**DIGITAL PORTFOLIO FORMAT *by Yan Yulius***

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| **Format** | **Description** | **Opportunity** | **Threat** | **Preparation** |
| Digital file folder and template | This format can be done just by setting a folder dedicated only for putting all the portfolio files. The portfolio folder can be made in students’ folder in the server, which then can be divided to sort the files based on categories like work samples, reflection page, assesment and also some evidences. At the end of the school year, students can burn the files onto a CD. | * Simple and easy to create
* Able to contains all kinds of files
 | * Each files need specific software to create and to process
* Too many folders to access
 | Teachers set up the folder with some sub folder (work samples, assessment, Math, UOI, Bahasa, Specialist, etc) based on Portfolio agreement.Students simply just fill in the files into the agreed folders.*ICT area: Windows explorer, Operating system, folders, word doc, multimedia, ppt, publishers, PDF, copy and paste, wordprocesing, digital imaging*. |
| Customized Portfolio Software | Teachers and students will use some text processing software which are available at school such as: MS word, MS Powerpoints, Adobe acrobat reader, MS Frontpage, MS Publishers, etc to build the portfolio | * Simple
* Easy to use
* Familiar software
* Accessible
* Consistent
 | * Lack of ICT skills
* Longer time to teach skills
* Broken files
 | Teachers choose appropriate sofware for students.Teachers may create template for lower grade students.Students consistently use that file to build the portfolio and insert all media (video, pictures, etc) and links to some files to support the portfolio. *ICT area: Typing skills, word processing, digital imaging, multimedia processing, design, word doc, multimedia, ppt, publishers,hyperlinks, pages,* |
| Specific Porfolio Maker Software  | There is some software specifically designed for teachers and students to build portfolio. The software usually have already provided template where students can easily putting up some text, uploading pictures, or any other media. Some software such as Folio maker, Class Mon, etc | * Easy to use
* Saving time
* Few ICT skills involved
 | * Avaibility/ Purchase the product
* Some training, trial process
* Not Compatible
 | Schools buy the most appropriate software teachers will then use it and teach it to students. Students can prepared the text and access it independently. *ICT area: typing, digital imaging, upload and download, insert processing.* |
| Web-based Portfolio | As web technology have been develop rapidly, now Web 2.0. Technology gives school pratisioner more chances to build web based portfolio. Some websites specifically design for class management and portfolio (moodle.com, rcampus.com) but teachers can also customized blog or other interactive website to create portfolio (very good example is Think.com) | * Efficient
* Flexible
* Free access
* Prvided template
* Wide ranging audience
* Rapid feedback
 | * Privacy
* Nethiquete
* Lack of Ict skills
* Depend on internet connection
 | Teachers: choose the website (think.com), teach students and familiarize the program to students, teach some area of ICT. Students then can access it independently anywhere and anytime.*ICT skills: Typing skills, understanding of multimedia, Internet connection, text processing, nethiquet and, privacy, hyperlink, upload and download, user management,etc* |