

Personalizing the portfolio environment - Part 2

1. Clicking on **Folders** a student can label up to nine portfolio folders. The software names the tenth folder, **Presentations**. These folders help a student to manage her artifacts.
2. You can help a student organize her folders by working as a class to name a few by subject or type of work, or you can let students create their own system. In either case, the folders should be labeled clearly so anyone viewing the portfolio can understand it.
3. Clicking on **cancel**, brings a student back to the personalize screen without saving any changes. The student names her folders then clicks on **save**. Now she has a way of organizing her work.
4. **Pedagogical tip:** Ways of organizing the folders include:
 - by subject
 - by type of work, such as **Reading Journals**With a young class you will want to work with the whole class discussing the different subjects a student has every day. This helps a student to understand that the day is divided into different activities or subjects such as: Math, Languages, and Art.
5. When a student clicks on **Colour Codes** she is able to label her artifacts using these tags. This strategy helps flag artifacts, for example. Let's explore Meg's colour codes:
Tons more work
Almost done
Group Work and
Completed
The fifth code, My Favorites, is assigned by the software.
6. **Pedagogical tip:** How can you use colour codes? They are helpful to organize and track student progress
 - You could suggest a student use different colour codes for the state of the work: just started, working draft, ready for feedback, final version. So, when anyone visits the portfolios they can easily see a student's progress and provide developmental feedback.
 - With young classes you can work as a whole class voting together and assign the same two colour codes for everyone. Then, each student can assign the rest of the colour codes.

7. Clicking on **My Account** tab a student is able to change the password that has been assigned by the system. (If you access ePEARL through your school's portal, you won't be able to use this feature).

8. Also, a student is able to choose a nickname rather than the given username to identify her portfolio. This is useful when there is more than one student with the same name in a class or goes by a different name than their given name. The student simply types the new name and clicks **Change Nickname**. Finally she clicks **done** and now sees the new nickname along the top in her portfolio.

10. Reflecting: What aspects of personalizing the portfolio help develop ICT skills? Which do you think the students will enjoy most? Find the most challenging?

11. During this chapter you have learned about personalizing the portfolio environment. This is where a student can:

- Take ownership of her learning process.
- Acquire organizational skills
- Employ creative skills
- Develop ICT skills.

Now it's your turn! Open your demo account and practice! You can also print the instructions by clicking on the **print** button.