Planning Your Portfolio in **Bb** Blackboard

Portfolio Planning Checklist
One of the best ways to start creating your portfolio is to *Plan Ahead*!
The following pages have suggestions for each page of the basic portfolio.

<u>Welcome Page</u>
The Welcome Page is a good place to greet the visitor to your page. Some things to include are:
- A brief message welcoming the visitor.
- Information about what is in the portfolio.
- How to navigate your portfolio.
- A picture of yourself.
  Name of photo file _____

Use this space to compose a brief welcome message for your page:

_____

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Standards Page

The NAEYC Standards template allows you to insert information as you progress through your academic career. This page allows your instructors and prospective employers to see your best work on the Internet.

A good idea is to select a few items from your physical portfolio that are the BEST representations of your work. There are a number of things you can use to demonstrate your mastery of a particular standard:

- A research paper on a subject related to the standard.
- A class project that concerns or includes the standard.
- Pictures from a project or classroom experience.
- A lesson plan and responses from your students (a release form will be necessary to use work from your students and post it on the Internet).
- Video or audio clips that show you involved in activities that meet the standard (a release form will be necessary for videos that include other people, such as your students in class, other University students, or instructors).

You may also include a reflective essay on each particular element of the standards. The essay may be a short introduction to the materials you are presenting, a description of how they relate to the standard, and some personal observations on the experience.

Video and audio clips should demonstrate your ability, and suggest how they are related to the standard. The clips should be short – just a representation of your work. If a professor or prospective employer wishes to see more of your work, you can provide them with a longer version for observation.

You can insert links to your documents, pictures, and videos on the NAEYC standards template.

Remember:

- When adding documents or pictures, you can tell Blackboard to either open them in a new browser, or simply on the current web page.

- If the item is something you would like viewers to print, set it to open in a new browser. This will give them the option to print a copy.

- When adding video clips, include instructions on how to play the video, and how to exit when finished.
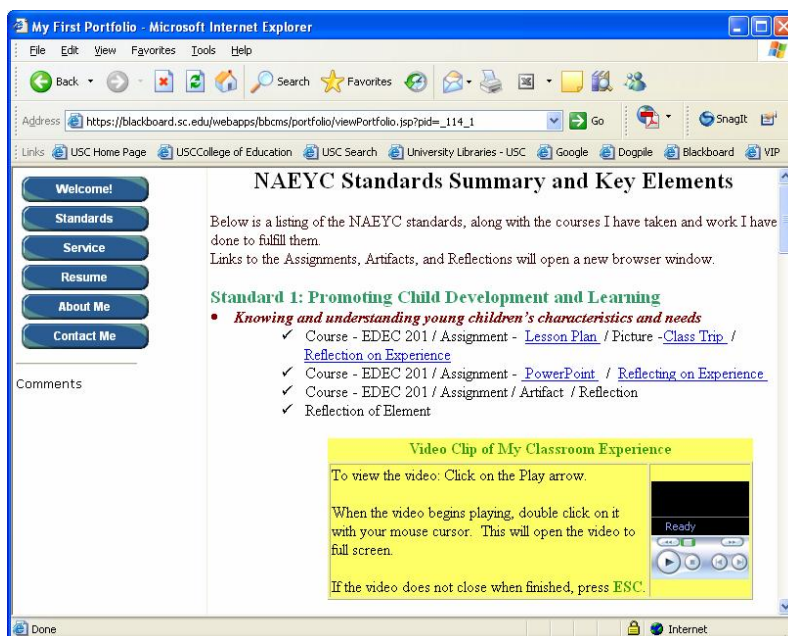
Listed below are the NAEYC standards, and space to write in materials and file names you can use in it.

