

Digital Portfolio Tip Sheet

For programs engaged in the NAEYC Accreditation process: To prepare classroom and program portfolios in digital (computer or cloud-based) format, we offer the following recommendations

1. Store portfolios in one location:

Save all portfolios on one central computer where the assessor can view them during the site visit. Avoid saving the portfolios on various computers scattered throughout the building and making the assessor hunt for and hike to them.

2. Title documents clearly: Make sure the portfolios (classroom and program) are clearly labeled so that the assessor can easily find them and match classroom portfolios to the groups they belong to. Ensure that the group names given to the assessor match the classroom portfolio titles.

3. Practice accessing and navigating the portfolios: Use the mode the assessor will use when viewing them. Keep in mind that assessors have 30 minutes to assess each classroom portfolio and 2½ hours to assess the program portfolio. That includes the time needed to load and navigate through documents in the portfolios.

4. Does the computer take too long to load large files, or is navigation difficult? If the assessor might have difficulty reviewing the evidence, consider whether (1) the portfolios can be downloaded ahead of time to your local hard drive (instead of accessing each document through the internet); (2) a different computer

would be easier to use for navigation (e.g., mouse vs. trackpad); or (3) a printed version of your e-portfolio might be easier for the assessor to review.

5. Check for rotation and enlargement issues:

If you have uploaded pictures or documents, make sure that each item is rotated correctly—that is, it's not upside down or sideways. Ensure that pictures and documents are enlarged enough to allow the assessor to see or read all relevant portions of the evidence.

6. Back-up files/plan: Have a plan for what you will do if the computer crashes, you lose electricity, your internet fails, etc., on the day of your site visit. You need some kind of backup, whether it is a second digital location (cloud drive, flash drive) or hard copy.

7. Location of documents on the computer:

On the day of the visit, show the assessor where the classroom portfolios and program portfolios are viewable on the computer.

8. Password and log-in information: Provide the password and login information for the assessor to keep nearby during the assessment, in case the computer goes into sleep mode and requires a password to log back in. Like all your program information, the password and log-in information will be treated as confidential by the assessor.