Select the document's File Menu, and select Revision History to see the changes you made to the document, and those that your partner made. This is an excellent way to track the participation on collaborative documents.	
3.8 Publish to your Blog and Publish to WWW	Select the Share tab - Publish as Web Page - on a document, and Click Post to blog . You will need to change the settings the first time. You could also publish the pages and copy the URL so that the document can be viewed online.	Google Help Publish to Blog Google Help Publish
3.9 Open Google Notebook	Google Notebook is a tool that allows you to copy text and weblinks from websites, organize these links, and export to GoogleDocs or HTML. To use the Notebook effectively, a toolbar needs to be downloaded and added to your Browser (either Explorer or Firefox).	Google Notebook FAQ - Tour
4. Set up an online File Storage System		
4.1 Create an account on one of the online file management systems	If you have artifacts that need to be stored online (audio, video, PDF), investigate online storage options . Dr. Barrett recommends divshare.com (until other services become available).	
4.2 Upload files	Once files are uploaded, find the codes to either create a hyperlink, or the embed code. See Managing Audio Files with DivShare .	
5. Create a Draft Presentation Portfolio using GoogleDocs Presentation		
5.1 Create a new Presentation	A GoogleDocs Presentation can be created from scratch (from GoogleDocs Home, select New menu - Presentation), or from an uploaded presentation (Microsoft PowerPoint) Create a first slide - Intro (or import from PowerPoint)- Type in Portfolio - that will become the name of the presentation Change the theme.	Dr. Barrett's Tutorial (presentation) Google Help Presentations

<p>5.2 Create additional slides</p>	<p>Set up a structure using goals (or themes) as organizing framework. Create a Contents slide. Include the following information:</p> <ul style="list-style-type: none"> • Introduction to this portfolio (how to navigate through it, the purpose, organization of the portfolio, etc.) • Links to Vita or Resume • Biography (or link to another page with Biography) • Future Learning Goals (Academic or Professional) • Skills or Competencies being demonstrated in this portfolio <p>Create a separate slide for each goal/theme. Under each skill, add these three questions:</p> <ul style="list-style-type: none"> • What? (My Artifacts) • So What? (My Reflection on how these artifacts demonstrate that I have met this skill) • Now What? (My future learning goals related to this skill) <p>We do not have time in the workshop to write these reflections... we have simply provided the space for later reflection. Note: the Introduction is the first page people read, but usually the last page that is written, like an Executive Summary or Abstract.</p>	<p>See Dr. Barrett's Presentation Portfolio</p>
<p>5.3 Create Hyperlinks</p>	<p>After the pages are created, upload the artifacts or create hyperlinks to artifacts that are already online, such as in GooglePages Documents. Select Link tool on the toolbar.</p> <p>If there is time:</p> <ul style="list-style-type: none"> - Use graphics and formatting to add individuality and creativity to the portfolio document - Add your picture to the first page - Hyperlink to some web pages or artifacts that are online 	
<p>5.4 Write reflections for each goal/skill</p>	<p>Add text boxes to write reflections on each slide. Write reflections on each goal, standard, or competency (an overview of the achievements identified for the collection of documents) plus a caption for each artifact. There probably isn't enough room on a slide for substantial reflection, so you could also link to a reflection written in a GoogleDoc Document (above).</p>	
<p>5.5 Write up your future learning goals,</p>	<p>You could create goals for each outcome, goal or competency, or you could do one overall reflection..</p>	

5.6 Present Portfolio	Click Start Presentation . The GoogleDocs Presentation tool can be shared in real time. Send the URL to people that you want to include in your audience. I've even connected to another person through Skype and we talked about my portfolio as I shared it.	GoogleDocs Help View GoogleDocs Help Publish
5.7 Invite Collaborators	You can also invite collaborators through Share tab, just like the Documents tool.	
6. Create a hyperlinked portfolio website with attachments using GooglePages		
	The full description of this process is published online, using GooglePages. GooglePages allows 100 MB of attached files of any type.	Dr. Barrett's "How to" About Google Page Creator

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Managing Audio Files with DivShare.com

Set up an account at <http://www.divshare.com/>

Use your Gmail address for your log-in account (and probably also the same password)

Record your audio file with Audacity and Export to MP3 format.

Upload the file to your account on DivShare.com

[Click Upload A New File]

Once the file is uploaded, click the Share button under the file. The following menu will pop up:



Click on the Embed MP3 field (it will highlight the entire field) and select Edit->Copy (Control-C).

Change to the new Blogger posting where you are submitting the audio clip for review. Write your reflection that accompanies the audio recording assignment. Click on the Edit Html tab.

Place the cursor where you want to embed the audio clip and select Edit->Paste (Control-V)

When you click on Compose, you will not see the embedded audio, but if you select Preview, you will see a play button:



Save the blog entry.