

Digital Portfolio Tip Sheet

For programs engaging in the NAEYC ELP Accreditation process as you prepare classroom and program portfolios in digital format, we offer the following recommendations:

Save Portfolios in One Location

Save all portfolios on one central computer where the assessor can view them during the site visit.

Label Portfolios Clearly

Make sure the portfolios are clearly labeled by type (class or program) and age category for class portfolios (infant, toddler, preschool, kindergarten, or school age). Make sure to also include specific class name on class portfolios.

Practice Accessing and Navigating Portfolios

Use the mode the assessor will use when viewing them. Keep in mind that assessors have 45 minutes to assess each classroom portfolio and 2 hours to assess the program portfolio.

Download Portfolios

Internet access can be inconsistent. Programs should download portfolios to one central location.

Check Readability of Portfolios

If you have uploaded pictures or documents, ensure that pictures and documents are enlarged enough to allow the assessor to see or read all relevant portions of the evidence. **If the assessor cannot read the evidence, it will be rated No.**

Back-Up Portfolios

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 in the form of second digital location or printed hard copy.

Guide Portfolio Access

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

Provide the password and login information for the assessor to keep nearby during the assessment, in case the computer requires a password to log in.