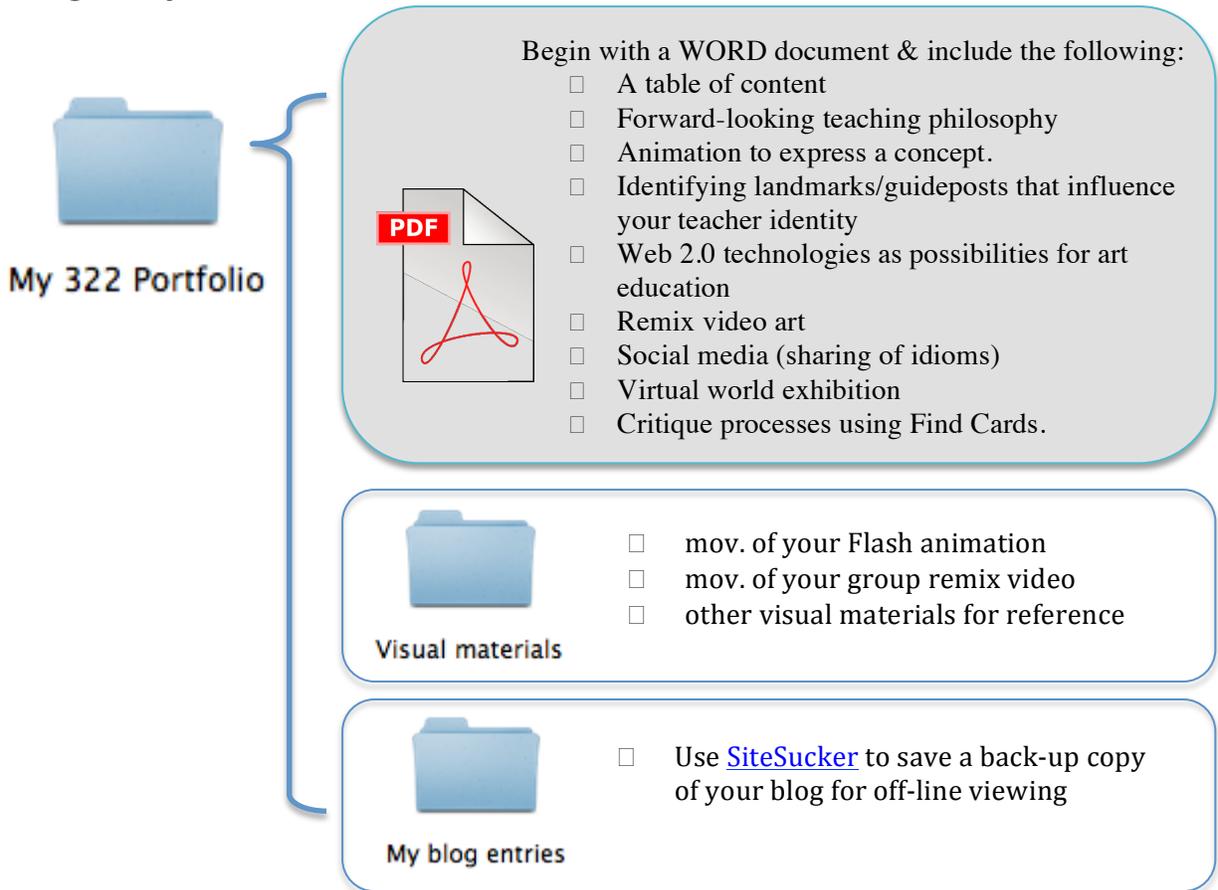


Tips for making your A ED 322 course reflection portfolio.

