



DIGITAL PORTFOLIO TUTORIAL

Digital Portfolio Application

Tutorial, Tips & Tricks



WELCOME

Congratulations! You've chosen to participate in Disney's Planet Challenge (DPC). The DPC was designed to provide a comprehensive, educational, and creative way raise student awareness of environmental issues.

We are really looking forward to helping you create a digital portfolio. It's fun, easy, and environmentally conscious too (no paper!). With a digital portfolio, you can do everything you would do with a hard copy, like adding original photos and text, plus extra features, like linking to websites and including videos on your portfolio pages. And whether you choose to submit a hard copy portfolio or a digital one, the judging process is the same.

As you and your class begin to create your portfolio, it's important to remember that, as the teacher, you are responsible for compiling the students' work and submitting it to the competition. This process includes ensuring that the profile information is accurate and that the Cover Sheet and Student and Teacher Reflections have been completed. Our judges evaluate every project primarily based on the work done by the students. With this fact in mind, please be aware that although you control access to the digital portfolio application, your students can and should be responsible for creating and completing the portfolio pages themselves, with proper supervision.

HOW TO USE THIS TUTORIAL

This tutorial will guide you through all the basic features of the application. We've also included Tips and Tricks throughout to help your class use the application more efficiently. And don't be afraid to experiment – your students may discover a tip or a trick even we didn't know about!

We recommend you review the entire tutorial before you introduce it to your class. You may want to create a few practice pages on your own in order to become more familiar with the application and its features. If you have any questions, please contact the DPC team at 1-877-235-1399 or email us at http://disney.go.com/planet_challenge/contact_us.html. We would also love to hear from you via email about the tips and tricks your class has discovered, with your permission to add them in future versions of the tutorial.

Turn the page to get started. Ready! Get set! Go Disney!

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BEFORE YOU START YOUR DIGITAL PORTFOLIO

PLANNING YOUR PROJECT

Creation of a digital portfolio is the final step of Disney's Planet Challenge. Your portfolio should be an informative and creative way to illustrate the actions your class took to address an environmental issue in your community. By the time you are ready to create your portfolio, your students should have a greater understanding of environmental issues, have met a wide range of state standards, and feel more confident in their ability to solve problems and make decisions.

Before you begin your portfolio, you should have completed most of the tasks listed in the Project Checklist, below. For a more detailed explanation of how to complete your project, please refer to the Disney Planet Challenge Handbook. You can download a copy at http://disney.go.com/planetchallenge/tools_resources.html.

Project Checklist

1. Determined the objectives of your project.
2. Developed an action plan and timeline.
3. Utilized tools and resources (library, internet, interviews, field trips, etc.) to plan and conduct the project.
4. Formed student action committees such as publicity, funding, research, history, materials, and artwork.
5. Determined the specific science content to be understood by the students.
6. Completed the Activity Record Logs.
7. Conducted pre- and post-project observations.
8. Recorded Student Reflections throughout the project.
9. Kept the school and community informed of your progress.
10. Gathered and recorded all your project data.
11. Created materials to illustrate and support your data (charts, graphs, tables pictures, video, surveys, interviews, etc.).

12. Observed and recorded measurable changes from the beginning to the end of the project.
13. Conducted experiments.
14. Completed all steps to evaluate the project.

PREPARING YOUR CONTENT

Once you have completed your project research and implementation, you are ready to create your portfolio. Please refer to the portfolio guidelines on pages 26-27 of the DPC handbook. For examples of past portfolios, please visit http://disney.go.com/planetchallenge/tools_resources.html.

To ensure your portfolio creation goes as smoothly as possible, you should take steps to prepare your content, as listed in the Content Checklist, below.

Content Checklist

1. Written your Teacher Reflection page.
2. Completed and collected student Reflection pages.
3. Collected photos, articles, and student communications to include in portfolio.
4. Explained the scoring rubric to your students.
5. Chosen a variety of artifacts and student pages from the DPC handbook to include in the portfolio.
6. Assigned different portfolio tasks to student groups.
7. Scanned in all the articles, photos and images you will use in the portfolio.
8. Made copies of every piece of documentation to be included in portfolio.

To help you prepare your content for the Cover Sheet, Teacher Reflection, and Student Reflection, you may download worksheets from the DPC handbook for you and your class to fill out as practice. The questions on these worksheets are identical to the questions in the digital portfolio pages.

CREATE YOUR PORTFOLIO

Whether you are beginning a new portfolio or to continuing to work on your existing one, click the Launch Digital Portfolio button on the Teacher Admin page after you have logged in at www.dpcproject.com. You will be linked to the digital portfolio application.



Fig. 1

The Digital Portfolio application allows you to create portfolio pages with text, images, backgrounds, and video. You can preview your portfolio as you work, and you will be able to modify it at any time before you submit it to the judges.

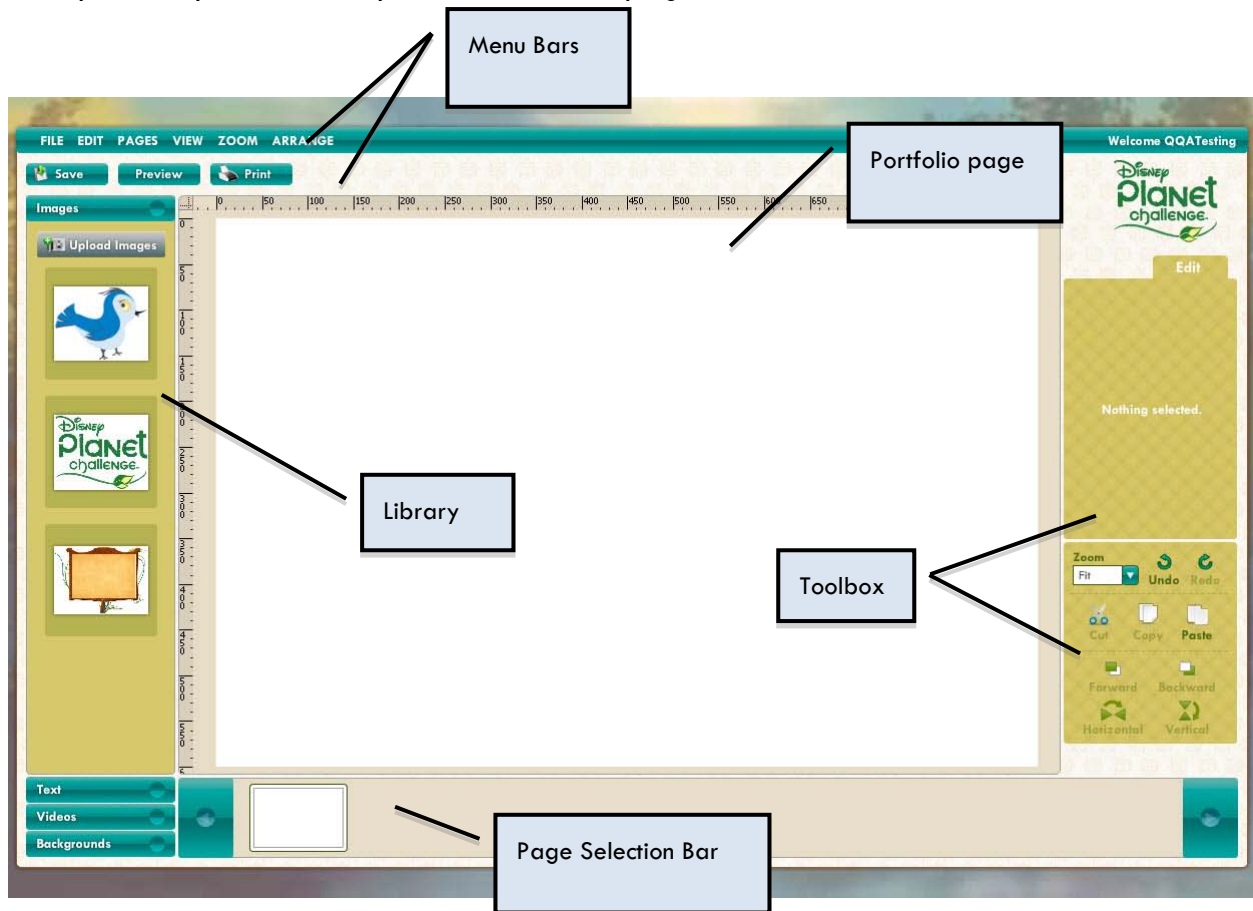


Fig. 2

Figure 2 shows a default portfolio page. On the left of the screen are buttons to add images, backgrounds, text and video.

The white center area shows your portfolio page in progress.

The top of the screen contains pull down menus with tools to create your portfolio (some of which are repeated in the Toolboxes) as well as the Save, Print, and Preview buttons.

On the far right there is a toolbox that allows you to customize the current portfolio page. This toolbox changes depending on whether you are working with images, text, or video.

Throughout the tutorial, you'll see **TIPS** and **TRICKS** that will help you use the application more efficiently.

ADD IMAGES

To add an image to your portfolio page, click on the “Images” button shown below.



Fig. 3

The Images Library will expand and display the “Upload Images” button.



Fig. 4

The digital portfolio application allows you to upload your own images from your computer. These can include photos, artwork, charts, reports, and any other graphics created during your project.

