

Constructing Your Digital Portfolios

Webinar Handout

This webinar will show you everything you need to know about constructing and formatting your digital portfolios. This session will cover:

- Resources available to programs from NAEYC
- Free, useful tools that will aid in portfolio construction
- Scanning documents to use as evidence
- How to highlight and format your evidence
- Enhancing the readability of your portfolios

This is a webinar designed for all levels of computer proficiency and is aimed at program staff who would like to know how to better use the tools available to them to construct digital portfolios.

NAEYC Resources for Digital Portfolios

NAEYC has put together resources to support programs in pursuing accreditation with digital portfolios. These resources are available on the Provisional Accreditation webpage:

<https://www.naeyc.org/early-learning/technical>

Resources available on the NAEYC website at the time of the webinar:

- Digital portfolio templates
 - PowerPoint format
 - Word Format
- Digital portfolio tip sheet
- How to upload to Sharefile

PowerPoint Templates	Word Templates
<ul style="list-style-type: none"> • Program Portfolio Template 	<ul style="list-style-type: none"> • Program Portfolio Template
<ul style="list-style-type: none"> • Classroom Portfolio Infants 	<ul style="list-style-type: none"> • Classroom Portfolio Infants
<ul style="list-style-type: none"> • Classroom Portfolio Toddlers 	<ul style="list-style-type: none"> • Classroom Portfolio Toddlers
<ul style="list-style-type: none"> • Classroom Portfolio Preschool 	<ul style="list-style-type: none"> • Classroom Portfolio Preschool
<ul style="list-style-type: none"> • Classroom Portfolio Kindergarten 	<ul style="list-style-type: none"> • Classroom Portfolio Kindergarten
<ul style="list-style-type: none"> • Classroom Portfolio School Age 	<ul style="list-style-type: none"> • Classroom Portfolio School Age
<ul style="list-style-type: none"> • Classroom Portfolio All Ages 	

Free Tools for Documenting Evidence

Google Drive

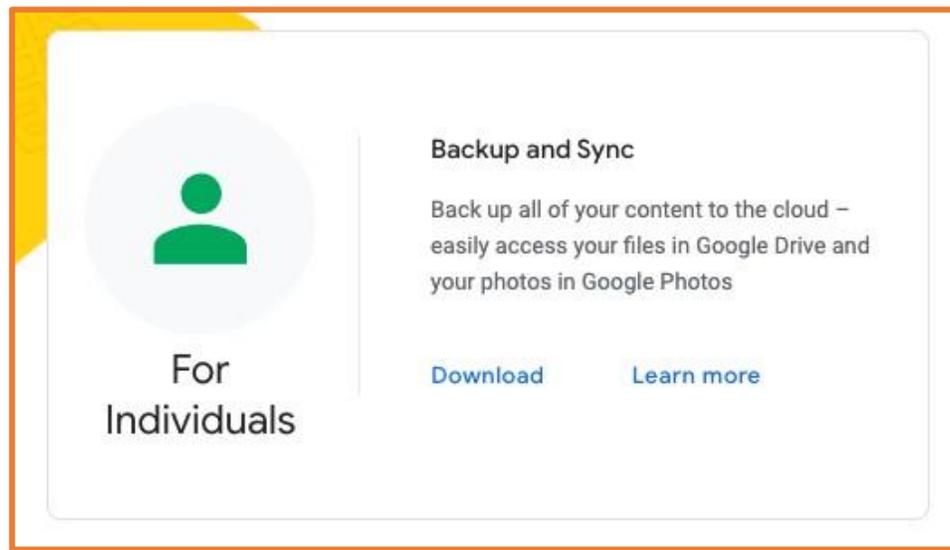
This is a completely free platform to use if you have a Gmail account.

Benefits:

- It only takes about five minutes to create an account if you do not have one already.
- 15 GB of free space to store your files
- Upload files directly from your phone to easily access on your computer
- Backup your portfolios and relevant files
- Edit online and assign tasks to other with Gmail accounts.

Tip: Use **Google Backup & Sync** to automatically backup files from your computer (click the picture below to access the download page)

