



SY21
Procedures for Electronic Submission

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

Portfolio 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](#)



- Include a skill report showing all skills covered for the semester

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

INCOMING ALGEBRA I CLASSES

Assignments

SUMMER PREP: DESA INCOMING GEOMETRY STUDENTS

Assignments

MY STUFF

Courses

SAT

MY ACCOUNT

Progress

Profile

Teachers

My assignments

Active

Past

ALL PAST	CLASS	DUE DATE & TIME	STATUS
* One-step addition & subtraction e...	19-20 Summer Prep: DESA Incoming Algebra I Classes	Aug 30th, 11:59 PM	100%
* One-step multiplication & division ...	19-20 Summer Prep: DESA Incoming Algebra I Classes	Aug 30th, 11:59 PM	100%
* Solving equations: Quiz 1	19-20 Summer Prep: DESA Incoming Algebra I Classes	Aug 30th, 11:59 PM	100%
* Two-step equations	19-20 Summer Prep: DESA Incoming Algebra I Classes	Aug 30th, 11:59 PM	100%
* Equations with variables on both si...	19-20 Summer Prep: DESA Incoming Algebra I Classes	Aug 30th, 11:59 PM	100%
* Solving equations: Quiz 2	19-20 Summer Prep: DESA Incoming Algebra I Classes	Aug 30th, 11:59 PM	Try again 80%
* Solving equations: Quiz 3	19-20 Summer Prep: DESA Incoming Algebra I Classes	Aug 30th, 11:59 PM	Try again 80%
* One-step inequalities	19-20 Summer Prep: DESA Incoming	Aug 30th, 11:59 PM	Try again 86%

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Home Instructio....pdf

COMAR Update....pdf

COMAR Update....pdf

COMAR Update....pdf

Show All

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



SY21

Procedures for Electronic Submission

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 ([How to Create a Google Document Video](#))
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 here to watch a short video](#))
 - o [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