Portfolio Component (If a component is omitted, it receives a rating of 0)	Rating Scale				Weight	Points Earned Rating X Weight
	Level 1 "Unacceptable" Level of Performance	Level 2 "Unacceptable" Has Major Problems	Level 3 "Acceptable" Needs Some Refinement	Level 4 "Target"		
TEXT Use of Wording	Use of text is careless and wordy	Use of text is careless or wordy	Careful and succinct wording is mostly present	Careful and succinct wording is used throughout the portfolio	12	
Interest and Information	Text is neither interesting nor informative	Text is either interesting or informative, but not both	Text is mostly interesting and informative	Text is both interesting and informative	12	
PHOTOS Scanned Pictures	Pictures are scanned incorrectly and do not have a finished appearance	Occasional scanning flaws are found throughout the portfolio	Proper scanning for the most part, but needs to be refined	Pictures are scanned carefully and have a finished appearance	12	
Chosen Photo Material	Pictures give an inadequate representation of the theme or message	Several pictures do not capture the essence of the theme or message	Most pictures appropriately represent the theme or message	Pictures were chosen wisely to accurately represent theme	12	
SOUNDS Voice Considerations	Voice recording is neither clear nor appealing	Voice recording needs to be more clear and/or more appealing	Voice recording has no mor than one minor flaw	Voice recording is perfectly clear and appealing	6	
Music Considerations	Music is not appropriate for the theme and is not recorded properly	Music is either inappropriate or the recording levels need adjustment	Music is appropriate, but minor adjustments in recording needed	Music is appropriate for the theme and blends well with voice	6	
CONTENT Spelling	Portfolio contains more than three spelling errors	Portfolio contains two or three spelling errors	Portfolio contains one spelling error	Correct spelling was used throughout the portfolio	5	
Punctuation	Improper use of punctuation is found throughout the portfolio	Several punctuation errors are found in the portfolio	One punctuation error was found in the portfolio	Correct punctuation was found throughout the portfolio	5	
Capitalization	Rules for capitalization were not followed	Several capitalization errors are present in the portfolio	One minor flaw is found in the rules of capitalization	Correct capitalization was used throughout the portfolio	5	
Wording	Wording makes no sense to the reader	Wording makes little sense to the reader	Wording makes sense to the reader with some need for clarification	Wording makes sense and is perfectly clear to the reader	5	
Information Presentation	Information is boring and does not grab the viewer's attention	Information is not appropriate for the goals of the portfolio	Catchy information mostly captures the viewer's attention	Catchy information completely captures the viewer's attention	5	
PRESENTATION MECHANICS Directions	Instructions for portfolio development were not followed	Instructions for portfolio development were loosely followed	Instructions for portfolio development were mostly followed	Instructions for portfolio development were clearly followed	5	
Text	Text size is unreadable	Text size is difficult to read	Minor adjustments in text size are needed	Text is correct size and is easily readable	5	
Colors	Colors clash making it difficult to view	Major changes are needed in the color scheme	Colors contrast with each other with minor adjustments needed	Contrasting colors give high contrast	5	
Parts	The parts of the portfolio are not pertinent to the stated goal	Two or more sections of the portfolio need major revisions	Most parts of the portfolio are essential to the stated goal	All parts of the portfolio are essential to the stated goal	5	
Hyperlinks	Hyperlinks are not used in the portfolio	Hyperlinks are used incorrectly in the portfolio	Hyperlinks work effectively but need a minor adjustment	All pages are hyperlinked correctly and easy to access	5	
Animation	Animation gets in the way of the message throughout the portfolio	Animation and the message clash in several areas	Animation and message generally work together	Animation and message work well together to reach the stated goal	5	
Introduction	Introduction does not exist	Introduction is unclear and lacks purpose	Introduction gives a clear picture of the student or the purpose	Introduction gives a clear picture of the student and the purpose	5	
Résumé	Résumé is not complete and/or contains several errors	Résumé is mostly complete and contains two errors	Résumé is mostly complete and/or contains only one error	Résumé is complete and contains no errors	5	
ARTIFACTS Competencies	Uses at least four of the SED competencies in the portfolio	Uses at least five of the SED competencies in the portfolio	Uses at least six of the SED competencies in the portfolio	Uses all seven of the SED competencies in the portfolio	5	
Artifacts	At least one artifact for each competency was included in the portfolio	At least two one artifacts for each competency are included	At least three artifacts for each competency are included	At least four artifact for each competency are included	20	
TOTALS					150	

Reflective Coaching Form

Coach's Name _____

1.   What is the goal of your electronic portfolio?

Calculate the grade on your Digital Portfolio from your average rating on the previous page:
3.80 - 4.00 = A   3.40 - 3.79 = B   3.00 - 3.39 = C   0.00 - 2.99 = Redo

2.   Describe the contents of your digital portfolio. (Why did you choose the artifacts, pictures, music, sound, graphics, etc. that are included in the portfolio?)

3.   What are the strong elements of your digital portfolio?

4.   What are the weak elements of your digital portfolio?

5.   What would you do differently if you were to start all over again?

The Digital Portfolio Evaluation for

Name _____ Date _____

Artifacts Used:

_____

Digital Portfolio Description

Instructions: Describe your Digital Portfolio by checking the appropriate boxes below.

School of Education Competencies

Indicate which of the following competencies you included in your portfolio. List the specific artifacts you used for each.

❏   **World View**

        Artifacts Used:

❏   **Human Growth and Change**

        Artifacts Used:

❏   **Groups, Leadership, and Change**

        Artifacts Used:

❏   **Communication and Technology**

        Artifacts Used:

❏   **Research and Evaluation**

        Artifacts Used:

❏   **Personal and Professional Growth**

        Artifacts Used:

❏   **Teacher Education Specific**