

Video Conference

This document is intended as a source of information to assist parent/guardians who elect to hold a portfolio review by video conference. The purpose of a portfolio review is to ensure that the homeschooled student receives regular, thorough instruction in English/language arts, mathematics, science, social studies, art, music, physical education, and health.

Overview

This format is a scheduled meeting between the parent/guardian and the portfolio reviewer to discuss the home instruction program while sharing the student's work. This format is appropriate for anyone, regardless of whether your home instruction program is comprised of a variety of resources or solely an online program. Conference will last approximately 20 to 30 minutes per student and will be scheduled at mutually agreeable dates and times between the parent and reviewer. At the conclusion of the meeting, the reviewer will complete the *Portfolio Review Form* and email it to the parent.

Technology Information and Tips

- ❖ Google Meet is the preferred conferencing tool as the reviewer conducts this meeting through his/her BCPS laptop.
- ❖ Google Meet can be accessed free of charge from smart phones, tablets, and computers. For information on using Google Meet, click here: [Google Meet](#).
- ❖ Parents can scan and save students' work samples and then "share" the screen using Google Meet. This is the most effective way for parents and reviewers to view the work simultaneously.
- ❖ Most smart phones have pre-installed scanners that can be used to easily scan work samples.
- ❖ After scanning work samples, label, and organize into subject-specific files/folders for quick access during the meeting.

Special Considerations for Online Programs

- ❖ Prior to the conference, be sure to access the available grade reports provided by the online school/program. This information can be emailed to the reviewer as a PDF attachment or can be shared during the conference.
- ❖ During the conference, parents can "share" the screen to show the electronic report, students' assignments, and any individualized teacher-feedback provided by some online schools/programs.
- ❖ Time4Learning reports are available on the Parent Dashboard in your account. Using the Summary Reports option, save the reports by subject so that the documentation is sorted properly for the review. When selecting report options, please be sure that the reviewer will be able to see graded activities, quiz grades, and test grades. T4L has customer service available to assist parents with the reports, if needed.

Checklist for Video Conference

- ✓ Select work samples that show regular, thorough instruction for English/language arts, math, science, social studies, health, and art. Consider including work samples that reflect a progression of student learning throughout the course of the instructional timeframe.
 - First Semester Reviews - include work samples from the start of the school year (or the effective date, if starting later) to the date of the portfolio review.
 - Second Semester Reviews - include samples starting after the last portfolio review (or the effective date, if starting later) to the date of the portfolio review.
 - Dates are not required on work samples; however, the dates help to show the regularity of the work.
 - Photographs of artwork/projects are sufficient documentation for art
- ✓ Determine how best to document music and physical education. Some examples include completing a log or calendar, sharing photos or video, sharing certificates of program completion or awards.
- ✓ Consider completing the *Portfolio Preparation Form* or create your own written overview to share with the reviewer. While optional, many parents feel that the form helps them to organize the materials for the review and assists them in efficiently and effectively communicating the details of their home instruction programs to the reviewer.
- ✓ Ensure that documentation is provided for all 8 required subjects or provide an explanation for the lack of documentation (For example: *Health was documented at the first semester portfolio review. Religious exemption for music; Phys. Ed. was completed in 9th grade and student is in 10th grade.*)
- ✓ Organize all portfolio materials so that everything is easily accessible during the meeting.
- ✓ Ensure that your technology is ready before the conference starts.