# JSS3 ICT – Digital Portfolio Creation

## Meaning of Digital Portfolio

A **digital portfolio** is a collection of electronic documents, pictures, videos, projects, certificates and other materials stored and presented digitally to showcase a person's skills, achievements, experiences and progress. It is an electronic version of a traditional physical portfolio.

Examples of digital portfolio platforms include:

- Google Sites
- Microsoft Sway
- Canva
- Google Drive
- Personal websites
- WordPress

## Importance of a Digital Portfolio

1. It showcases a person's skills and talents.
2. It provides evidence of academic achievements.
3. It helps students monitor their learning progress.
4. It can be used when applying for jobs or admission.
5. It makes sharing projects and achievements easier.
6. It helps preserve important academic records.
7. It encourages creativity and digital literacy.

## Components of a Digital Portfolio

A good digital portfolio should contain:

1. **Profile/About Me:** Personal introduction and basic information.
2. **Educational Background:** Schools attended and academic qualifications.
3. **Skills:** Talents and abilities possessed by the individual.
4. **Projects:** Completed schoolwork, assignments and personal projects.
5. **Achievements:** Awards, certificates and recognitions.
6. **Pictures and Videos:** Visual evidence of activities and projects.
7. **Contact Information:** Appropriate means of communication.

## Tools Used in Creating a Digital Portfolio

Some tools used include:

| Tool | Purpose |
|---|---|
| Canva | Designing attractive portfolios |
| Google Sites | Creating portfolio websites |
| Microsoft PowerPoint | Presenting portfolio information |
| Google Drive | Storing portfolio materials |
| Microsoft Word | Preparing documents |
| WordPress | Creating professional portfolio websites |

## Steps Involved in Creating a Digital Portfolio

1. Identify the purpose of the portfolio.
2. Gather relevant information and materials.
3. Select a suitable digital platform.
4. Choose an appropriate design or template.
5. Create an introduction or profile page.
6. Add educational background and skills.
7. Upload projects, pictures and certificates.
8. Organise the information into sections.
9. Review and correct errors.

10. Publish or share the completed portfolio.

# Types of Digital Portfolios

1. **Academic Portfolio:** Contains students' schoolwork, assignments and academic achievements.
2. **Professional Portfolio:** Displays an individual's work experience, qualifications and professional skills.
3. **Creative Portfolio:** Showcases creative works such as drawings, photography, music and graphic designs.
4. **Personal Portfolio:** Presents personal interests, talents, hobbies and achievements.

# Advantages of Digital Portfolios

- Easy to update and maintain.
- Can contain different media formats.
- Easy to share through the internet.
- Saves physical storage space.
- Accessible from different devices.
- Provides an organised record of achievements.

# Safety Precautions When Creating a Digital Portfolio

1. Avoid publishing passwords and sensitive personal information.
2. Use strong passwords to protect accounts.
3. Obtain permission before uploading another person's photograph.
4. Avoid sharing private information publicly.
5. Use original materials or acknowledge their owners.
6. Regularly back up portfolio files.
7. Check privacy settings before publishing.

# Practical Activity

**Topic: Creating a Simple Digital Portfolio**

Students should create a simple digital portfolio using Microsoft PowerPoint or Canva.
The portfolio should contain:

- Slide 1: My Name and Profile
- Slide 2: My School and Educational Background
- Slide 3: My Skills and Talents
- Slide 4: My School Projects
- Slide 5: My Achievements
- Slide 6: My Hobbies and Interests

Students should include appropriate pictures, colours and headings.

# Evaluation Questions

1. What is a digital portfolio?
2. Mention five importance of a digital portfolio.
3. List five components of a digital portfolio.
4. Mention four tools used in creating digital portfolios.
5. Explain five steps involved in creating a digital portfolio.
6. State three types of digital portfolios.
7. Mention four safety precautions to observe when creating a digital portfolio.

# Assignment

1. Differentiate between a traditional portfolio and a digital portfolio.
2. Explain five advantages of digital portfolios.
3. Design a simple digital portfolio containing your profile, educational background, skills and achievements.