

Using the Student Portfolio (Tutorial A5)

http://www.atomiclearning.com/k12/en/movie/72081/play_window?type=Tutorial&sid=2137

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

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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've got a file in the Class Record that I collected from a class and I

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would like to save to the Portfolio. I can see the Collect Action in the Class Record. I'll click to select that action,

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and then go down to the bottom and choose Save to Portfolio. This option will not be available if an item has already

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been saved to the portfolio. I can give this a unique name, but by default it's given the same name as the original

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document. I'll leave it the same, and click Save. Notice the icon changes in the Class Record, indicating that this

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document has now been added to the portfolio. I'll jump over to the portfolio by clicking the Portfolio tab. Here,

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

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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 go just below the Portfolio tab and click the Open Portfolio

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Item(s) button. If you want to view the results of a quick poll, click the Class Average row in the appropriate poll

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column to select it, and then click the Open Portfolio Item(s) button. Note that quick poll data does not create

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a unique document for each student, and as a result cannot be opened in the portfolio. To rename an item from the

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portfolio, double-click on the column header to select it, and then choose Rename Portfolio Item. You can then

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rename the item and click Rename. To remove an item from the portfolio, double-click on the column header to select

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it, and then click Remove Portfolio Item. You'll see a dialog box asking you to confirm that you want to remove

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the item. If you do, click Remove, and the item will disappear from the portfolio.

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