

# Present Electronic Portfolios using PowerPoint or Keynote

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

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

Write brief reflection on each document **OR** include a database that contains a list of your artifacts and your reflections.

**Create the Reflective Portfolio in PowerPoint or Keynote**

- Open a new document and select the **View Menu -> Online Layout**
- Create the Cover Slide for your portfolio
- Insert the Standards/Outcomes/Goals to be used in your reflections (one per slide)
- On each standard slide, include three headers and paragraphs: Reflection, Evidence, Future Learning Goals. Write Reflections on each standard, identify evidence to support your reflections, and formulate future learning goals  
**NOTE:** Written reflections are best completed in word processing documents because the size of a slide will limit the length of the reflection.
- If reflections or artifacts are in audio or video format, then link the multimedia files to the appropriate slides.
- Use the Outlining capabilities of the software to create headings which show in the Outline View (left window), becoming "bookmarks" for navigation
- Create a Table of Contents and links to each section (only in PowerPoint at this time)
- Create hyperlinks to artifacts (can only be followed in Slide Show mode)  
– this function is not available in the first release of Keynote.
- Right after the Table of Contents, write an introduction to the reader, which is your overall reflection on the portfolio.

**Conversion:** When completed, this document can be converted into either HTML or PDF, but the hyperlinks may need to be re-created in the new format. After conversion, the document can be further edited with the appropriate software tools (Adobe Acrobat or a web page editor).

**Slide shows created with either program can also be converted into QuickTime movies.**