

Digital Student Portfolios 2020/2021

A Guide for Centres

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Introduction

This document is for all UAL Awarding Body (UAL) approved centres; colleges, training providers and other settings where our qualifications are being delivered in the 2020/21 academic year. It contains guidance designed to support centres, given the impact of COVID-19, in delivering and capturing student work in a digital format which can be shared with UAL as evidence of achievement. All UAL approved centres are required to make student work and associated documentation available digitally in 2021 and this document includes all the necessary guidance and video tutorials to support the facilitation of this in centres.

Working digitally 2020/21

In order to facilitate digital portfolios accessible by UAL, centres must prepare by embedding the following requirements into their approach to both formative projects and summative final projects:

- make provision for students to capture and submit work in a digital capacity (Digital Student Portfolios).
- embed the teaching of appropriate digital portfolio creation into delivery.
- negotiate, check and agree with the student that any Project Proposals submitted by students in the planning stages of a project are appropriate and achievable in a remote capacity.
- ensure digital student portfolios capture the creative journey, the creative process and conceptual/thematic ideas as well as any practical skills or outcomes.
- ensure that student work and associated assessment feedback and tracking records are available digitally.

Building a Digital Student Portfolio (DSP)

What might a digital student portfolio look like?

A digital student portfolio must show the summative final unit/project in its entirety. Centres must allow any work produced throughout the project to be presented by the student. The entire creative process, including decisions and revisions made along the way should be included as all are valuable assessment points and provide a wider range of opportunity to affirm the grade(s) awarded. Students should be encouraged to record their creative process in ways most suitable to them and their work. This might include filmed extracts (captured on a phone or other devices), still images, slide presentations, audio recordings, animations, text documents (Word/Pdf), links to work hosted on external sites (e.g. Instagram or YouTube) amongst others. Any request to access student work by UAL will be provided by the centre via a shared link to the centre's own cloud-based system, so file sizes and types are not specified, allowing the student full creative freedom.

Each digital student portfolio must include:

- Project Proposal (if applicable: see relevant qualification specification)
- All student work for the summative project/unit being assessed
- Candidate/Group Authentication form
- Student assessment feedback sheet

Examples of Digital Student Portfolios

Examples of how individual student portfolios may be presented are outlined below (these are not exhaustive).

Example 1:

If working on a Microsoft cloud-based system e.g. One Drive or SharePoint your individual digital portfolio might look like Figure 1, with each individual student folder containing linked folders to the learning outcomes for the unit. Each folder will contain work pertaining to the outcome listed:

My files > MPP ExtDip Example > Student Name and ULN

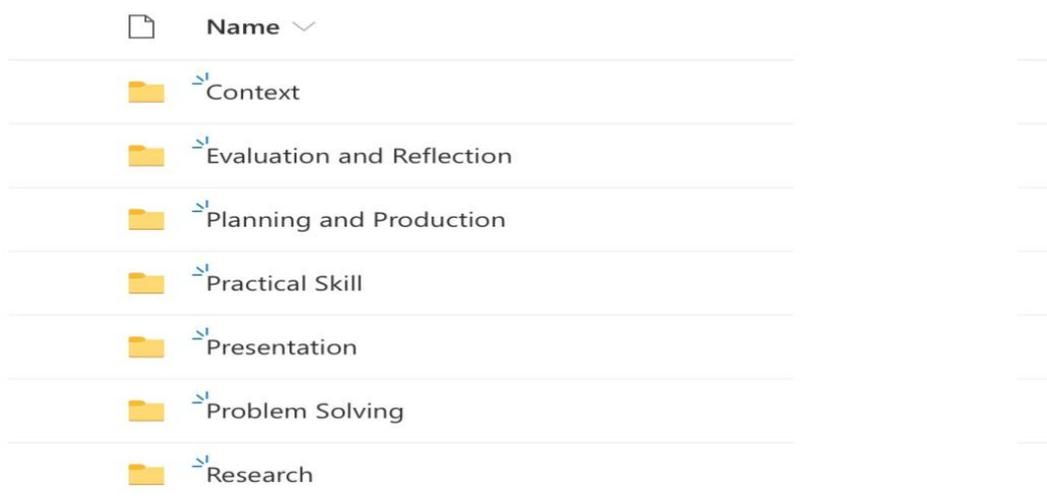


Figure 1 - Folders sorted by learning outcome

In the example above, created on Microsoft OneDrive, folders are created for the FMP/summative unit either by the students or assessor/tutor and shared with the students. The latter option ensures control of the files remains with the assessor/tutor.

The folder's titles may be different depending on your qualification descriptors/outcomes. The example above is for Level 3 Extended Diploma Music Performance and Production.

