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Implementing Digital Portfolios to Document the Writing Process

Patricia George
CUNY Kingsborough Community College

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Implementing digital portfolios to document the writing process offers students a way to curate an exhibit of their work. The Google Sites application provides online spaces for students to upload permanent artifacts. It is user friendly and provides a visual document of student growth over the course of a semester. By publishing drafts and revisions, students are reminded of the progress they have made as writers. In addition, using visual approaches to organizing work also assists students with time management.

Many of our students are juggling work, family obligations, and academics. A digital portfolio makes it easy to organize annotated text, literature reviews, and research in one central location. To clarify meaning and express creativity, students can select their own theme and insert images, videos, and links. Having this content in one place online makes it easy to access and share their work. As owners of the portfolio, students control who is permitted to edit and view the portfolio. Granting editing access to professors facilitates feedback on writing; sharing a link to the site with peers facilitates remote editing workshops. Once the semester is over, students can change those settings if they wish. The Google Sites portfolio travels with them. It is a reflective tool that students can refer to throughout their academic career.

Similarly, I create a Google Sites portfolio for every course I have taught. All of my course materials and reflections are organized and can be referenced for future instruction. I also have a Weebly portfolio with a collection of English literature and language sites that students can access for additional information and practice. I provide students with a link to both portfolios at the start of each semester. Since transitioning to online learning, the portfolios have given me a chance to provide extra support to students in a more personal forum than Blackboard Course Content.

Sample Google Site: https://sites.google.com/view/professorgeorgeportfolio/home

Directions for Creating Your Portfolio in Google Sites

Getting Started:

1. Log onto your Google Gmail account or create one (free!)

2. Go to Drive

3. Click the "New" button on the left (with the plus sign)

4. Scroll down to "More" to locate the "Sites" tab.

5. When you click on Sites the home page of your Portfolio will appear.

6. Name your Site (top left) with your first and last name and the course name. For example,

mine would be named: "Patricia George Composition"

5. In the header box, name the Home Page using your name and Portfolio. For example, mine

would be: "Professor George's Portfolio"

Organizing Your Work:

1. Select "INSERT" on the right and select the appropriate task icon to:

2. Add Text boxes to type text directly, upload Google docs saved in your Google Drive, or copy

and paste text from Word doc.

3. Add Images to any page - You will be given a choice to either "Upload" an Image from your

computer or "Select" an Image from the Google Images Online Library.

4. Embed videos, websites, etc. using the URL.

Add Pages:

1. Click on the "Pages" tab

2. Click + at bottom right to open and create/name a new page for each draft/assignment – be sure to click "Done" to save the page.

Express Yourself!

1. Click on the "Themes" tab to select your choice of background designs and fonts

2. YouTube video for special features: YouTube Video:

https://www.youtube.com/watch?v=WD8MeUk1qtM

Important – Sharing and Privacy:

1. Click the Share with others icon (logo of a person with + which appears on the top right next to settings - to the left of Publish button) Enter the email address of your Professor in the "Invite People" field of the "Share with others" window

2. Select "Editor" so that your Professor can leave feedback on each page.

You are ready to Publish!