A black background with a black square

Description automatically generated with medium confidenceStudent Portfolio Planning and Review Checklist

**Planner and Checklist**



**What to do:** Use these ideas to plan for incorporating portfolios into an activity or project. Students can use the planner on the second and third pages, and staff can use the checklist on the last page to provide feedback on the student portfolios.

**Why it matters:** Student portfolios enable students to demonstrate their learning, creations, and growth over time. Portfolios help students assess their own progress, reflect on what they’ve learned, and show family members and others what they’ve accomplished.

## Ideas for Portfolio Containers

Portfolios may be kept in a folder, box, or large envelope marked with:

* Student’s name
* Title or purpose of project or collection
* Date started and completed

## Ideas for Portfolio Content

The portfolio content should demonstrate learning based on goals and objectives. Items to include may be selected by the student, or by the student and staff. Here are some items a STEAM portfolio might include:

* Activity log that shows the number of activities completed
* Project write-ups or demonstrations
* Field trip descriptions
* Journals, reviews, reports
* Photographs, artwork, sketches
* Screenshots or printouts
* Learning contracts and evaluations
* Other items selected or created by the student

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# Portfolio Planner

## Portfolio Plan

Name:

Date started: Completion date:

Title:

Project, topic, subject, or focus area:

1. What is the purpose of my portfolio?

I want to show that I learned/worked on/went to/tried/did/made \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hope people who look at my portfolio will

1. What will I include?

Required items (list): Target date



Other items (optional):

6. How will I evaluate my portfolio? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. How will my teacher evaluate it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Considerations for Deciding What to Include

Before including an item, ask:

Does this fit with the purpose?

Should it be attached to another item (to show before/after or draft/finished)?

Does it demonstrate what it needs to?

Do I already have something that shows this?

Do I need to label the piece or write an explanation of why it’s included?

## Self-Assessment Before Final Submission

1. Before submitting the portfolio, check:

* Are all required materials there? Yes No
* Do they show what they are supposed to show? Yes No
* Are they well organized and neatly presented? Yes No
* Can they be easily understood? Yes No
* Is there anything I want or need to add? (Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Yes No

1. Does my portfolio show that I achieved the objectives or purpose? Yes No
2. How would I rate the contents of my portfolio?

* Excellent
* Very good
* Good
* Fair
* Weak

1. What are two important things I’ve learned?

# Portfolio Review Checklist

Review date:

Reviewed by:

Portfolio owner:

Portfolio subject area or focus:

Does the portfolio include required selections and materials?

Required item (list) Included Missing



Were the objectives met?

| **Objective**  (learning, skill, product, experience, time, other) | **Objective Met?**  (yes, no, partly) | **Demonstrated by** | **Not Demonstrated, Need to See More** |
| --- | --- | --- | --- |
|  |  |  |  |
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Comments:

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