

# My Isendoorn Portfolio: manual

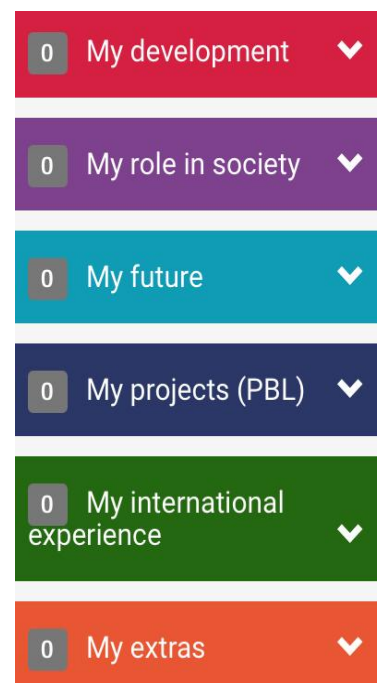
## You own it!

With the help of this Isendoorn Portfolio, all Isendoorn students will be able to keep track of their own personal development during their Isendoorn school career. You will manage this personal Portfolio in which your own, individual development and progress will become visible. Not only for yourself but also for your tutor, your parents and, when you've graduated here, your further education supervisors!

Throughout each school year you will collect and upload documents handed out to you by your tutor and teachers and organize them according to the Portfolio tabs and tags. Of course, your tutor will guide you along here.

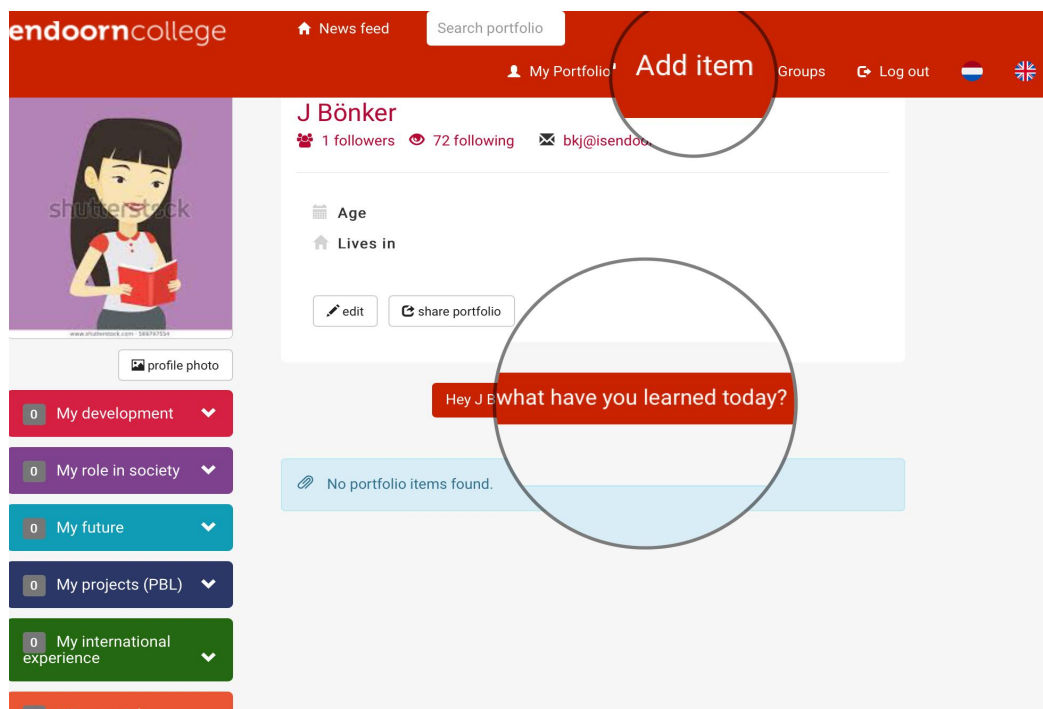
## Privacy

The digital environment of this Portfolio is a safe one. Whatever you publish will be visible for tutors and teachers following you. You determine who, apart from your teachers, has access to your Portfolio. At the end of your Isendoorn school career, you will be able to transport your Isendoorn Portfolio to a private account. Your data will then be removed from the school system.