To upload an image from your desktop, click the “Upload Images” button (Fig. 4) at the top of the tab. A dialog box will open, allowing you to search your computer to find your desired image file.

When you have selected your image, it will appear as a thumbnail in the Image Library.



Fig. 5

TIP: To remove a custom image from the Image Library, just click on the garbage can icon on the bottom right corner of the thumbnail. If you need to retrieve it, repeat the upload process and select the image again.

IMPORTANT: Remember to hit “Save” after you have uploaded new images or videos to your asset libraries. If you upload files to your portfolio but do not save, you will have to upload the assets again the next time you launch your application.

To insert the image into the portfolio area, simply drag and drop it in.

TIP: We have provided a few default images that you may use in your portfolio. Go ahead and try clicking and dragging one of them onto the blank page.

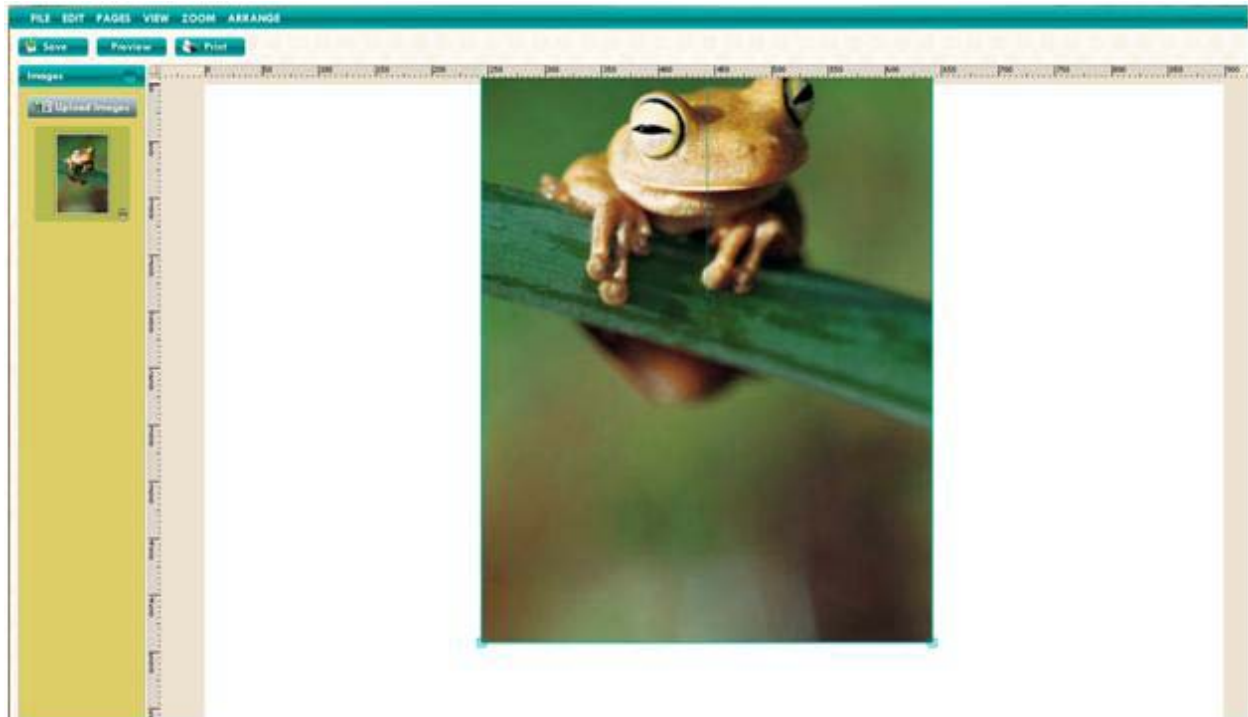


Fig. 6

Your image will appear on the portfolio page automatically selected, with a light border around the image, the corners of the image marked with small resizing squares, and a rotation circle at the top.

You can then adjust the size of your image by grabbing any corner of the image with your mouse and dragging to make it bigger or smaller.

To change the position of your image, click to select again and click and hold your mouse anywhere inside the image to drag it around the screen until you've placed it where you want it to be.

You can also change the rotation of the image by selecting it, grabbing the circle at the top of the image, and dragging it with your mouse.

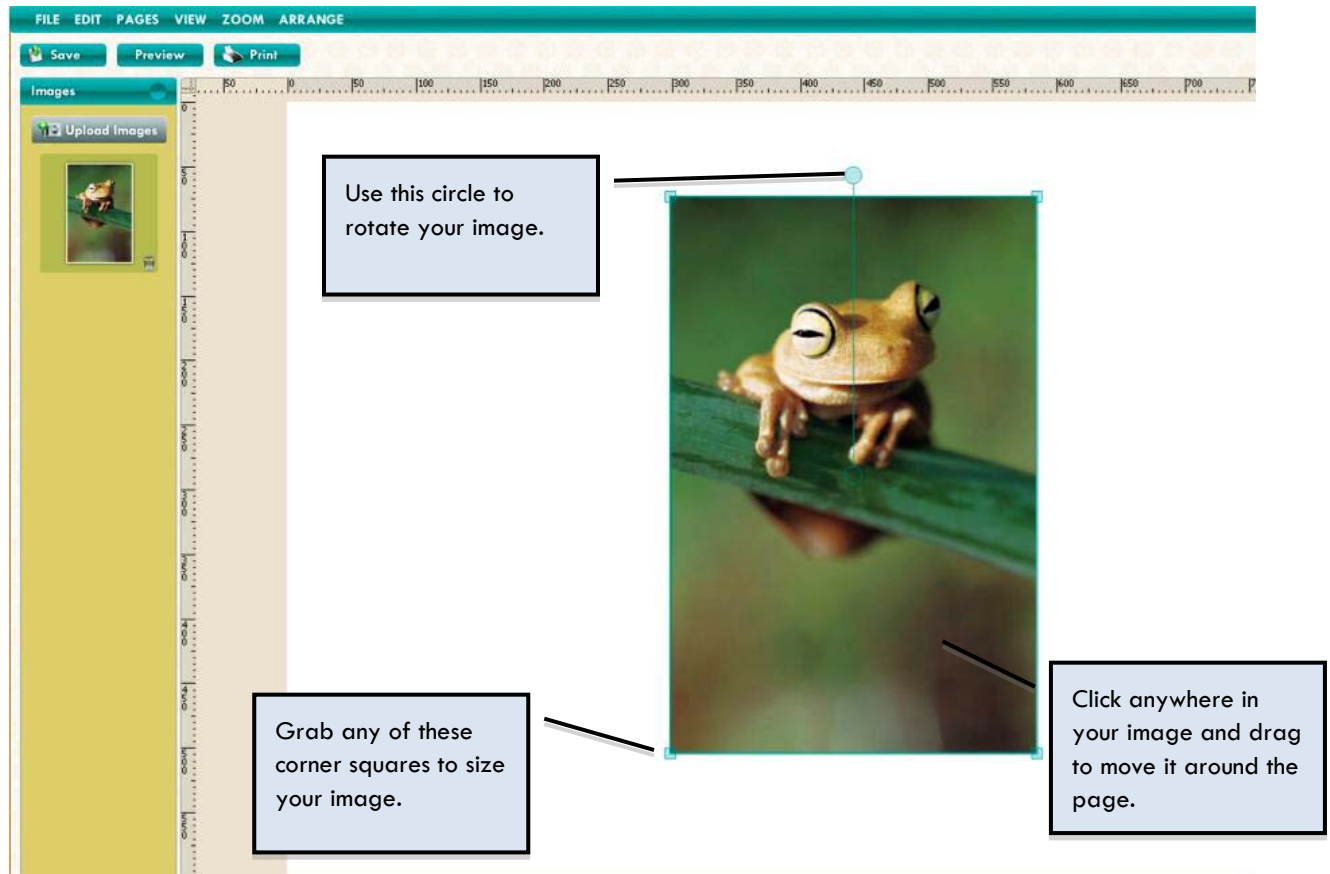


Fig. 7

Grids and Guides

In the design phase of your project, it's a good idea to use the Guides and Grid tools. These tools can help you make sure your images, textboxes and videos are perfectly aligned vertically or horizontally on each page.

To set a horizontal Guide, go to the horizontal ruler at the top of the page. Click and drag a horizontal Guide down onto the page. To set a vertical Guide, click on the vertical ruler and drag a guide out from it onto the page. Once you have set a Guide, you can reposition it by moving your mouse over it, then clicking and dragging to the desired location on the page (Fig. 8).

