

TIMELY TIPS

Curriculum

Portfolio Building 101

**Please note that this project will take more than 1 class period.*

OBJECTIVE

Students will compile a professional portfolio showcasing their contributions to the yearbook, reflecting on their growth, skills and teamwork throughout the year.

MATERIALS NEEDED

- Devices with internet access
- Google Slides, Canva, Adobe Express or other digital publishing tools
- Access to yearbook spreads and individual work
- Portfolio rubric

PART 1

INTRODUCTION (10 MINUTES)

Discussion Starter: What are the most important parts of your work from this year? What are you proud of? What shows how much you've grown? This can be a class starter activity where students reflect and share with the class.

Discuss the purpose of a portfolio:

- Showcasing work for college/internship/career opportunities
- Reflecting on personal growth and skills
- Demonstrating creativity, leadership and teamwork

PART 2

WALKTHROUGH (15 MINUTES)

Introduce the structure of the portfolio. Suggested sections:

- Cover Page – Name, role, year
- Table of Contents
- Personal Introduction/Reflection
- Design Work – Spreads, business ads, senior tributes, assignments, social posts and/or marketing flyers/posters - include screenshots, links or PDF pages
- Photography Samples – Before/after edits, caption writing
- Written Work – Stories, captions, interviews
- Team Contributions – Collaboration, leadership, challenges faced
- Reflection on Growth – What they learned, proud moments, favorite memories
- Future Goals – How this class influenced their path or skills they'll take with them

PART 3

WORK TIME (UP TO A FULL WEEK OF CLASS)

Students begin assembling their portfolios using their chosen digital platform. The teacher circulates to provide feedback and check progress using the rubric as a guide.

PART 4

PEER REVIEW & WRAP-UP

Students pair up and review each other's portfolios using a checklist or rubric.

PART 5

FINAL TOUCHES

Students revise their portfolios based on feedback and submit.

PORTFOLIO BUILDING 101

| CATEGORY | 4 – EXEMPLARY | 3 – PROFICIENT | 2 – DEVELOPING | 1 – BEGINNING |
|---------------------------------|---|--|---|--|
| PORTFOLIO ORGANIZATION | Clear, logical layout with all sections included; easy to navigate | Mostly clear structure; minor missing elements or slight confusion in navigation | Some structure is present, but sections are disorganized or hard to follow | Little to no organization; missing major sections or difficult to understand |
| WORK SAMPLES | Includes a wide variety of high-quality work (spreads, photos, writing); showcases the best contributions | Includes several solid examples of work; may be missing one type of contribution | Includes limited work samples; not all contributions are clearly shown | Very few or no samples included; minimal effort shown |
| REFLECTION & INSIGHT | Deep, thoughtful reflection on growth, challenges and achievements | Adequate reflection touches on growth and challenges with some insight | Basic reflection; lacks detail or depth | Little to no reflection; vague or missing entirely |
| VISUAL DESIGN | Clean, creative and visually appealing; strong use of layout, font and color | Generally appealing; good use of design elements with minor flaws | Basic design; some visual elements used but inconsistently or ineffectively | Poor or no design elements used; distracting or hard to read |
| PROFESSIONALISM | Portfolio reads as polished and professional; would impress an audience or potential employer | Mostly professional; minor grammar or formatting issues | Some professionalism, but noticeable errors or inconsistencies | Lacks professionalism; many grammatical issues or careless formatting |
| TEAM CONTRIBUTIONS | Clearly explains the student's role in group efforts and leadership; shows collaboration | Describes contributions to the team; mentions collaboration | Vaguely describes role; limited mention of teamwork | Teamwork section missing or unclear |
| CREATIVITY/VOICE | Portfolio reflects a unique personality and creativity while staying focused | Some personality and creativity are evident; mostly focused | Limited personal voice or originality | Lacks creativity or individual voice |

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