

## Electronic Portfolio Stored on Google Drive or One Drive

*This document is intended as a source of information to assist parent/guardians who elect to submit documentation for a portfolio review by uploading student work into Google Drive or One Drive. The purpose of a portfolio review is to ensure that the homeschooled student is receiving regular, thorough instruction in English/language arts, mathematics, science, social studies, art, music, physical education, and health.*

### Overview

This option allows parents to scan work samples into a file for each subject and share the work for the reviewer to examine. There is no need for a conference, unless requested by the parent. Reviewers have access to One Drive and Google Drive, so the parent may choose his/her preferred platform. Once the reviewer looks at the work, a *Portfolio Review Form* will be completed and emailed to the parent.

### Technology Information

- ❖ A parent can scan and upload work into one of these drives by using a smart phone and downloading the apps free of charge.
- ❖ While we are not able to provide technology tutorials, many digital resources are provided by Microsoft and Google to assist you.
- ❖ When scanning work, please ensure that the document is clear so the reviewer can see the content of each page.
- ❖ When you scan and upload work samples to one of these drives, you are saving into an electronic cloud. When you share this file with the reviewer, he/she is able to view it on a computer, but it is not saved on the reviewer's computer. You own this file and it can only be shared by you.

### Checklist for Submitting an Electronic Portfolio via Google Drive or One Drive

- ✓ Determine which platform you prefer, Google Drive or Microsoft One Drive.
- ✓ For each child to be reviewed, upload work samples into separate folders for each subject for each child.
- ✓ Ensure that each folder is clearly labelled.
- ✓ Ensure that documentation is provided for all 8 required subjects or 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 9<sup>th</sup> grade and student is in 10<sup>th</sup> grade.*)
- ✓ If you plan to include the optional, but helpful *Portfolio Preparation Form*, please be sure that it is clearly labelled and contains information that you wish to communicate to the reviewer. If you want to hold a phone conference or video conference with the reviewer, please let him or her know. However, a conference should not be necessary unless the reviewer has questions about portfolio.