



A ten step guide for effective development of e-portfolios in your school

The following 10 steps are based on Nick Rate's suggested process for developing an e-portfolio implementation.

1. **Research to understand the pedagogy behind the approach:** Read the literature, talk to the experts, look at a range of examples, and discuss widely with practitioners who use them.
2. **Define your purpose for using e-portfolios:** Think about who the audience will be, what are the benefits, and how do these align with the broader vision and beliefs of the school?
3. **Consult and seek input from all stakeholders:** Include students, teachers, school leadership, curriculum leaders and Heads of Departments, parents, the Board of Trustees, and related providers. In this way you will shape the beliefs of your school community in a way that best suits the needs of your students.
4. **Develop a framework:** This will form an ongoing process for e-portfolio construction, reinforce the purpose and beliefs and ensure that the approach is aligned to a pedagogical approach. This will also be the step where the relationship to formal processes such as reporting, appraisals, etc are also considered.
5. **Define the criteria:** Clarify the capability your school requires in the e-portfolio tool.
6. **Choose the tool:** There are many options available so choosing the best option for your needs will be important.
7. **Educate all those involved in the process:** Ensure students, parents, teachers and mentors all understand the pedagogy, how to give effective feedback, set goals, reflect and self-assess, as well as the necessary technical know-hows.
8. **Implement:** Get your e-portfolios up-and-running and integrated effectively into the teaching and learning programmes.
9. **Update:** Ensure consideration is given to digital literacy, Internet use policies, and user-agreements. This also includes establishing reporting and assessment guidelines and procedures together with appraisal and teacher registration processes.
10. **Review:** Assess what you have done, the progress you have made, the key lessons learnt, and the next-steps in the process. Note: this is not the last thing you do, but is woven throughout all phases of development.

Need assistance?

**Need assistance in developing an e-portfolio strategy
and implementation in your school?**

Contact us and discuss how we can help

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