1. Organize your works



2. Use WORD to prepare a documentation of all the projects you did in this class

Each project should be presented with

- Objectives of the project and how it is applicable in the art classroom
- Visual of the project

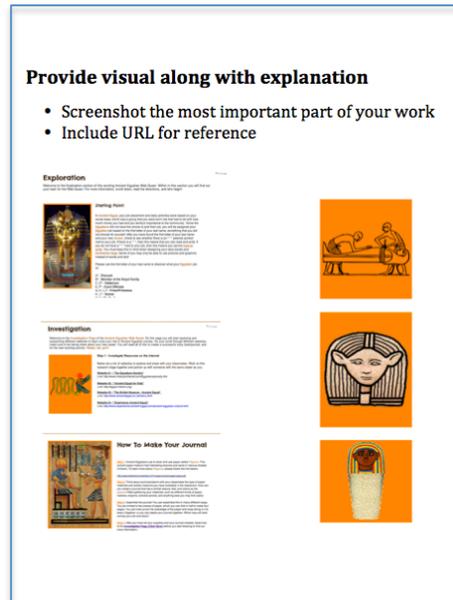
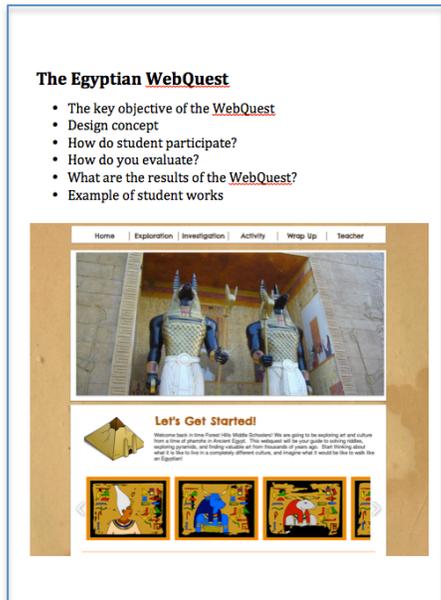
> Present visuals by taking screenshots

- Command-shift-4 for screen shot for cropped sections of the screen (i.e., for WebQuest, VoiceThread, and Second Life).
- Command-shift-3 for screenshot of the whole screen

For the WebQuest your documentation should include the following:

- ✓ Title of your WebQuest
- ✓ URL hyperlinked to document full lesson resource.
- ✓ Key objectives of the lesson
- ✓ How students participate (e.g., building motivation, creativity, criticality, collaboration)
- ✓ How you evaluated student work
- ✓ The outcomes in use by middle school students of the WebQuest. Include examples of student work in your discussion.
- ✓ Visuals to support your rationale for the pedagogical approach of your art lesson.

Below is an example documentation of a WebQuest for an art teacher portfolio, which highlights the pedagogical approach and educational value of the art lesson. Develop your portfolio presentation to convey your teaching philosophy and art teacher identity.



3. Use hyperlinks to make your document more accessible.

You can use hyperlinks in the document to link to another location such as a file, a Web page, or a section within your document.

- a) Select the text (or image) that you want to make the hyperlink.
- b) Go to "Insert"> Hyperlink
 - a. To link to a Web page, click on the "Web page" tab and paste in the URL.
 - b. To link to a document or a file, click on the "Document" tab and click "Select" to locate the file within the portfolio folder.
 - c. To link to a section within the current document, first go to the section you want to link. Place the cursor on the destination and go to "Insert">Bookmark and insert a new Bookmark. Then go back to the make the hyperlink. Click on the "Document" table and click "Locate" under the Anchor section to select the Bookmark you just made. This is one option for creating a table of contents. Or use Word's "Style" and "Document Elements" tools (see #4).

4. Table of Content (Advanced organization in Word)

Word provides tools to help you make a table of contents that will update automatically.

- a) Under the "Home" tab, use the "Style" tool to indicate the headings within your document. Highlight the primary headings in your document and click on "Heading 1". Highlight the secondary headings and make them "Heading 2". Usually, for a document like your portfolio, two types of headings would be sufficient. You can list the primary heading under the "Document Elements" tab.
- b) Place your cursor in the place where you want to create the table of content. Then go to the "Document Elements" tab to select your preferred type of Table of Contents.
- c) Now you have created the table of content of your document. If you would like your reader to quickly locate the section they want to read within your document, highlight each heading in the table of content>Insert>Hyperlink>Document>Locate [the Anchor].