Standard 1: Promoting Child Development and Learning

- **1a. Knowing and understanding young children's characteristics and needs**

  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

- **1b. Knowing and understanding the multiple influences on development and learning**
  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

- **1c. Using developmental knowledge to create healthy, respectful, supportive, and challenging learning environments**
  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

Standard 2: Building Family and Community Relationships

- **2a. Knowing about and understanding family and community characteristics**

  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

- **2b. Supporting and empowering families and communities through respectful, reciprocal relationships**

  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

- **2c. Involving families and communities in their children's development and learning**

  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

Standard 3: Observing, Documenting and Assessing to Support Young Children and Families

- **3a. Understanding the goals, benefits, and uses of assessment**
  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

- **3b. Knowing about and using observation, documentation, and other appropriate assessment tools and approaches**
  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

- **3c. Knowing about assessment partnerships with families and other professionals**
  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

Standard 4: Teaching and Learning

- **4a. Connecting with children and families: Knowing, understanding, and using effective approaches, strategies, and tools for early education**
  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

- **4b. Using developmentally effective approaches: Knowing understanding, and using effective approaches, strategies, and tools for early education**
  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

- **4c. Understanding content knowledge in early education: Knowing and understanding the importance, central concepts, inquiry tools, and structures of content areas or academic disciplines**
  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

- **4d. Building meaningful curriculum: Using own knowledge and other resources to design, implement, and evaluate meaningful, challenging curriculum to promote positive outcomes**

  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

Standard 5: Becoming a Professional

- **5a. Identifying and involving oneself with the early childhood field**

  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

- **5b. Knowing about and upholding ethical standards and other professional guidelines**

  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

- **5c. Engaging in continuous, collaborative learning to inform practice**
  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

- **5d. Integrating knowledgeable, reflective, and critical perspectives on early education**
  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

- **5e. Engaging in informed advocacy for children and the profession**
  Courses fulfilling the element:_____

  Assignments/Lesson Plans:_____

  Pictures:_____

      Required release form signed ☐

  Video or Audio clip:_____

      Required release form signed ☐

Service Page

The Service Page is a place for you to highlight your community activities.

Generally, it is easier to use the Service Page template to enter and display information. All you have to do is erase the generic information in the template and replace it with your own.

However, feel free to add pictures of you involved in these activities.
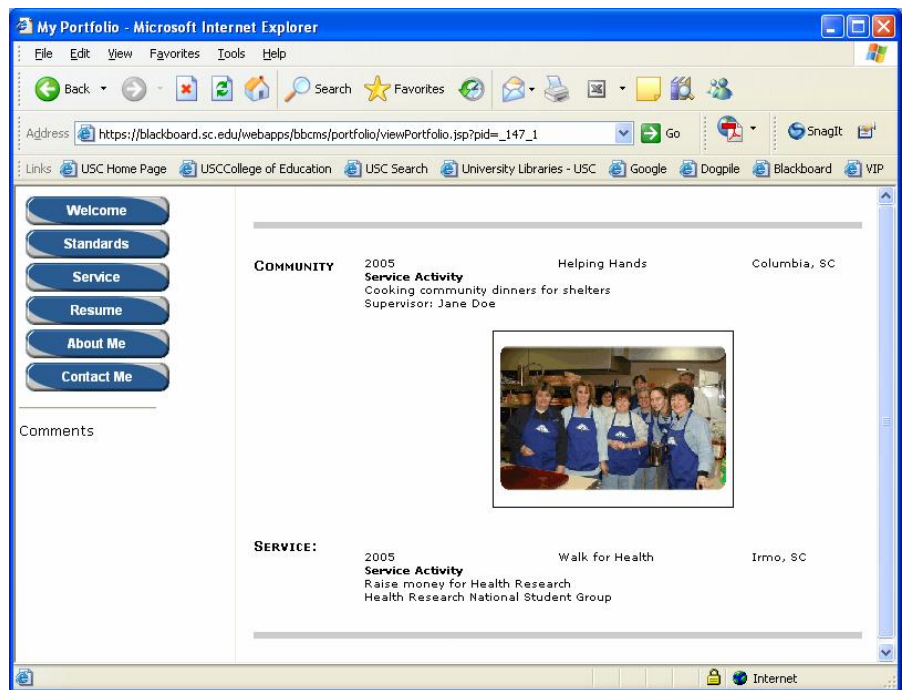
Community and Service Activities List:

Date:	Date:
Event:	Event:
Organization:	Organization:
Location:	Location:
Hours:	Hours:
Date:	Date:
Event:	Event:
Organization:	Organization:
Location:	Location:
Hours:	Hours:

About Me Page

The About Me page gives you a chance to highlight some of your personal information. Remember that this page may be viewed by your professors or prospective employers. Some things to consider placing on this page:

- Pictures of yourself, your family and friends
- Pictures of hobbies or activities that you like to participate in
- Descriptions of your interests and activities
- Links to favorite websites

Interest:_____

Description:_____

_____

_____

_____

_____

Picture file name:_____

Interest:_____

Description:_____

_____

_____

_____

_____

Picture file name:_____

Interest:_____

Description:_____

_____

_____

_____

_____

Picture file name:_____

Contact Page

The Contact Page can be used to display specific ways to contact you.
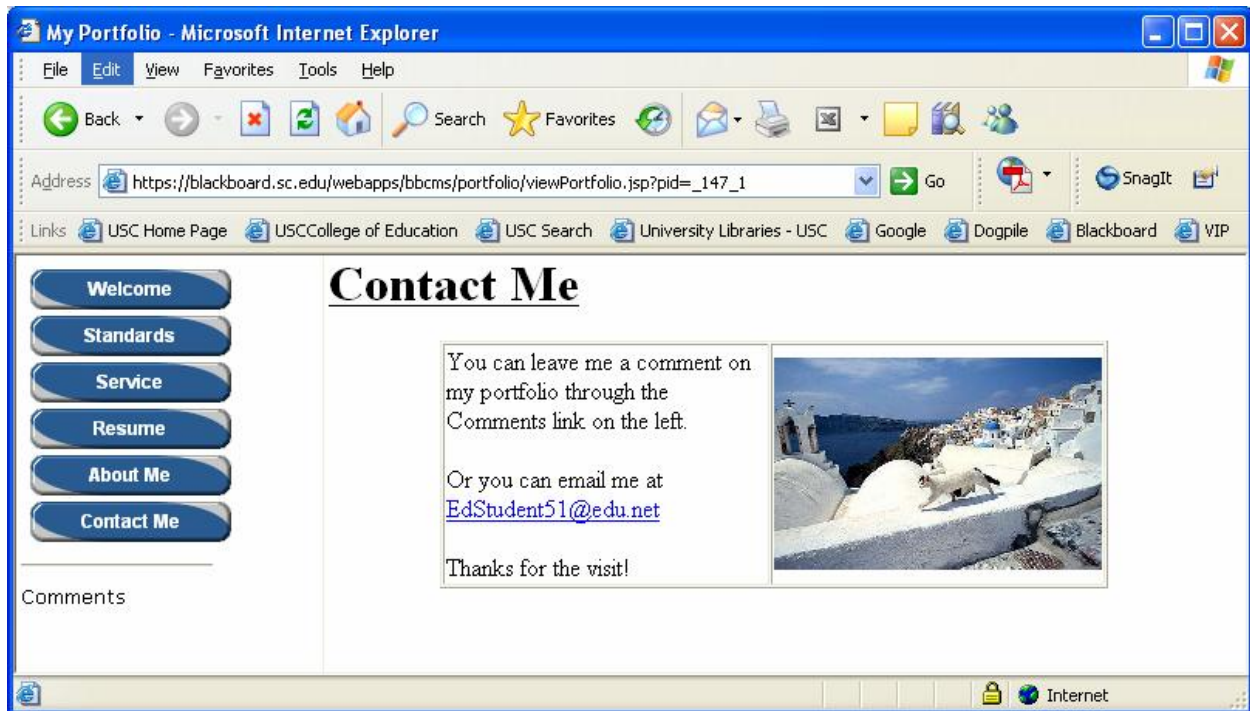
Remember that information you place on the Contact Me page will be seen by other people. You should decide if you want personal information like your phone number and home address to be seen. A good suggestion is to only use an email address for contacts.

Contact Information:

Email address to use:_____

Picture file name to use:_____

Alternate message to include:

_____

_____

_____

_____

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