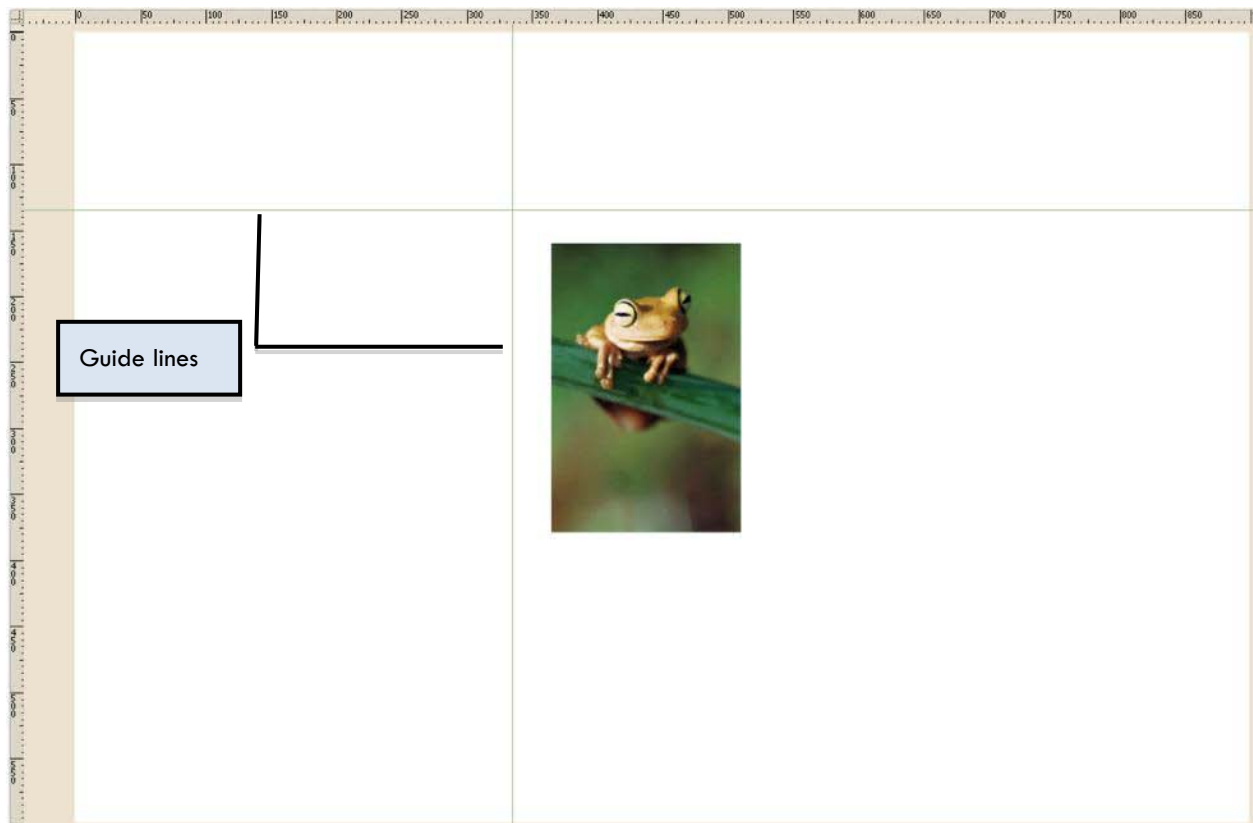


Fig. 8

You can “snap to,” or position the Guide lines flush against your image to ensure that it is perfectly straight and positioned exactly where you want it to be on your portfolio page.

To add additional Guide lines, repeat the process above. To hide the Guides option, deselect the option from the “View” pull-down menu.

To remove a guide, drag it back to the ruler.

TIP: You do not have to choose Guides from the “View” pull-down menu in order to use the Guides, just to hide them.

To use the Grid tool, go to the “View” pull-down menu and click on Grid.

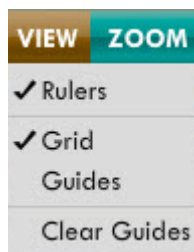


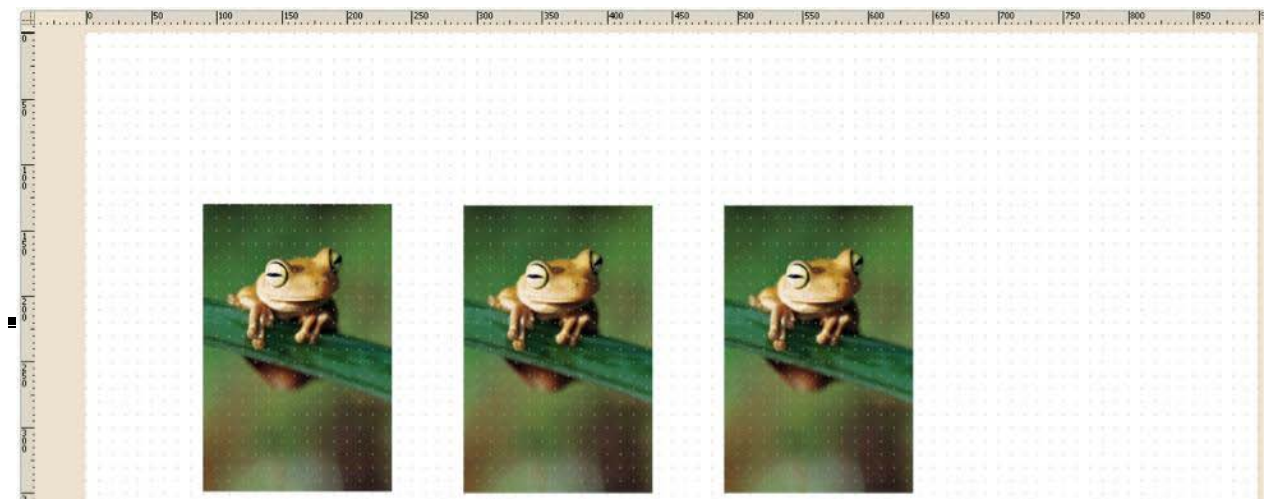
Fig. 9

The Grid will appear on your portfolio page. The Grid consists of tiny vertically and horizontally aligned dots.



Fig. 10

You can use the Grid to line up your images or to position them at regularly spaced intervals (Fig. 11).



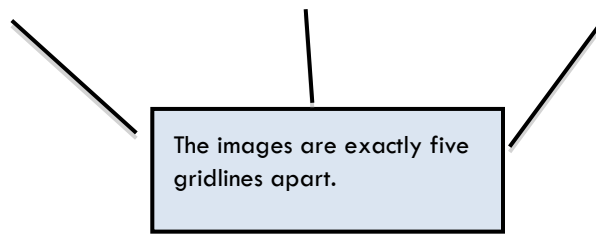


Fig. 11

You may use either the Guides or the Grids at any time as you create your portfolio, but you may not use both at the same time. To toggle between them, use the “View” pull-down menu to select and deselect the choices as you go.

Once you have adjusted your image’s size, placement, and rotation use the Image Toolbox in the right-hand column for additional customization.

TRICK: If you are pasting an image from one page to another and want it to be identical in size and placement, choose “Paste in Place” from the “Edit” pull-down menu at the top of the page when pasting the image on the new page.

Image Toolbox

These are the tools you'll need to edit your images. The tools in this area will change depending on whether you are working on images, text, video, or backgrounds.

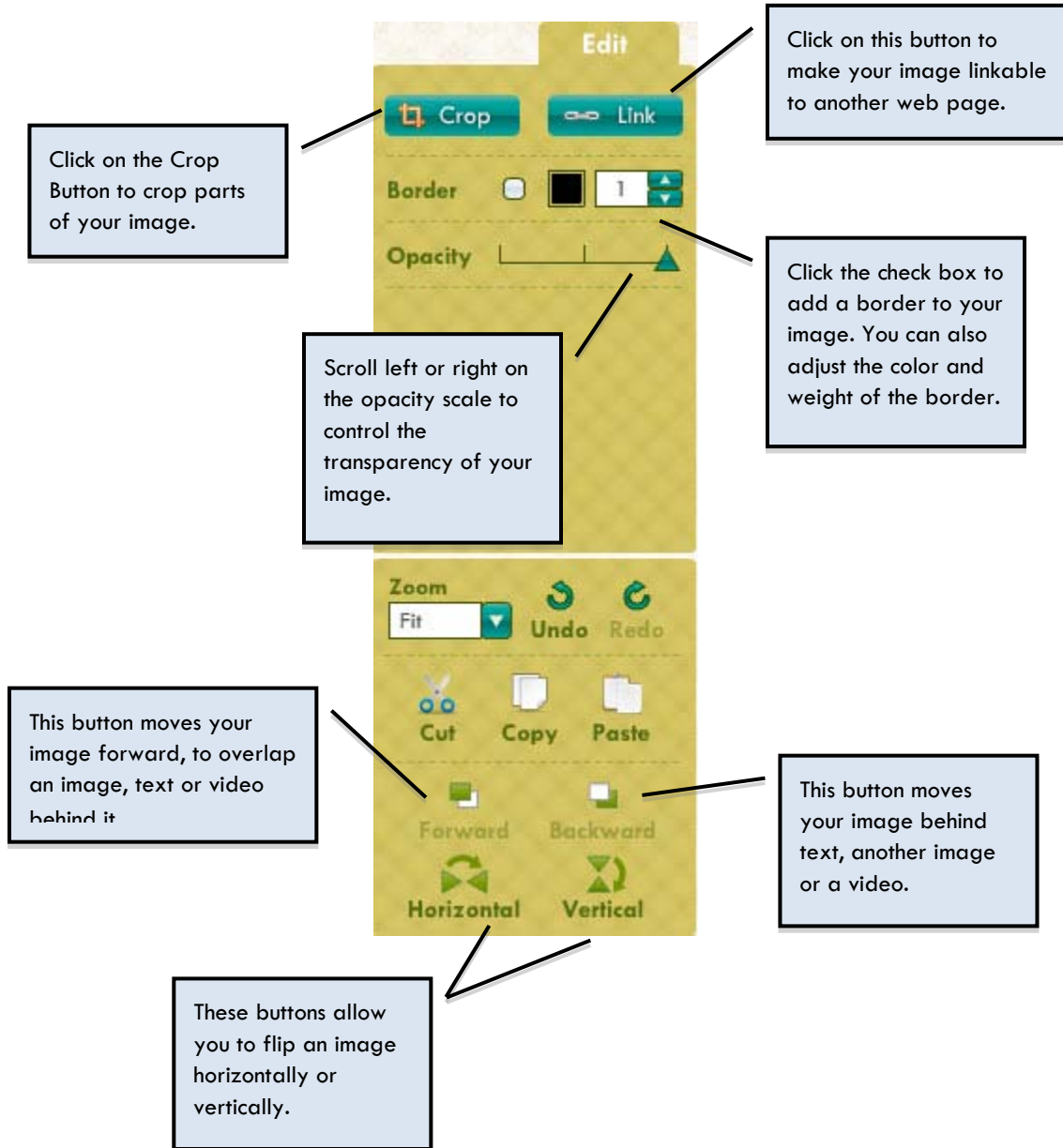


Fig. 12

ADD TEXT

Click on the “Text” button to add text to your portfolio page.



