

SY21 Procedures for Electronic Submission

Read all instructions before beginning the submission of your electronic portfolio.

ortiono Review Submission Requirements:
☐ A separate electronic portfolio submission must be made for each student in a family.
☐ Work samples should demonstrate the student has received regular, thorough instruction from
September-December.
☐ It is suggested work samples cover the following timeframes:
☐ Winter Review Work Samples : September-December
☐ Spring Review Work Samples: January- April

COMAR defines Educational Materials as: Relevant materials, such as instructional materials, reading materials, and examples of the child's writings, worksheets, workbooks, creative materials and tests. **Sample Educational Materials**

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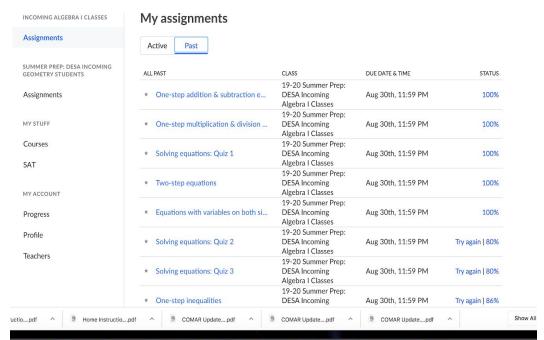
Online programs (Must provide list of skills, dates and grades):

Include a skill report showing all skills covered for the semester

Example of Skill Report #1:

- Identifying the stages of plot development when writing
- Researching and writing multi-page reports
- O Dividing whole numbers, with and without remainders
- Adding, subtracting and multiplying fractions
- Early American history
- o How living organisms work

Example of Skill Report #2:



- Include time spent during each session (if available)
- Include Grade Report

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Creating Folders- Preparing Documents

SCANNER OPTION: Use this option if you have a scanner available such as **Evernote Scannable** (free mobile device scanning app)

- 1. Gather all of the work samples for the semester
- 2. Separate all work by subject
- 3. Scan and save the documents in your Google Drive (Sample of Scanned Documents)
- 4. Create a Google Folder for each subject (English/Reading, Mathematics, Science, Social Studies, Art, Health, Physical Education, Music)
- 5. Drag and drop or upload the documents to be reviewed into the Google folder you just created (directions)

Camera Option: Use this option if you do not have a scanner available.

- 1. Gather all of the work samples for the semester
- 2. Separate all work by subject
- 3. Lay the work samples side by side for subject #1 (English)
- 4. Take a clear picture of the work samples
- 5. Sent the picture to your email address
- 6. Save the picture to your Google Drive
- 7. Create a Folder for each subject (English/Reading, Mathematics, Science, Social Studies, Art, Health, Physical Education, Music)
- 8. Drag and drop or upload the documents to be reviewed into the Google folder you just created (directions)

Hyperlinking

Preparing the submission document

- 1. Create a Google Document
- 2. Title the Google Document (Student Last Name, First Name and Date of Birth)
- 3. List each subject (<u>How to Create a Google Document Video</u>)
- 4. Add each folder and hyperlink each subject title to the corresponding folder

Completing the Google Form:

Upload Documents

- 5. Open the Google Form (Click <u>here</u> to watch a short video)
 - Click here to locate the form on our website. Scroll down to Digital Upload Form.
- 6. Complete the Student Information Section
- 7. Click Add File
- 8. Link the Google Document file you created with the work folders attached
- 9. Enter the name of all curriculum programs used for the semester

Example~ Houghton Mifflin-4, Spectrum-4, Phonics-4, Educational Field Trips

- 10. Complete the Parent Information Section
- 11. Click Submit