

Exercises

Exercise 1 — INVENTORY, LEARNING JOURNAL

A portfolio is a collection of work that clearly illustrates effort, progress, and achievement of knowledge and skills. A portfolio can take the form a three-ring binder or similar container, or it can be stored in digital format. Samples of work included in portfolios are often called *artifacts*. A complete portfolio will also include written reflections about each artifact. Create a portfolio using artifacts created from the Exercises in this text. The portfolio should contain:

- an inventory of the works produced
 - artifacts
 - a learning journal, which documents the skills acquired as a result of working through this text and reflects on each artifact
- a) Open INVENTORY, which is a Word data file for this text. Replace Name with your name in the footer. Print a copy and place the hard copy at the front of the portfolio. Each time an artifact is added to the portfolio, it should be documented on the inventory sheet.
 - b) As assignments are completed, select artifacts for the portfolio. The artifacts selected for the portfolio should be “polished copies.” This may require making edits to work that has already been assessed. Select artifacts that illustrate a range of skills and knowledge learned.
 - c) Each time an artifact is selected, open LEARNING JOURNAL, which is a Word data file for this text, and make an entry in the learning journal to document and reflect on the skills acquired as a result of completing the artifact. In the footer, replace Name with your name. When the portfolio is complete, place a copy of LEARNING JOURNAL after the artifacts.
 - d) Once a portfolio has enough content to use, it should be assembled and updated frequently.