Fig. 13

The Text Library will expand, which contains the text box icon.



Fig. 14

Drag and drop the thumbnail into the portfolio page. You will see a text box with sample copy (Fig. 15).

Double click on the text box to delete, change, and add your own text. Once you have entered in your text, click outside the area to set the copy changes. Click on the text area one more time to select the whole text box.

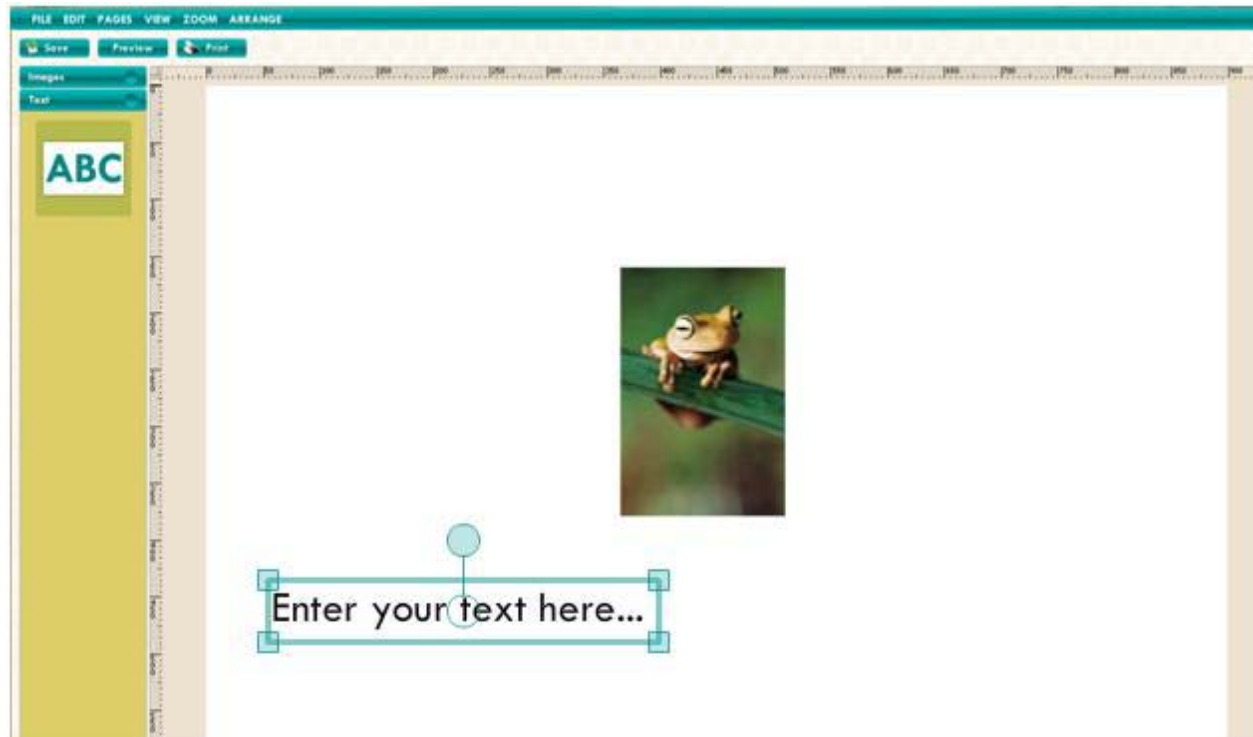


Fig. 15

You can also drag, rotate, and change the size of your text, similar to the way you edited your images.

The existing text box icon is the only asset in the Text Library. As you add additional text to your page, you will not see additional asset thumbnails in the library. To save any text you have added to the page during your session, remember to hit "Save." To ensure that you keep all the text you have added for the next time you login, remember to save your portfolio changes often.

To make more changes to your text, use the Text Toolbox on the right of your screen (Fig. 16).

Text Toolbox

These are the tools you'll need to edit your text. The tools in this area will change depending on the design element you are working on: images, text, video, or backgrounds.

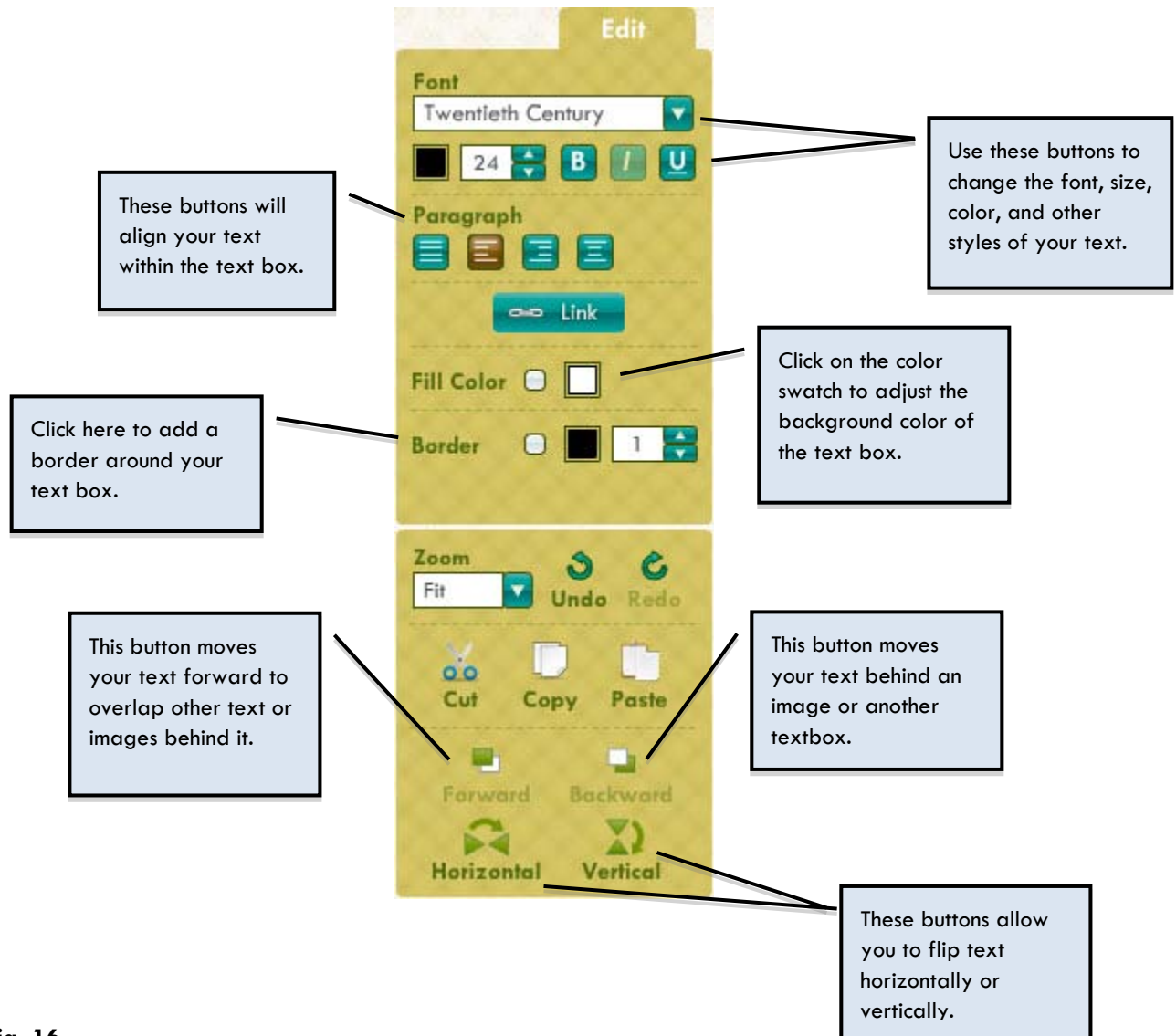


Fig. 16

For more instruction about adding a fill color, border, or changing font color, please see pages 19-24.

Fill Colors

If you want to add a fill color to your textbox, click on the “Fill Color” color swatch in the Text Toolbox.

