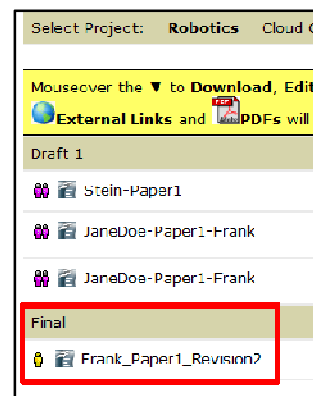


Emma for Faculty Lesson 5: Portfolios

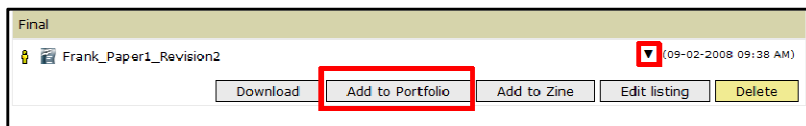
The primary reason that <emma> was chosen as a tool in our Humanities courses is the ease of creating and maintaining electronic portfolios of student work.

Students: Adding an Essay to a Portfolio

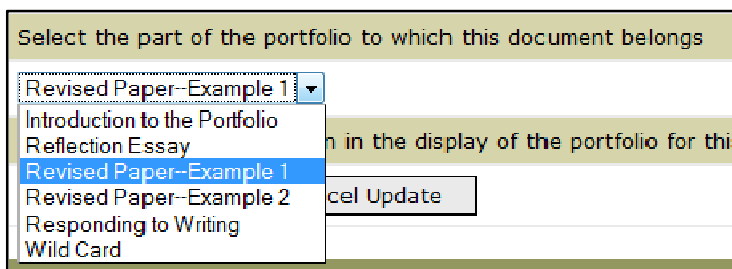
Suppose that Frank Stein has revised one of his papers and uploaded it to <emma> as the final form of Paper 1.



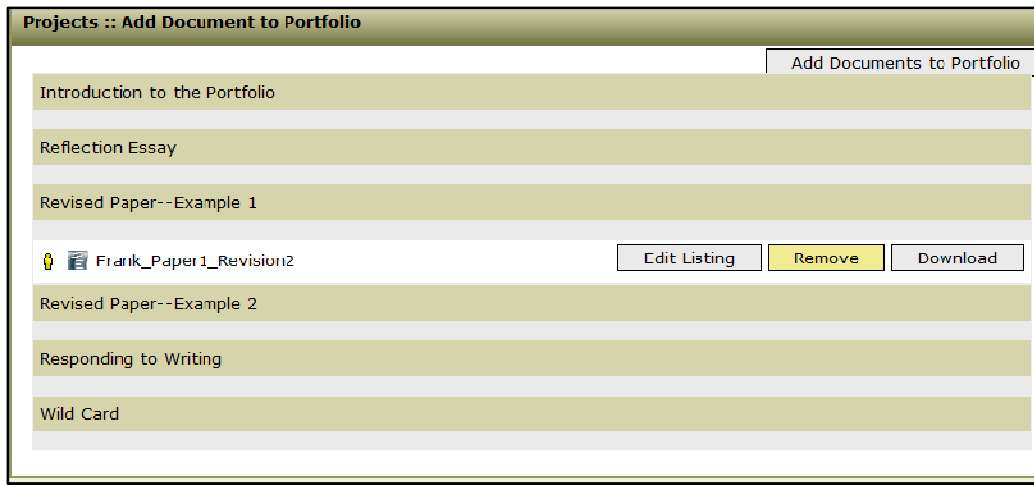
Frank thinks the paper is a good one and wishes to add it to his portfolio. He moves the cursor over the small inverted triangle to the right of the paper's name and clicks on **Add to Portfolio**.



He is asked to select the part of the portfolio to which the document belongs. He chooses **Revised Paper - Example 1** and then clicks on the **Update** button.

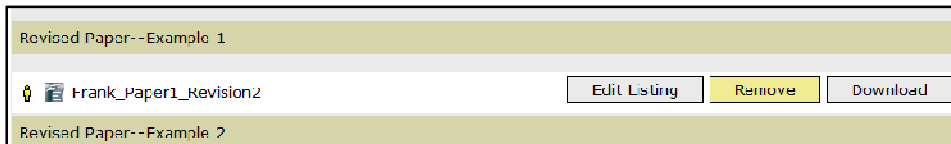


The essay now is included in his portfolio.



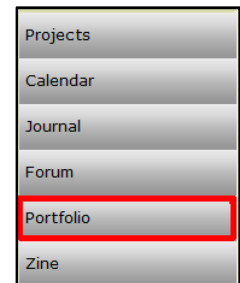
Students: Removing an Essay from a Portfolio

Later, if Frank decides that another essay is better than the first, he can remove the first paper from the portfolio. Click on the **Remove** button.

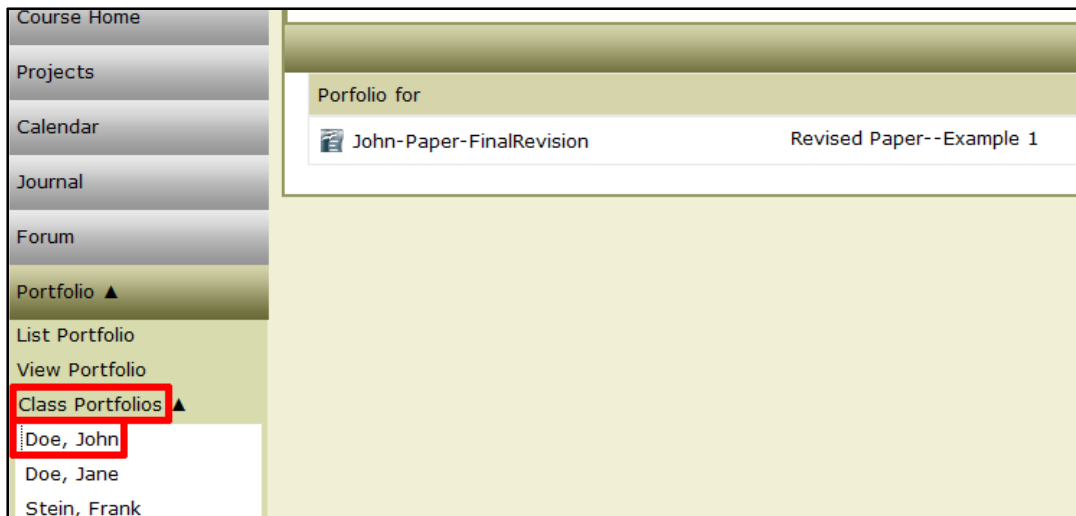


Faculty: Viewing Class Portfolios

To view a list of class portfolios, select the **Portfolio** button for the class.



Click on **Class Portfolio** to display the list of students in your class. If you click on a student's name, you will see their contribution to their portfolio.



You can click on the name of a paper to read it on the screen or **Download** to download it to Open Office.