

Check List for E Portfolio

Your E Portfolio is a professional personal presentation of who you are and what your accomplishments are. In constructing your Power Point you want to consider the over-all impression you want to create. Your finished portfolio will contain a professional resume, copies of awards, letters of recommendation and other proof of your great work at Valley High.

Step 1: Portfolio – Copy and paste **Portfolio** file from **1 Teacher Materials** to your folder.

Step 2: Resume - Follow the template to make your **resume**.

Step 3: Letters of Recommendation - Include any **Letters of Recommendation** you have. We can help you scan these if they are not digitalized.

Step 4: Power Point - Create your personal **Power Point**. Follow the templates and directions for adding **pictures, backgrounds and music**. You must have the following elements in your Power Point:

} **Title Page**

- o Title
- o Name
- o Year
- o School

} **Table of Contents**

} **Strengths and Interests**

- o **Illustrations**
 - o Personal works of art
 - o Pictures that represent what you love or that inspire you
- o **Writing**
 - o Examples of some of your best writing: poetry/stories/essays
 - o Written works from other authors that you admire
 - o Titles of books/magazines that you have found influential and why

Self Reflection: metacognition

} **Recognitions and Accomplishments**

- o List of accomplishments – i.e. Student of the Month, Key Card winner, honor roll, awards, employee of the month, grades, tests passed, etc.

} **What would you have done differently and why**

- o Give examples and explanations

} **List of three specific measurable goals and how you will attain them**

Be sure to delete all instructions from template on your Power Point. Spell-check your writing, proofread and save all work.