

Using the Student Portfolio (Tutorial A5)

http://www.atomiclearning.com/k12/en/movie/86436/play_window?type=Tutorial&sid=2422

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The Student Portfolio is where you store and grade assignments, quizzes, and quick polls as a summary of student performance.

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You can save to the Student Portfolio from several locations, such as the Class Record, the Quick Poll application, and

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the Class Analysis Window. In this case, I have a file in the Class Record that I collected from the class, a

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document that contains Question pages that the students have completed, and I would like to save it to the Portfolio.

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I can see the Collect Action in the Class Record. I'll click to select that action, and then right click and choose

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Save Selected to Portfolio." This option will not be available if an item has already been saved to the portfolio. I can

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give this a unique name, but by default it's given the same name as the original document. I'll leave it the same,

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and I'll choose to add it as a new portfolio column, and then click Save. Notice the icon changes in the Class Record,

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indicating this document has now been added to the portfolio. I'll jump over to the portfolio by clicking the Portfolio

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tab. Here, I can see a list view of the students in this class. Each column to the right of the student's name represents

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an assignment that is already a part of the portfolio. The heading for each column is the name of the document, quiz

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or poll. You can tell the nature of each assignment by the icon used to represent it. If you want to view a document

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from the portfolio, just click to select it, and then right click and choose “Open Master Document.” I automatically

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switch over to the Documents workspace, and I can see the file. I’ll click back on the Portfolio tab. You can see

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the assessment summary, or by clicking on a specific assignment in the left panel you can see a preview of the student’s

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work on that assignment. Clicking across the row or down the column, I can see the question, the correct answer

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and the student’s response. I can also give partial or full credit from here by clicking on the field and typing

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the grade I wish to reward. To remove an item from the portfolio, click on the assignment to select it, then right

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click and choose Remove From Portfolio. You’ll see a dialog box asking you to confirm that you want to remove the item.

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If you do, click Remove, and the item will disappear from the portfolio. I can export individual items in the portfolio,

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or the entire portfolio, to a CSV file. I’ll click on the Portfolio tab, and then click on the Export Data button

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in the toolbar. If you want to export the full view that you see here on the Portfolio tab, choose Export Current

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View. If you want to export only certain items in the portfolio, choose Custom Export. I just want to export my graded assignment,

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so I'll choose Custom Export. In the Custom Export dialog box, I'll check the box for my assignment, and then click

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Export. Here in the Export Data dialog box, I can give it a unique name, and choose a location to export the file.

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You'll notice the file type is CSV, then I can click Save. If I open the csv in a spreadsheet application, you can

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see the corresponding portfolio rows and columns.

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