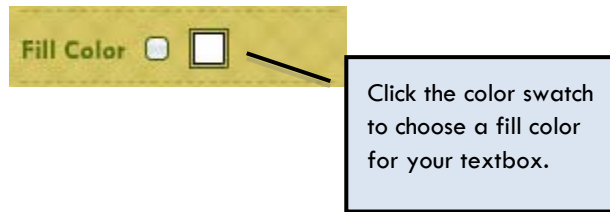


Fig. 17

A window will open that you can use it to choose a fill color for your textbox (Fig. 18).

Scroll up or down on the spectrum on the right to choose a color palette. Next, drag your mouse around the color square to choose the brightness and saturation within the color you have chosen. The corresponding color in the “new” box on the upper right will change as your mouse moves. When you have decided on a color, click on the color swatch squares below to save it. You will notice at the top that you have two colors – one is the current background color of your textbox, and the other is the color you have just chosen.

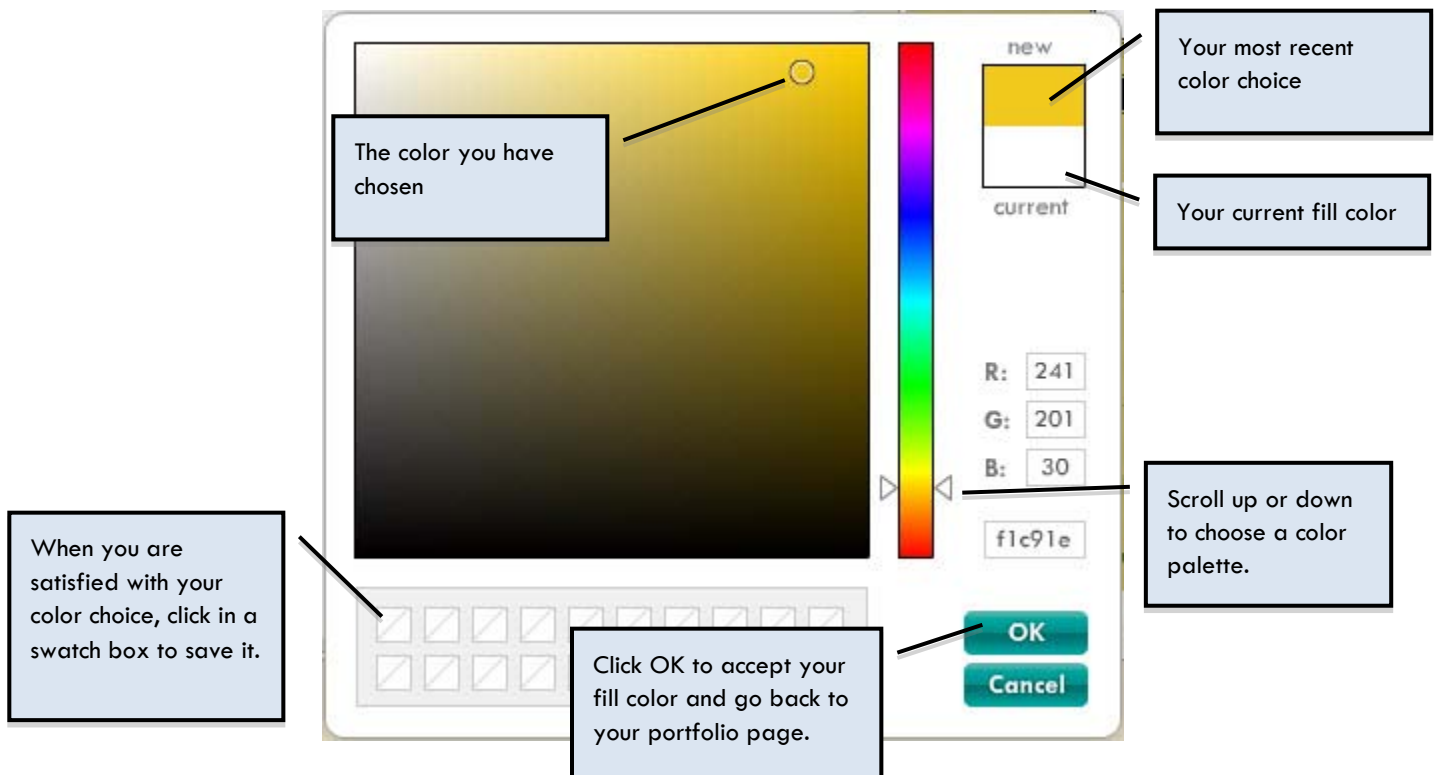


Fig. 18

Next time you click on the fill color button, the color(s) you have saved will be included in the swatch box(es).

When you return to the Text Toolbox, you will see that the “fill color” swatch is now the color you’ve chosen. To fill the background of your textbox, click on the checkbox.

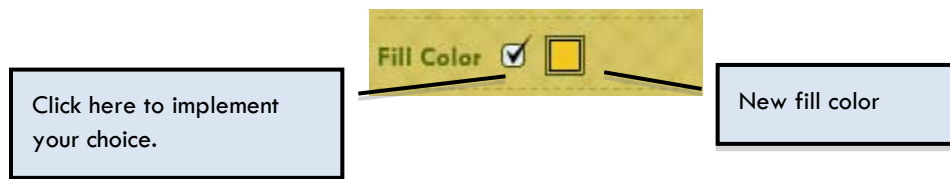


Fig. 19

Borders

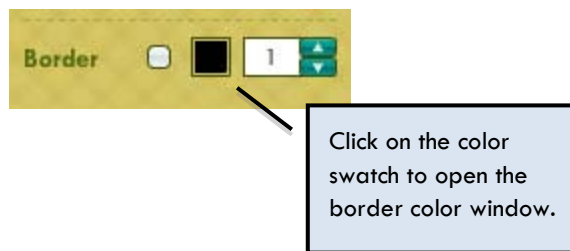


Fig. 20

The process of choosing a border color is identical to that of choosing a fill color.

When you return to the Text Toolbox, you will see that the border color swatch is now the color you’ve chosen. To create the border, click on the checkbox.

Font Color

The process of choosing a font color is identical to that of fill and border colors.

When you return to the Text Toolbox, you will see that the font color swatch is now the color you’ve chosen. Your font has also changed color.

After you've made your color choices, your page may now look something like this:

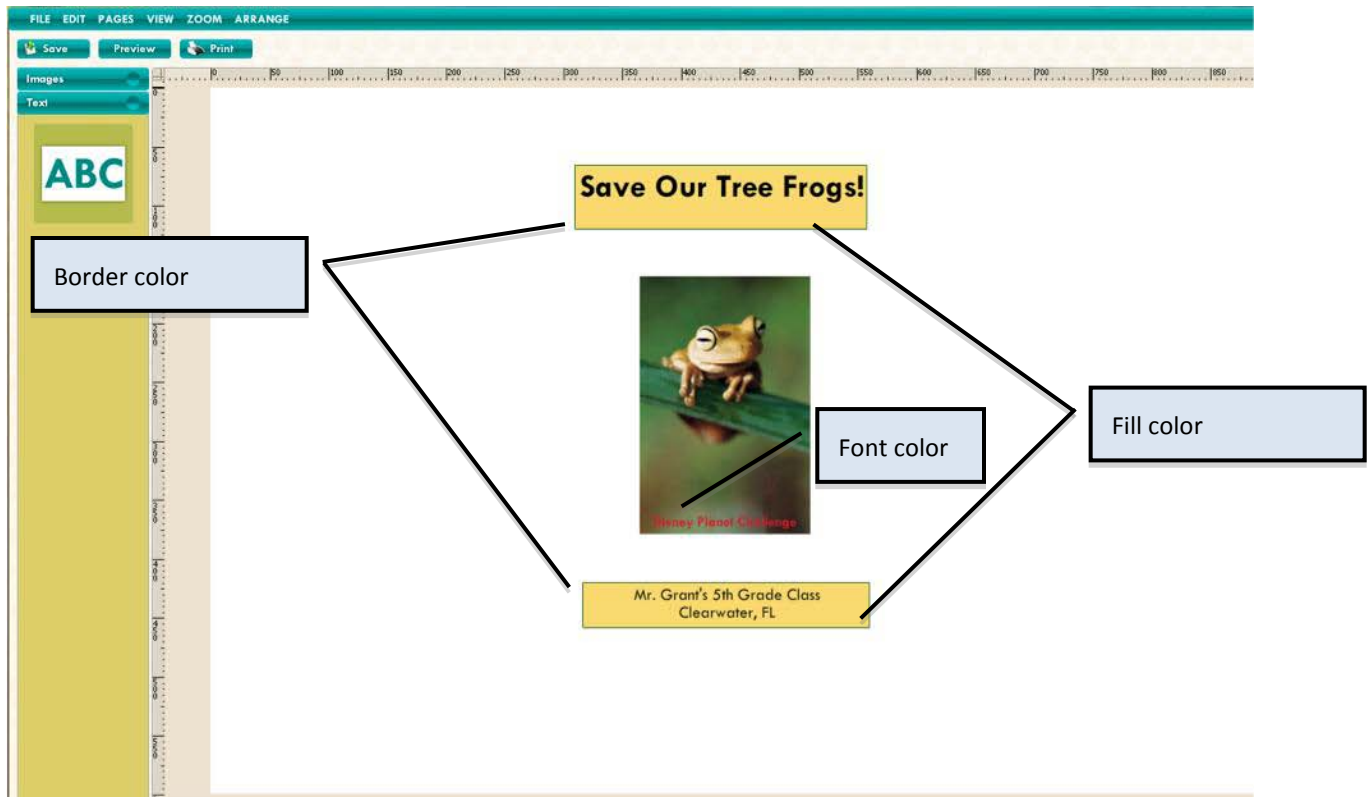


Fig. 21

TRICK: You can add a shadow effect to your text by selecting a text object, copying it and pasting it. Change the font color of this new text to black and move it one layer behind your first text, using the “Backward” button on your Text Toolbox. Adjust the angle of the shadow by moving the black text up, down, left or right.

