

Evaluate The Portfolio

Before sharing your Student Introduction Portfolio with school personnel, use the checklist below to evaluate your efforts. Good luck!

Organization	<ul style="list-style-type: none"><input type="checkbox"/> There is a statement of purpose that clearly identifies what the portfolio is meant to communicate.<input type="checkbox"/> The intended audience is stated.<input type="checkbox"/> There is a clear table of contents or the major areas of content are easily visible.<input type="checkbox"/> Information is clearly organized by sections
Readability	<ul style="list-style-type: none"><input type="checkbox"/> The print size and font are easy to read<input type="checkbox"/> The amount of print on each page is not overwhelming<input type="checkbox"/> The pages are easy to turn (artifacts are safely secured in the portfolio)
Information	<ul style="list-style-type: none"><input type="checkbox"/> All photos and information in the portfolio is directly related to the intended purpose of the portfolio.<input type="checkbox"/> Information included is pertinent, important, and current.<input type="checkbox"/> Information included has not been or might not be shared through other sources (e.g., the FIE).<input type="checkbox"/> Information is shared once – no unnecessary repetition within the portfolio.<input type="checkbox"/> All photos, work samples, etc. are clearly identified with date and significance (why it was included).
Appearance	<ul style="list-style-type: none"><input type="checkbox"/> Colorful pages, photos and graphics serve a purpose and do not detract from the information.<input type="checkbox"/> Only visuals (photos and graphics) that tell something important are included.
Presentation	<ul style="list-style-type: none"><input type="checkbox"/> The information is presented in such a way that the portfolio could stand on its own – it is self-explanatory.<input type="checkbox"/> The portfolio can be presented within a reasonable amount of time by the parent and/or student. It should not take more than 15 minutes of the teacher's time.