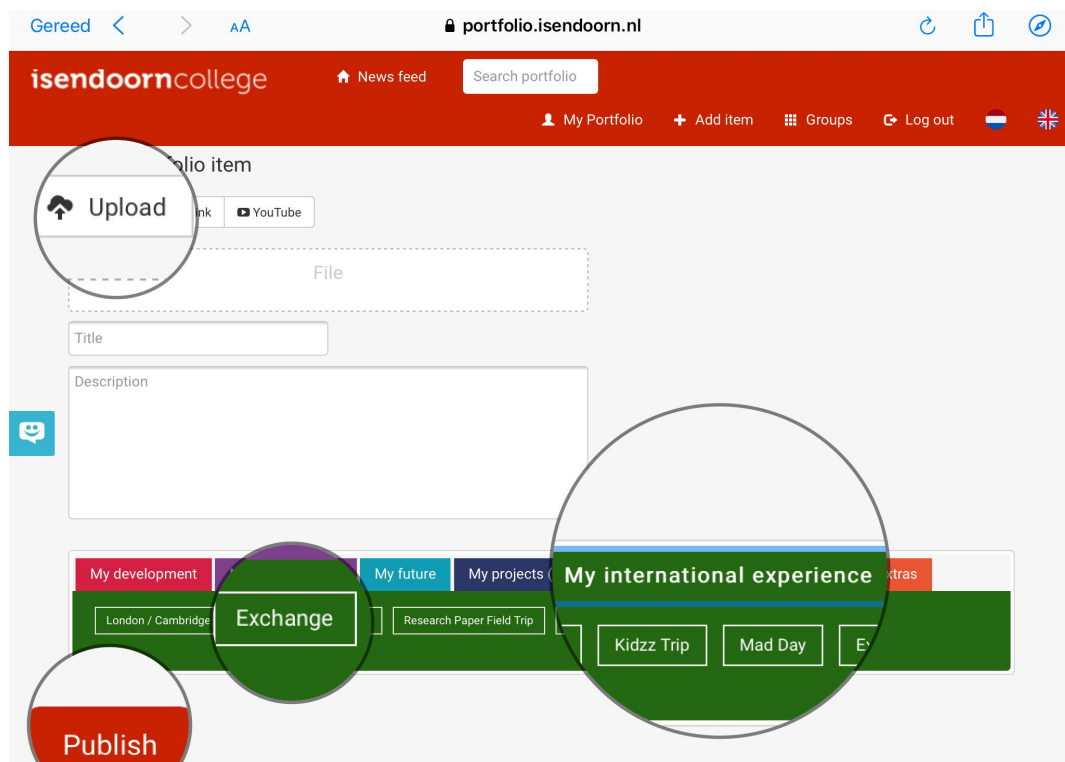


## How does it work?

1. Go to: [portfolio.isendoorn.nl](https://portfolio.isendoorn.nl) (online from 5 July 2021)
2. Create an account with your school email address or just login
3. Upload a presentable profile photo of yourself. Mind you, it will be visible to your tutor and all others you allow access. Tutors can follow their own students by choosing "Groups" in the top red bar.
4. Fill in your personal details; choose "edit" to do so. Don't forget to fill in which class you are in now!
5. You can now start adding your portfolio items by either pressing the red bar "Hey.... what have you learned today" or by clicking on "+ add item":



- You can add documents/ photos/ videos or weblinks by uploading them from your computer or from Google Drive/ youtube. If you click Upload, you will see this:



- Make sure to fill in a good title and a description of what you would like to post:



portfolio.isendoorn.nl

isendoorncollege

News feed

Search portfolio

My Portfolio Add Item Groups Log out

Add a portfolio item

YouTube

File

Title

Description



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News feed

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Add a portfolio item

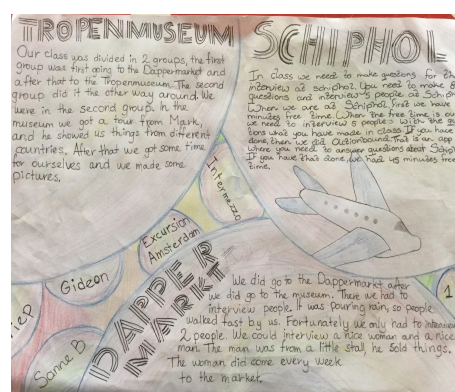
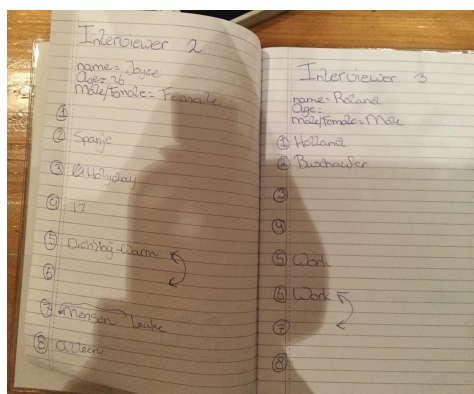
YouTube

File

Exchange

My Parma Exchange report 3tvq

8. Choose the appropriate tag for your portfolio item. For example, if you wish to upload your Exchange report, you choose the green tab **My international experience** and next, choose the tag **Exchange**. Don't forget to press "Publish" after this! The tag **Extras** is designed for documents that belong to the theme of **My international experience** but do not fit any of the tags provided. Usually, your tutor or teacher will indicate which tab/tag you can or should use.
9. Your Portfolio should be visually attractive. When you upload a picture of a written task, make sure to have good lighting and crop the text/paper only (not your desk 😊).



10. Aim at uploading only one document/photo per item, preferably pdf.

11. Both students and teachers can give or ask for feedback to uploaded items by clicking the little horn.

12. If you want to unfollow someone you go to his or her page and click “-Follow” below the profile picture.

[Kennismaking](#) on docs.google.com



by **J BÄnker** 7 days ago



0 likes



0



ask feedback

Tags

This is me

13. If you have already collected material in your Isendoorn Portfolio before, you can save these documents in this new version by labelling them with the tag **archive** of the tab **My extras**. Or you can store them in any of the other files.

14. Remember: when you create an account, a file called “Isendoorn leerling Portfolio files -never delete” is automatically added to Google Drive. Everything is saved here, so don’t delete;-)

Any questions? Please ask your tutor or consult either Mr. Willemse (wle), Mme Ternisien (tek), Ms. van der Moolen (mly) or Ms. Bönker (bkj).

Finally, good luck with keeping your own, one-and-only Isendoorn Portfolio in order and don’t forget to look back now and then on your past contributions to admire your progress 😊!