ADD VIDEO

To add a video to your portfolio, click the “Video” button.



Fig. 22

The Video Library will open and display the “Upload Video” button.



Fig. 23

To add a video to your portfolio page, click the “Upload Video” button and browse through your files until you find your desired video.

IMPORTANT: Please only upload the following video formats:

- WMV
- MOV
- AVI

If your video does not have one of the extensions listed above, please do not attempt to load it onto your portfolio page.

Once you select your video, the loading process will begin. The film icon will tell you when the video is loading, processing, and ready to use (Fig. 24).

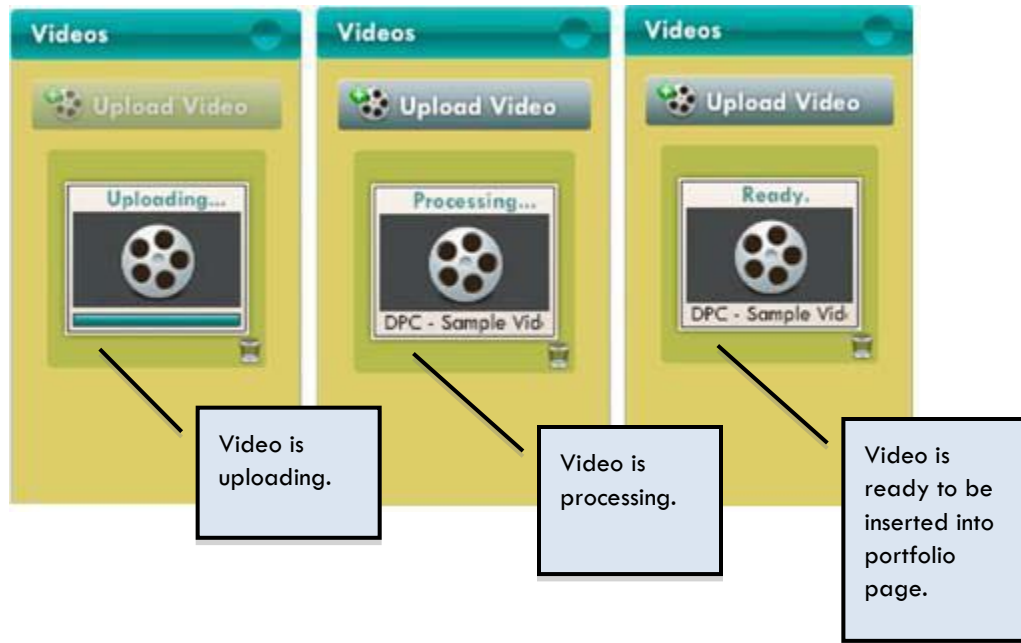


Fig. 24

IMPORTANT: The video upload process can take up to 30 minutes to complete. If you have a slower connection, the process may take longer.

If your video is not in the “Ready” state after two hours, please contact the DPC team for assistance.

As your video uploads, you will notice that the “Save” button has been disabled. You will not be able to save your portfolio until your video has completed uploading.

Once your video is ready, you can drag and drop it into the portfolio area just as you did with the images and text boxes. The video icon will appear as a black box with a red “X” in the middle (Fig. 25). This visual will change after you play your video the first time.

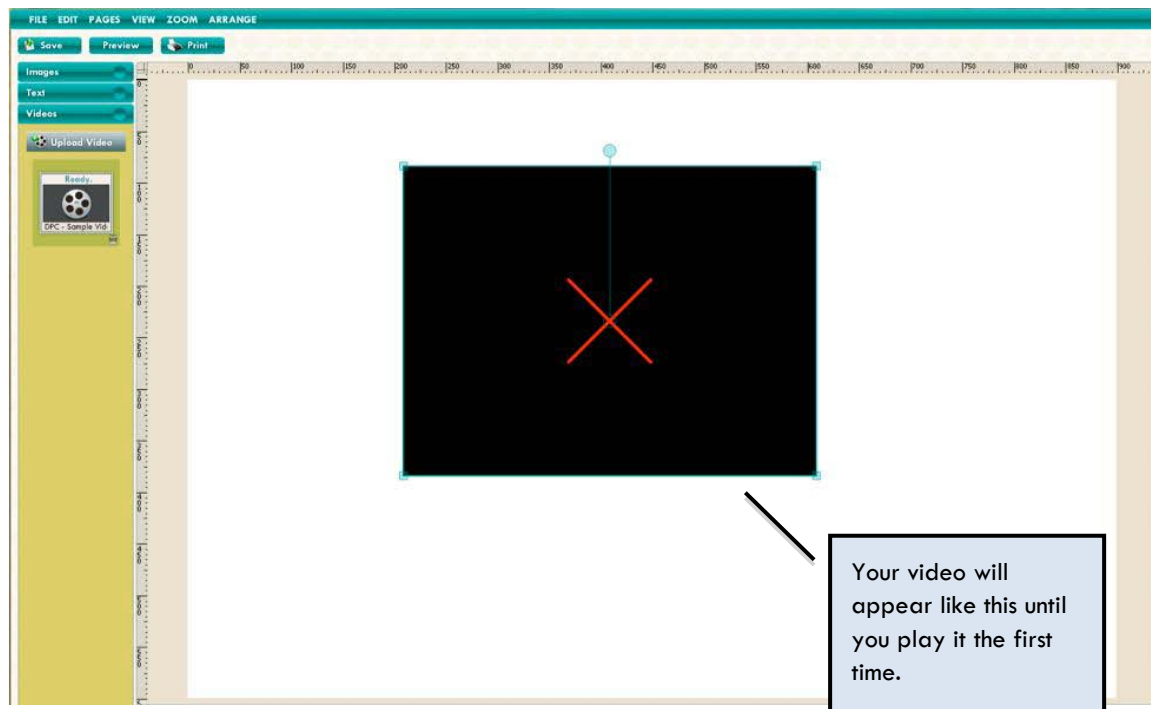


Fig. 25

You may also select your video to change its size, rotate it, or move it to a different position on the page.

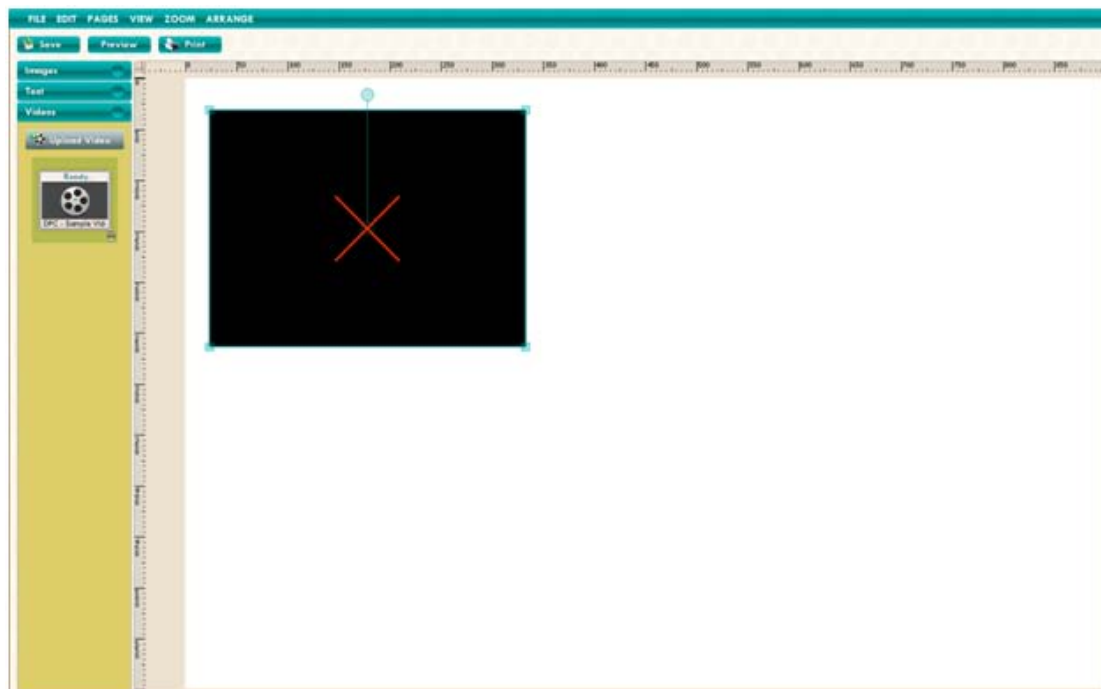


Fig. 26

To play, pause, or stop your video, use the controls in the video toolbox (Fig 27).

Video Toolbox

These are the tools you'll need to view your video. The tools in this area will change depending on the design element you are working on: images, text, video, or backgrounds.

