Moving From Work Folders to Portfolios

Everyone has created work folders in their classes to save student work and assessments. Now we need to move from these work folders to formal portfolios that will be the basis for each student's Presentation of Learning. Here's how we do it …

1. Think about the major projects and assessments from your classes. Create a list of these that will guide students.
2. Give students a chance to look through their work folders and find the work samples in your list. They should have final product and as many drafts as possible (the more the better!).
3. Together you need to select 5-7 pieces that give a good representation of the student's learning for the year. You may require some pieces but students should have some degree of choice. Students should use the "Criteria for Portfolio Work" to guide their selections.
4. For each work sample students should complete an artifact reflection. This is a skill that needs to be explicitly modeled and taught and students will need to do this over a couple of weeks so they don't get overloaded. Coordinate this with your team members.
5. The final step is to do the Section Reflection for each subject. Again, these will need to be carefully planned, critiqued and revised.
6. Each work sample is placed into a slip cover along with drafts, rubrics, corrections, reflections etc. The artifact reflection should be included as well.