

Ballard Portfolio Workshop

Handouts:

ASCD Danielson standards

Artifact Matrix

I. What do you expect from a portfolio? (5 min)

A. Paired discussion

B. Group share

- 1. Student types suggestions as they are given**
- 2. Presenter leads discussion**

II. Review portfolios on-line

A. In pairs - Assigned? (10 min)

- 1. Strengths and Weaknesses**
- 2. List of artifacts**
- 3. What do you know about this person**
- 4. How would you rate this person as a teacher?**

B. As a group (10 min)

- 1. Review the portfolios**

III. Review and List Artifacts (5 min)

A. Which artifacts were found?

B. Which Domains/elements addressed

C. Begin listing potential artifacts into paper matrix

list names and identify the elements addressed

Primary artifact is the one that was brought to the workshop

IV. Templates

A. Download and unzip templates

<http://www.uni.edu/ashworth/dpme>

1. Download the zipped templates

- a. Right click on zipped folder**
- b. Select Extract All**
- c. Follow wizard to save on Desktop**

2. Rename Folder as "*lastname_portfolio*"

B. Review File Management

- 1. Copy Artifact files into Storage folder**
 - 2. Everything stays in the the folder named "zeitz_portfolio"**
 - 3. Move it ALL together**
- C. Review Template**
- 1. Point out that it's 27 pages long**
 - 2. Include Graphic for Word Template**
- D. Adding data to template**
- 1. Opening Page**
 - a. Add bulldog photo to opening page (in storage folder)**
 - b. Add Philosophy page using CCA prompts**
 - 2. Artifact Matrix**
 - a. Copy list of artifacts to matrix template**
 - b. Include addressed elements**
 - 3. Individual Standards**
 - a. Add artifacts to each matrix**
 - (1) Include primary artifact**
 - (2) Add other artifacts from Matrix as time permits**
 - 4. Artifact Pages**
 - a. Link to artifacts**
 - (1) Insert Hyperlink**
 - (a) Link to primary artifact or "workshopoutline.pdf" file in Storage folder.**
 - (b) Link to Ballard Homepage - <http://www.ballard.k12.ia.us>**
 - (c) File Formats - Word (.doc), PDF (.pdf), JPG (.jpg)**
 - (2) Students - Do it, Save it, and Test it.**
 - b. Reflections**
 - (1) Review the What, So What, Now What format.**
 - (2) Review some samples of reflections**
 - (3) Write their own reflection**
 - (4) Discuss it with their partner**
 - c. Add Criteria Connections**

- (1) Review the content of a connection**
- (2) Review some samples of reflections**
- (3) Identify the connections for their primary artifact**
- (4) Write their own connections**
- (5) Discuss them with their partner.**

V. Technology

A. PDF

- 1. What is PDF?**
- 2. How/Why is it used?**
- 3. How to view PDF**
- 4. Converting to PDF using traditional software**
 - a. Adobe Acrobat**
 - b. CutePDF**
 - c. Built-in Operating System**
- 5. Scanning to .pdf**

B. Optimizing Photos with Adobe Photoshop

- 1. Open with MS Picture Manager**
 - a. Crop**
 - (1) Picture>Crop**
 - (2) Manipulate Handles**
 - (3) Click on OK on Crop Menu**
 - b. Resizing (dimensions)**
 - (1) Picture>Resize**
 - (2) Select desired width in pixels**
 - (3) Click on OK**
 - c. Compress (file size)**
 - (1) Picture>Compress**
 - (2) select Web Pages**
 - (3) Click on OK**
 - d. AutoCorrect**

(1) Picture>Autocorrect

e. Brightness/Contrast

(1) Picture>Brightness/Contrast

(2) Use sliders

f. Color

(1) Picture>Color

(2) Use sliders

C. Digitizing the Artifacts

1. Scanning

a. Digital Imaging talk

b. Demonstrate Scanning

2. Worktime

a. Do your own scanning

(1) Student work

(2) Own projects