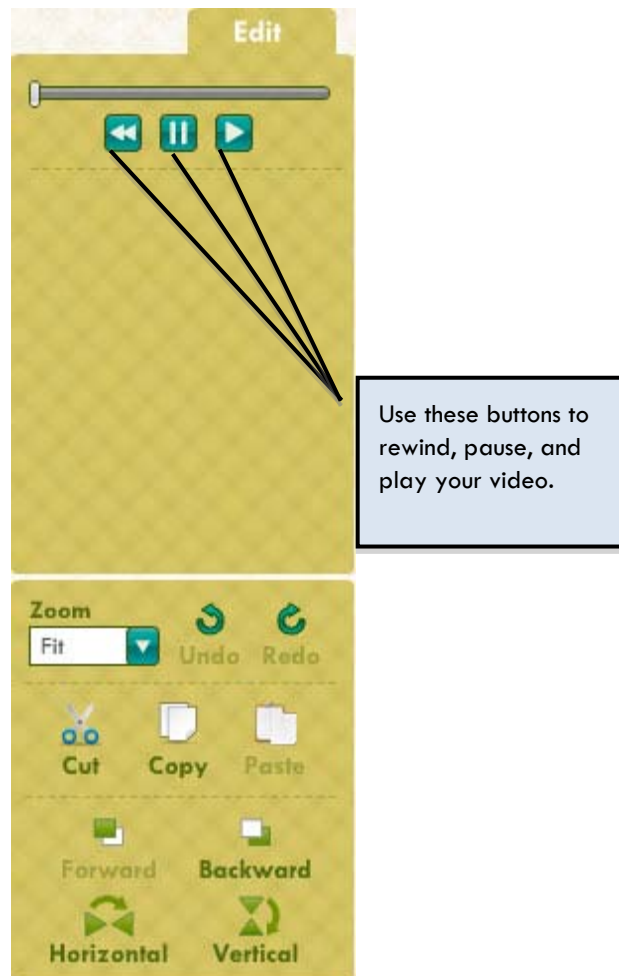


Fig. 27

You may insert images, textboxes, and backgrounds on video pages just as you have done on pages without videos. You may also copy and paste videos from one page to another.

IMPORTANT: You may only insert one video per portfolio page. If you drag and drop a second video, it will replace the first one you placed on the page. In addition, you may only drag and drop one video at a time.

You are permitted to include up to five minutes of total video time in your portfolio per DPC guidelines. You can use this time in any way that works best for your project – for example, one five-minute video or five one-minute videos.

ADD BACKGROUND

To add a background to your page, click on the “Backgrounds” button.



Fig. 28

The Background Library will open and display the “Upload Backgrounds” button.



Fig. 29

To add a background, click the “Upload Backgrounds” button and browse through your files until you find your desired background. Select it to add to the Background Library, then drag and drop it into your portfolio page (Fig. 30).

TIP: We have provided a few default images that you may use in your portfolio. Go ahead and try clicking and dragging one of them onto the blank page.

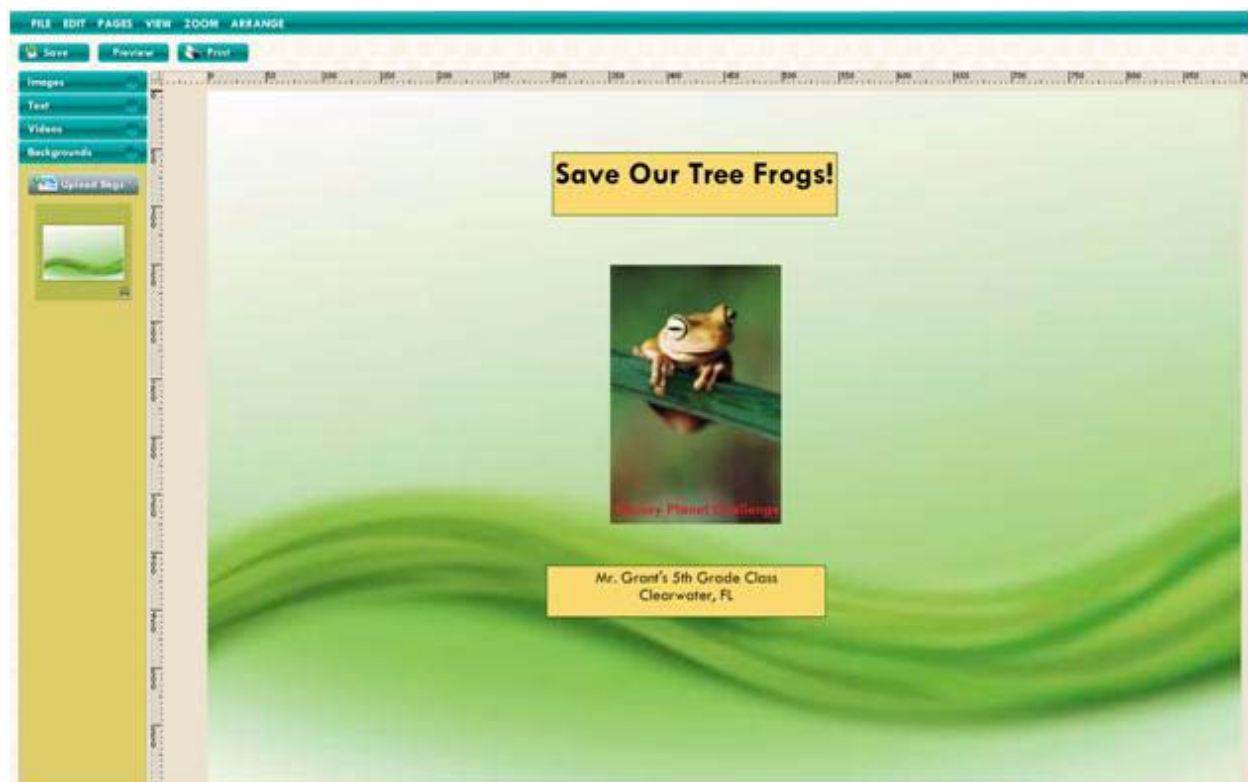


Fig. 30

You may not add more than one background to a page. If you choose a new background, it will replace the existing one.

TIP: To remove a custom background from the Background Library, just click on the garbage can icon on the bottom right corner of the thumbnail. If you need to retrieve it, repeat the upload process and select the background again.

TIP: You can find a variety of downloadable background designs at no cost on stock photo websites. Just make sure to download the background you select to your desktop before you upload it into your portfolio.

TRICK: To make modifications to a custom background, or to use an image or photo as a background, you may upload it under the image button. Once you have included the image in your Library, drag and drop it onto the page, then use the mouse to expand it to fit. Select the background image, then adjust the opacity of your image (found in the Image Toolbox) to fade it. If necessary, you can click “send to back” (also found in the Image Toolbox) in order to ensure your portfolio page content remains in the front and as the focus of the page.

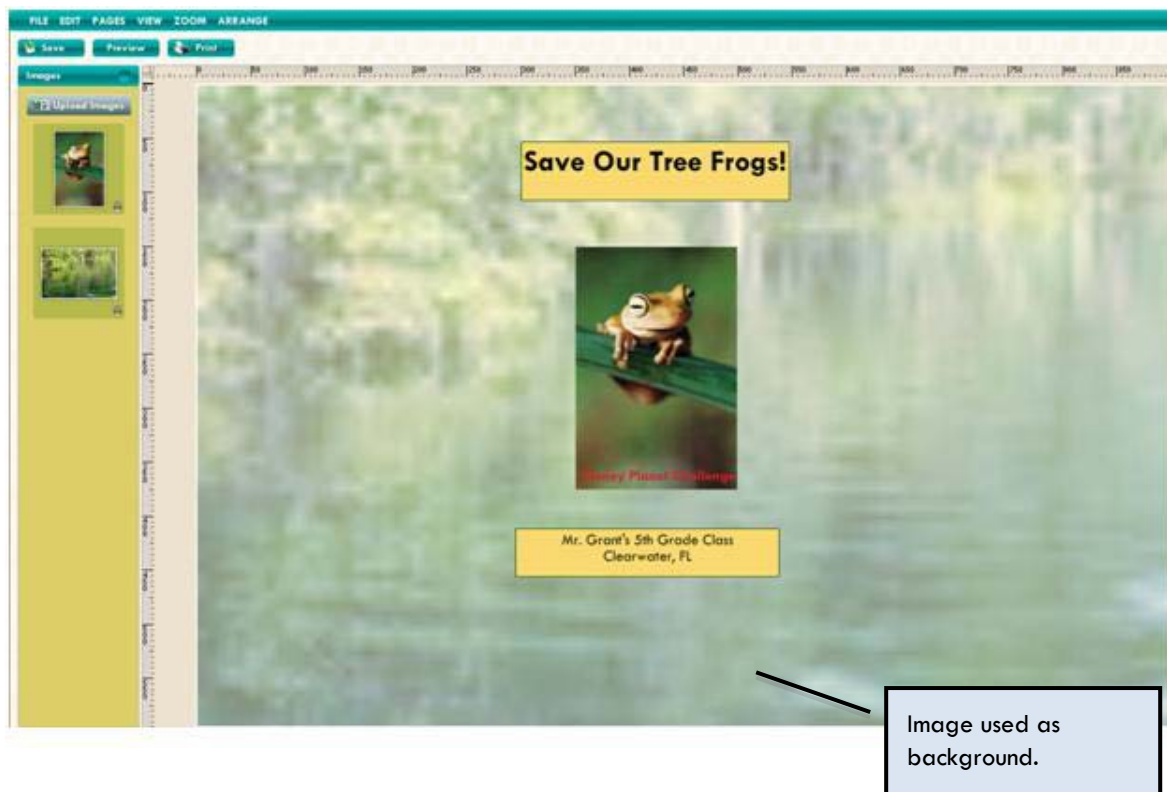


Fig. 31

TIP: When downloading images you are planning to use as background, choose one with a high resolution in order to avoid pixilation.

