How to Digitize Your Portfolio

1. Get Buy-In and Get Organized

Talk to your community about provisional accreditation and ask who would be willing to help in digitizing your portfolios. Gather all the documents you want to digitize. Organize by portfolio (ex: program portfolio pages stacked together, preschool classroom portfolio pages stacked together).

2. Use a Scanner (If You Have One)

If you have a multifunction printer with a scanner, open the printer's control panel or utility app to get to the scanning software, where you can choose the scan resolution and storage location. Once you have it set up, open the scanning cover on the top of the printer and place your original document or photograph face down on the glass. Close the lid and select the Scan option on the printer or computer screen to create the digital file. Save it in a location on your computer that is easily accessible, such as your desktop. Properly label the documents you are scanning in (ex: Program ID_Program Name_PP).

3. Scan with a Device Application

If you don't have a scanner, your smartphone, tablet, or any device with application capability can fill in. Just browse your app store and download a scanning app. These apps use your device's camera to capture an image of the page. That image is saved as a PDF or JPG file to your device.

Once you have scanned the documents, find where they are saved in your device, select, and mail them to your email. Then, open your email and download the files to an easily accessible location on your computer, such as your desktop. Properly label the documents you are in scanning in (ex: Program ID_Program Name_PP). Here is an article that recommends a few scanning apps for Android and iOS devices: https://www.nytimes.com/wirecutter/reviews/best-mobile-scanning-apps/

4. Backup Your Documents

When saving your documents to the computer, make sure to back them up on a flash-drive, cloud storage, email folder, etc.

5. What Now?

Now that the documents you wanted digitized are saved to your computer, use the template provided by NAEYC or another digital platform of your choice to create your digital portfolios for Provisional Accreditation.

Resource/Credit:

- The New York Times, J.D. Biersdorfer
- Tech Tip: How to Digitize Your Most Important Documents
- www.nytimes.com/2020/04/01/technology/personaltech/digitizing-important-documents.html