Example 1a:

Alternatively, if working on a Microsoft cloud-based system e.g. One Drive or SharePoint your individual digital portfolio might look like Figure 2 with the stages of production listed in the student portfolio:

My files > Harry Potter L3 Dip CMPT

Name	Modified	Modified By
1 Proposal	About a minute ago	Jo Harland
1a Pre production	About a minute ago	Jo Harland
2 Production	2 minutes ago	Jo Harland
3 Post production	About a minute ago	Jo Harland
Authentication	9 minutes ago	Jo Harland

Figure 2 - Folders sorted by stages of production

In the example above the student work is organized into stages of production, making it easy for entire the process to be followed.

Video resource: [Preparing Digital Student Portfolios with Microsoft One Drive](#)

Example 2:

If working with Google Drive or Google Classroom then the digital portfolio can be organized in the same way as Example 1 or 1a.

Alternatively, you may wish to provide a folder containing one link to the entire final unit/FMP as a website. See the example in Figure 3 below:

My Drive > Hermione Granger

Name	Owner	Last modified
Link to Unit 8 FMP Wix site	me	12:31 PM me
Authentication	me	12:30 PM me

Figure 3 - Folder linking to web based portfolio

In the example above from Creative Media Production and Technology, the student has captured their unit progress on a Wix site and so instead of separating the individual learning outcomes into folders they are able to provide a link to their website where all the outcomes have been addressed throughout the project (see below for examples of work on Wix).

If working in a discipline where learning outcomes for the unit are captured individually then you may want to present the work in folders relevant to the project.

My Drive > Hermione Granger ▾

Name ↓	Owner	Last modified
Research	me	12:34
Practical skills	me	12:35
Planning and production	me	12:35
Evaluation	me	12:34
Authentication	me	12:30

Figure 4

Video resource: [Preparing Digital Portfolios using Google Drive](#)

Web-based portfolios

Regardless of whether your centre works with Microsoft or Google folders, if you choose to present work on web-based sites/blog sites (e.g. Wix or WordPress) your digital folder may look like the example in Figure 5.

The learning outcomes or stages of production can be listed as tabs in the site menu for easy navigation. This is an effective way to capture the entire process of the summative unit in one place:



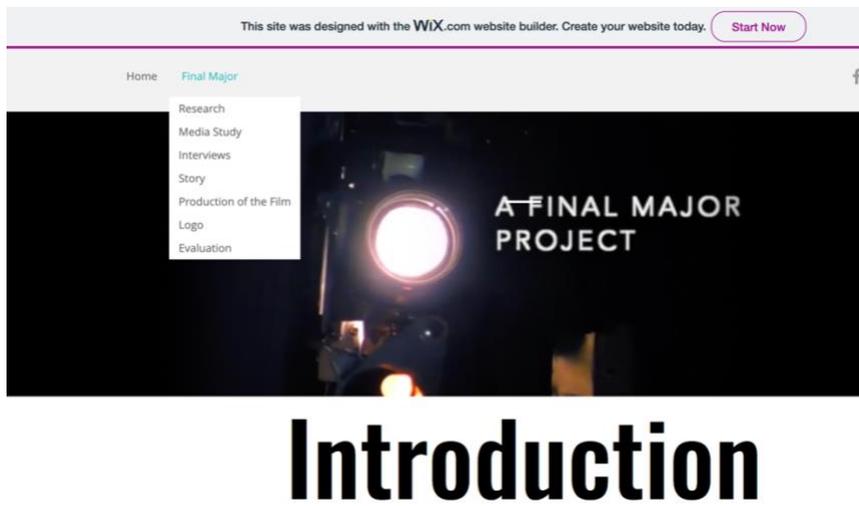
Figure 5 - web based portfolio example using Wix

This was created by the student, but followed a template set by the centre which all students used to ensure consistency and coherence across the sites and group.

Digital Student Portfolios 2020/21

The example above was created using free website creation software 'Wix'. You can see the example of the student portfolio above here – [Music Performance and Production student website portfolio](#).

Below is another example of a Creative Media Production and Technology student's portfolio created on Wix. You can visit the student portfolio here. – [Creative Media Production and Technology student website portfolio](#).



Video resource: [Creating a digital student portfolio using Wix](#)

Copyright and referencing

As with any academic work, sources of research, whether in print or in an audio-visual format must be referenced appropriately and authenticated accordingly. Where several images are used and it is difficult to reference, a comprehensive bibliography must be included.

For external facing formats (YouTube, Facebook, Instagram etc.) the students may require authorisation to use images, music, film, performance material. Ensure all attempts have been made to seek clearance and permission from copyright holders, and all usage is acknowledged. Where permission is not granted for public sites ensure all work is stored in-centre and backed up as an individual file on a drive to which a link can be created.

For further information on copyright please visit the [Gov.uk website](#).