ADD PAGES

To add a page to your portfolio, go to the Pages pull-down menu and select “New Page.”

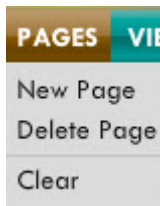


Fig. 32

A new portfolio page will appear on your screen, and a new portfolio page thumbnail will appear on the Page Selection Bar of your screen.

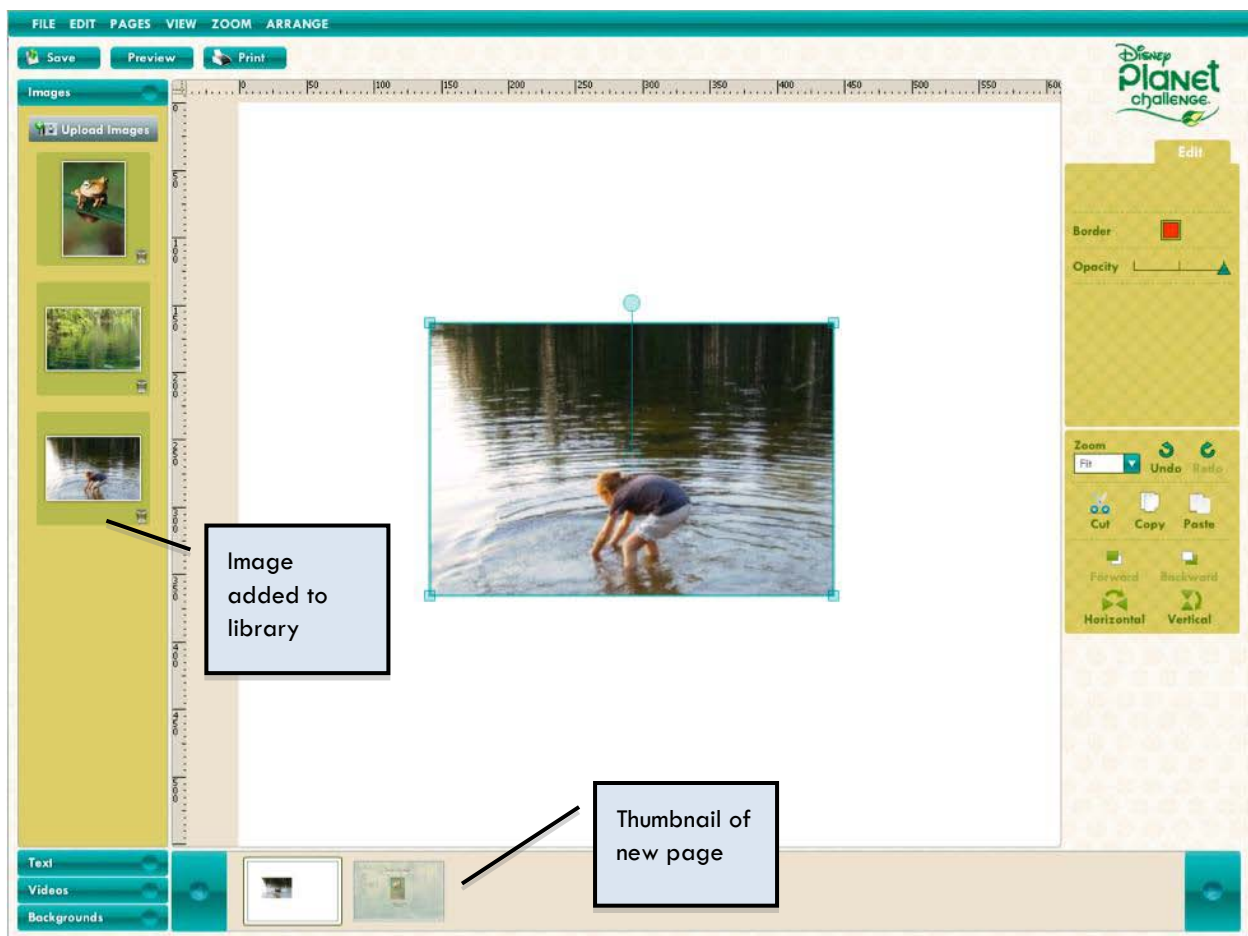


Fig. 33

As you continue to work on your portfolio, you can navigate among your pages by clicking the thumbnails at the bottom of your screen.

You also may delete or clear all the images on your page by choosing the menu option, as shown in Figure 32.

As you add additional images and videos to your pages, the page thumbnails will update to reflect the changes on the actual page.

IMPORTANT: You can only create and edit up to 16 pages in your digital portfolio.

PREVIEW

You will be able to preview your portfolio at any time by clicking the “Preview” button at the top of the screen.



Fig. 34

Clicking this button will bring up a new window with preview player controls.

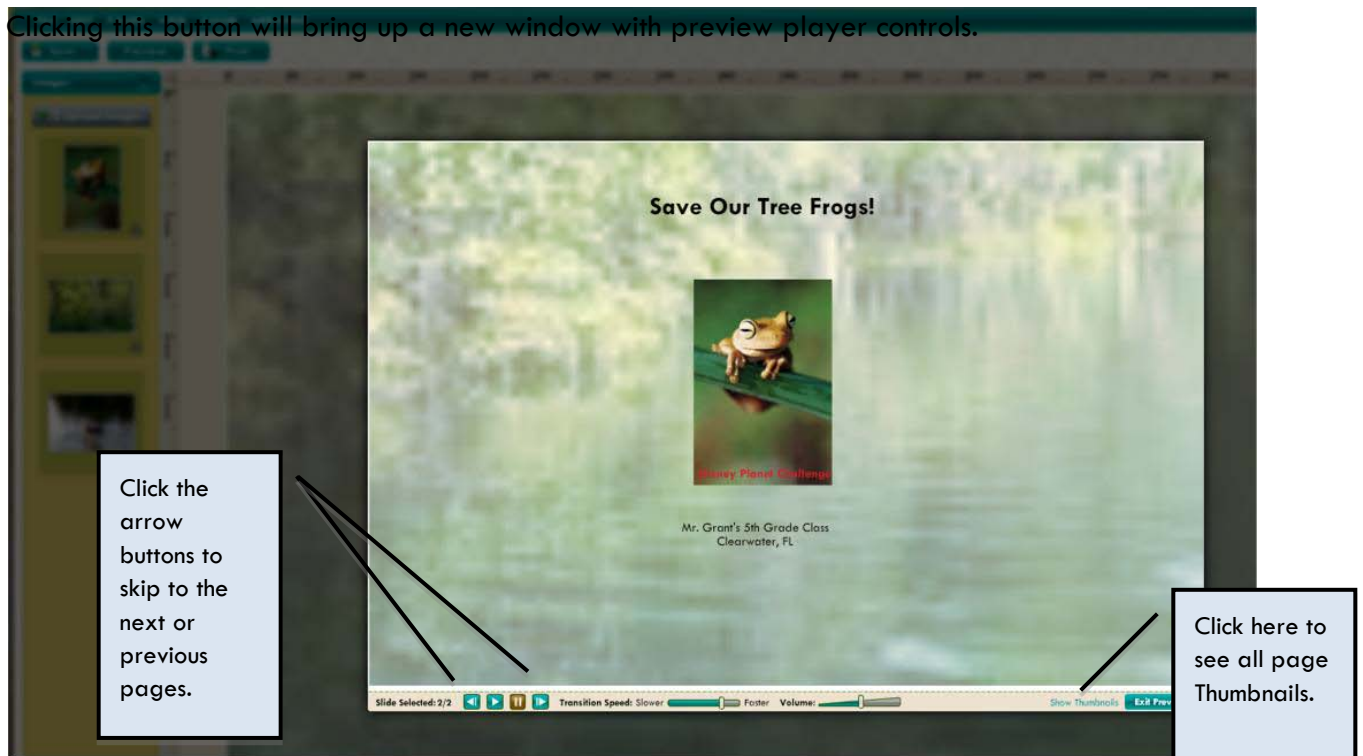


Fig. 35

Click the “Play” button to preview your portfolio from the first page.

To begin previewing your portfolio from another page, click on “Show Thumbnails,” and click to select the page you want to start viewing.

You can adjust the speed and volume of the preview by moving the bars on the sliders.

SAVE AND PRINT

To save your portfolio, click the “Save” button on the top portion of your screen.



Fig. 36

IMPORTANT: In order to save all your most current work, we recommend that you save often while you are working on your portfolio as well as before you quit the application.

When you sign back into the application, your portfolio-in-progress will load automatically.

To print your portfolio, click the “Print” button on the top portion of your screen.



Fig. 37

You may only print the page of the portfolio you are currently working on. To print the entire portfolio, you must repeat the printing steps for each page.