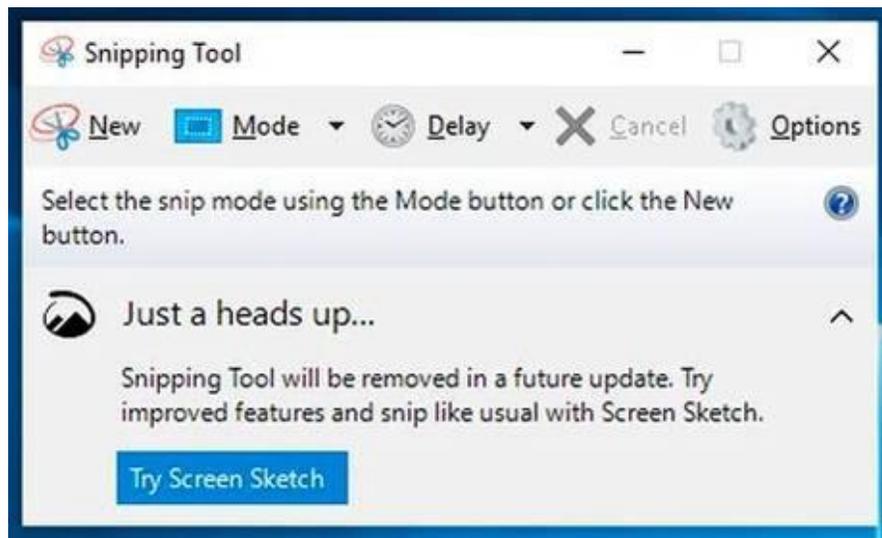
Access the [TUTORIAL VIDEO](#) on the NAEYC resource page to see how to set up **Google Drive Backup and Sync** on your computer to back up your important files automatically.



Windows OS – Snipping Tool

This program is typically already available on computers with Windows OS.

- Allows you to select a portion of your screen to screenshot
- Copies your screenshot automatically so all you have to do is **paste**
- Pin it to your taskbar to access easily
 - To do this, search for “Snipping Tool” in your search bar. Once the program is open, right click on the program icon at the bottom of your screen and select “Pin to taskbar”.



- Click “New” and select the portion of your screen you would like to screenshot. Go to your portfolio document and press **Ctrl + V** (or paste) on your keyboard to paste the screenshot into your document.
- **Updated version: Snip & Sketch**

Keyboard shortcuts:

Windows key + shift + S	Opens Snipping Tool
Ctrl + V	Pastes your screenshot into your document

MacOS – Selective Screenshot

If you use a Macbook or other Apple computer, you can use the selective screenshot feature to take screenshots of portions of documents to use for evidence.

- Allows you to select what you would like to screenshot.
- Shortcut: **Shift + command + 4**
- Screenshot pops up in bottom right corner of screen
- Click and drag it into your document
- Alternatively, the document will save automatically on your desktop and you can insert it into your document by opening your template and selecting Insert > Picture > Picture From File

Keyboard shortcuts:

Shift + Command + 4	Screenshot tool opens, click and drag your pointer to select the portion of your screen to screenshot.
Shift + Command + 3	Screenshots the entire screen

PDF to JPEG converter

If you have PDF files and need to insert whole pages as evidence, it is recommended to convert the document to individual JPEG files so you can insert pages individually.

<https://pdf2jpg.net/>

The website linked above converts your PDF documents for free.

Benefits:

- Free tool for converting PDFs to individual image files
- Useful if you need to use whole pages for your evidence
- Once converted, you can insert multiple files as images into your document
- **Tip: crop out the margins to save space and increase readability**

Pick the PDF document to convert to JPG
The PDF size is limited to 25MB.

