

Valley New School
Annual Portfolio



Annual Portfolio Directions

Objective:

To create an Annual Portfolio: a detailed, creative, and organized record of what you learned this year, your educational process, and your goals.

General Set-Up (beginning of year)

1. Create a folder in your (H:) drive to store your Annual Portfolio and related documents. Give it an appropriate title like "Joe's Annual Portfolio 2006-2007." [You may want to save a back-up copy in the (J:) drive as well.]
2. Inside the Annual Portfolio folder, create a minimum of 10 folders labeled as follows:
 - Service Learning
 - Family Project
 - Math & Reading
 - _____ Project (*Create one of these folders for each of the individual and group projects you complete this year.*)
 - Year-end Analysis
3. Begin the Overview Presentation slide show for your Annual Portfolio.
 - a. Open a new slide show in Microsoft PowerPoint. Give it an appropriate title, and save it in the Annual Portfolio folder that you created in your (H:) drive.
 - b. Create slide #1: a title slide for your presentation. Be sure to include your name, school, school year, and title (such as Annual Portfolio).
 - c. Create slide #2: an autobiographical slide. Include a photo of yourself and a brief paragraph about who you are.

Project Documentation (throughout the year for each project)

1. Take digital photos of non-computer-generated products.
 - a. If necessary, edit/modify photos.
 - b. Save final photos in corresponding project folder.
2. Save all written work (including products, Works Cited, and End-of-Project Analysis) in corresponding project folder.
3. In your Overview Presentation, create a new slide that summarizes your project. Include:
 - Minimum of one graphic (preferably photo of project or presentation)
 - Brief written overview, including topic and what you studied/learned
 - Links to project components (products, analysis) in corresponding project folder

Finalization of Annual Portfolio (end of year)

1. Write Year-end Analysis, and save it in the corresponding folder. Use the following questions to guide your writing:
 - How has your work changed/improved since the beginning of the year? Give at least one example.
 - Which projects/project components demonstrate your best work? Why?
 - What difficulties/obstacles did you run into? How did you overcome them?
 - How have your process and work habits changed since the beginning of the year?
 - What are your current academic strengths and weaknesses?
 - What are your goals for next year?
 - What are your post-high school plans?

2. Organize the slides in your Overview Presentation in the following order:
 - a. Title slide
 - b. Autobiography slide
 - c. Project slides (in chronological order)
 - d. Math & Reading slide
 - e. Service Learning slide
 - f. Family Project slide
 - g. Create slide that explains and links to your Year-end Analysis; insert into presentation.
 - h. Create Index slide, listing links to each of the other slides; insert at the end of the presentation.

3. Revise/edit your presentation and portfolio based on peer, parent, and advisor feedback. Do this until it is error-free! Be sure to check that all hyperlinks work!

4. Create CD of your Annual Portfolio, saving presentation and all related documents.
 - a. Open your Overview Presentation slide show in Microsoft PowerPoint.
 - b. Click File, Package for CD. . . , and Copy to CD. Make 2 CDs—one for you, one for your advisor.
 - c. Create cover and label for CD.
 - d. Submit labeled CD to your advisor at your end-of-year conference.

5. Practice your presentation/explanation of the portfolio.

6. Present your Annual Portfolio to your parents and advisor at your end-of-year conference.