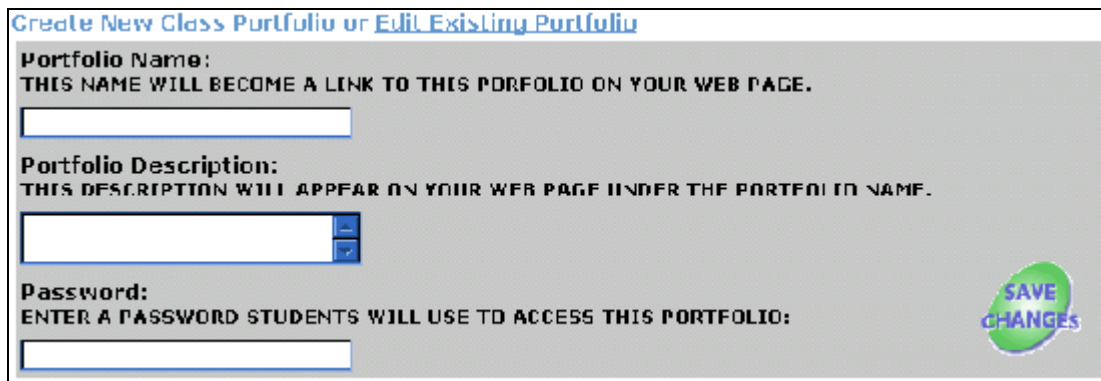


Teacher Directions for Creating Student Portfolio

1. Access the following web site to log in to your Teacher Page.
<http://www.forsyth.k12.ga.us/schools/edit/>
You may also go to **Research>Teacher Web Page Editor** in the Program List. **Type in your user name and password.**
2. Click on the **Student Spotlight** link when your page launches
3. The first screen will prompt you to either **Create a New Portfolio** or **Edit a Portfolio**.



Create New Class Portfolio or [Edit Existing Portfolio](#)

Portfolio Name:
THIS NAME WILL BECOME A LINK TO THIS PORTFOLIO ON YOUR WEB PAGE.

Portfolio Description:
THIS DESCRIPTION WILL APPEAR ON YOUR WEB PAGE UNDER THE PORTFOLIO NAME.

Password:
ENTER A PASSWORD STUDENTS WILL USE TO ACCESS THIS PORTFOLIO:


SAVE CHANGES

4. To set up the portfolio, type a **title**, a **description** and a **password** (something the students can remember-perhaps relate it to the topic).
IMPORTANT: All passwords in the database MUST be unique. If you receive an error message at this step, try a different password.
5. Once you have input this info, click on **SAVE CHANGES**.
6. You are now ready to input the students who will use this portfolio.
7. Click on **Edit Existing Portfolios** – click on the **Title** of the portfolio you just created.
8. Now click on **Add/Remove Students**



9. You will input the **student number** of each student you want included in the portfolio and click **add**.

NOTE: IF YOU DELETE A STUDENT FROM THE LIST BELOW AFTER THEY'VE BEGUN WORK ON THEIR ASSIGNMENT, YOU WILL ALSO DELETE ANY WORK THE STUDENT HAS COMPLETED.













Add students:	Students in this class:
ENTER STUDENT ID: <input type="text"/> <input type="button" value="add"/>	(-) Amendola, Garrett (31047) 

* *work approved*
! *work pending*
(-) *no work done*

10. If, for some reason, after you type in the number and it's the wrong student, just click on the name and click on the red X to delete it.
If you delete the student's name after they begin the assignment, their work for the current portfolio will also be deleted.
11. Once you have all the names added, the students will be ready to log in and begin writing.

If you are unable to add a students name after one try, please do not add again. Inform your ITS so they can have the Webmaster add the student to the database.

Student Spotlight Tips:

-  If students do copy and paste from Word, please make sure they understand that it's too difficult to read fancy fonts on the web.
-  When writing in Word first, have students use about a 10 or 12 pt. font.
-  Using the horizontal line is a good way to separate writing samples.
-  Add images from Kid Pix, Graph Club or Inspiration
-  Add digital snapshots to the writing portfolios.
-  Use a variety of writing assignments for your students' showcase.
-  The spotlight can be cross curricular.
-  Inform parents with your weekly newsletter.
-  Inform parents about updates to the spotlight on your welcome page and use a picture or graphic that would go with your writing.
-  Inform other classes on your grade level about your student's writing for them to read.
-  Inform your ITS so they can share your work with others!
-  Be creative!

Student Spotlight can be used a variety ways with different children. Variety adds interest for the readers as well as the writers.