Choose a PDF file No PDF selected

JPG quality
"Good" is the right choice for most PDF

Excellent - 300dpi - Rich illustrations, high quality ▾

It's almost done! You're a click away from the PDF to JPG conversion

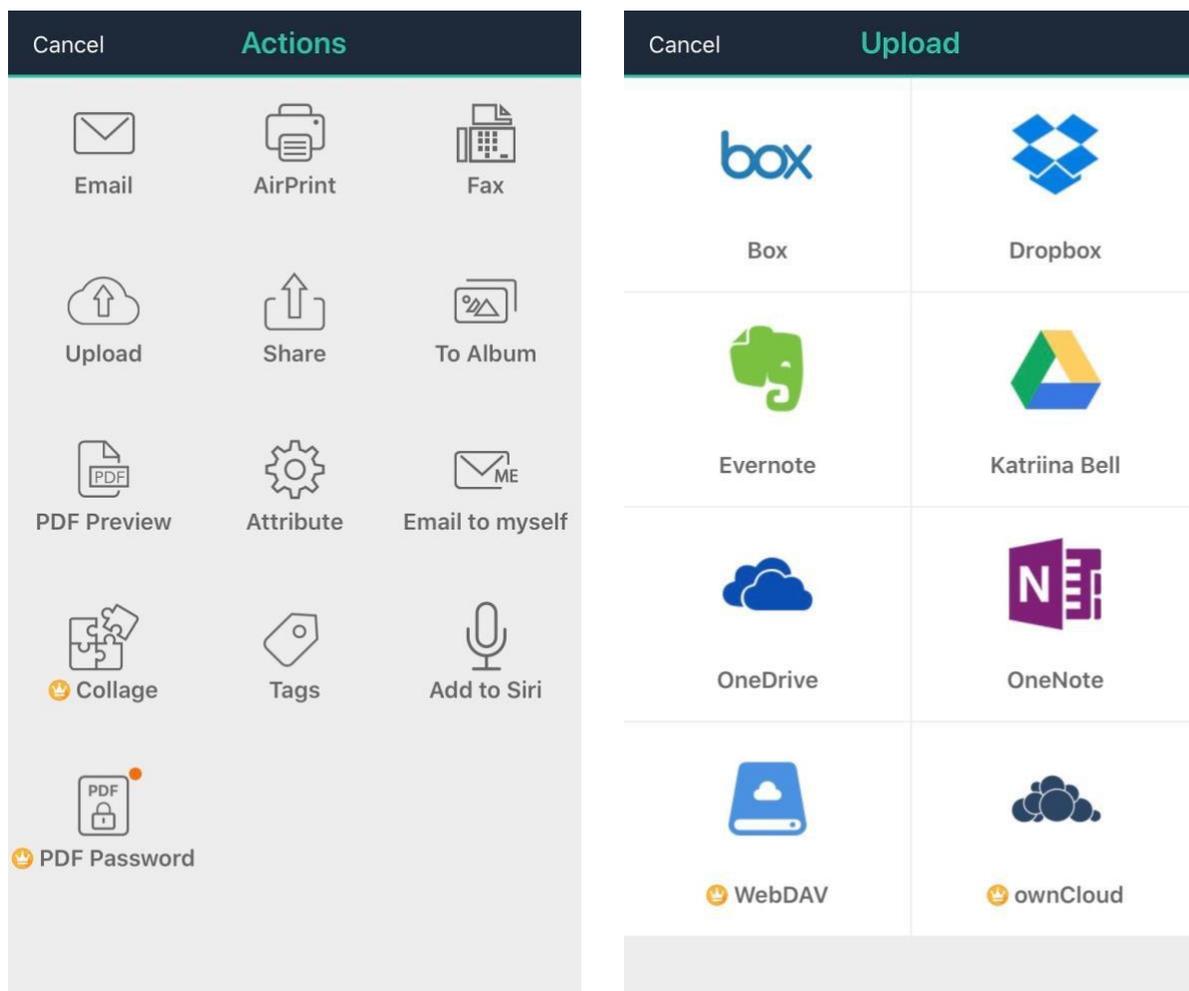
Convert PDF to JPG

CamScanner



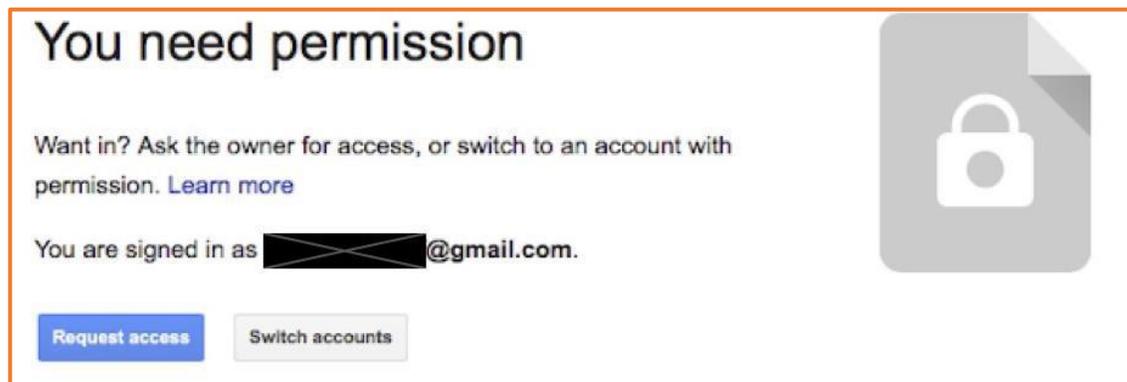
This is a free app for both Android and iOS smart phones. It allows you to scan documents with your phone camera.

- Allows you to select either JPEG or PDF format
- Scan a single page or scan multiple pages in batches to save as one PDF file
- Upload scans directly to an online drive like Google Drive or Dropbox
- Email scans to yourself



Formatting Your Evidence

- Decide on font formatting and stick with it
 - Font, font size, color, highlighting
 - Inconsistent formatting can confuse your viewer
- Space evidence out
 - Crowding evidence on one page affects readability
 - **Tip:** In Microsoft Word, use **CTRL + Enter** to skip to the next page
- Highlight the important parts!
 - This is especially true if your evidence consists of large blocks of text
 - This helps your guide your assessor to the main parts of your evidence
 - **Avoid using links** in your evidence as this often results in access errors like the one below. Instead, use the tools shown earlier to take screenshots, or simply copy and paste your evidence from one document to another.



If you have questions, please email accreditation.information@naeyc.org