Develop Electronic Portfolios with **Netscape Composer**

or your favorite Web Page Editor

What to do? Here is the process we will cover:

Collect the documents in electronic form and store in a single folder

- Convert artifact files into HTML or PDF format.
  Save as Web Page… or **Print -> Preview**
- Create a list of artifacts (a database or a spreadsheet, converted to HTML in the source application)

Create the Reflective Portfolio in Netscape Composer

- Create a template that contains the navigation structure to link to standards that you want to use as the framework for this portfolio. Use the template to create the following pages:
  - Create a Cover Page for your portfolio
  - Create a Table of Contents for the Portfolio with hyperlinks to each page
  - Create a page to write an introduction, which is your overall reflection on the portfolio.
  - Create a page for each standard. Under each standard, include three paragraphs and headers: Evidence, Reflection, Direction or Future Learning Goals
- Identify the artifacts from your list of artifacts
- Write Reflections and Future Learning Goals for each standard
- Create Hyperlinks to Artifacts
- Apply creative touches with graphics and text layout options
- Upload all files to your web server

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**This one-page summary provides a quick guide to the process. A comprehensive handbook with more detailed instructions and videos is available on CD-ROM.*

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