

Digital Portfolio Tip Sheet

Programs engaged in NAEYC Accreditation that prepare Classroom and Program Portfolios in digital (computer or cloud-based) format are encouraged to consider the following recommendations.

Portfolios in One Location: Save all portfolios on one central computer where the assessor can view them during the site visit. Avoid having the portfolios saved on various computers throughout the building so that the assessor has to hunt to find the correct computer with the correct portfolio.

Title Documents Clearly: Make sure that the portfolios (Classroom and Program) are labeled and titled in a way that the assessor can find them and match classroom portfolios to the groups they belong to. Ensure that the names of the groups given to the assessor are the same as the titles of the classroom portfolios.

Practice Accessing and Navigating through the Portfolios: Keep in mind that assessors have 30 minutes to assess each Classroom Portfolio and 2 ½ hours to assess the Program Portfolio. This includes the time that it takes to load and navigate through documents in the portfolios.

We recommend that you practice loading and navigating the portfolios in the mode the assessor will use when viewing them. If the computer takes a long time to load large files, or if navigation is difficult, the assessor may have difficulty reviewing the evidence. Consider whether the portfolios can be downloaded ahead of time to your local hard drive (instead of accessing each document through the internet); whether a different computer is easier to use for navigation (e.g., mouse vs. track pad); or whether a printed version of your e-portfolio may be easier for the assessor to look at.

Check for Rotation and Enlargement Issues: If you have uploaded pictures or documents, make sure that each document is rotated correctly – not upside-down or sideways. Ensure that pictures and/or documents are enlarged enough to allow the assessor to see or read all relevant portions of the evidence.

Back-Up Files/ Plan: Have a plan for what you will do if your computer crashes, you lose electricity, your internet fails, etc. on the day of your site visit. You need some kind of back-up, whether that takes the form of a second digital location (cloud drive, flash drive) or hard copy.

Location of Documents on Computer: On the day of the visit, show the assessor where the Classroom Portfolios and Program Portfolio are viewable on your computer.

Password and Log-In Information: Provide the password and log in information for the assessor to keep near him/her during the assessment in case your computer goes into sleep mode and requires a password to log back in. Like all your program information, your password and log-in information will be treated as confidential by the assessor.

Assessor Workspace: Provide a comfortable chair at the computer where the assessor will be sitting. It is also preferable to have some space available around the computer for the assessor to rate and record what s/he is assessing on his or her own tablet computer.