**Mentor’s Guide to using the SRC Electronic Portfolio**

All schools that are participating in this year’s STEM Robotics Challenge have been provided with the electronic portfolio template that is required for this year. The template was developed in an effort to make it easier for teams to transfer their work into the electronic portfolio. The basic hyperlinks have already been provided for you *(If you are experiencing problems with the hyperlinks refer to the folder which corresponds to the activity)*. If you need to add any new pages to the PowerPoint just insert them in the proper section of the PowerPoint.

**Portfolio Guidelines for “Clean the Beach”**

1. Each robot TEAM (4 students/2robots) that entered in the level I and II contest must complete an E- PORTFOLIO (Electronic Portfolio) about their entry. The E-PORTFOLIO is meant to be a way for each team to showcase the strengths of their design as well as communicate the reasons for their design elements.
2. Each ***E-PORTFOLIO*** must include the following elements;
	1. **Slides *(minimum of 24 total)***
		1. At least 2 Slides per “Step” of the Engineering Design Process Loop.
	2. **Photographs *(minimum of 2 photos per Step)***
		1. Photos should show the fabrication of each robot on the team.
		2. The photographs will be displayed throughout your e-portfolio. Short videos are also permitted.
	3. **Technical drawing of the robot**;
		1. Level I - The drawings may be done in **ANY** computer program, or they may even be done by hand.
		2. Level II - The drawings may be done in **ANY** computer program, or they may even be done by hand. The key element is that each robot must be shown on three pages (8-1/2” X 11”) and must include a front view, side view and top view. (In that order)
	4. **Journal Entries:**
		1. Students must create journal entries for each day that they work on their robot.
		2. Answers to guiding questions should be present in the journals.
		3. Evidence of brainstorming & sketching should be present.
		4. Each student’s journal must be hyperlinked to your electronic portfolio.

***Documents***

Below is a list of documents included in e-Portfolio folder:

* **Clean the Beach Level 1 Design Brief** – This document gives teachers and students an overview of this year’s challenge.
* **Guiding Questions** – Guiding Questions are used to guide the students as they work on each step of the Engineering Design Loop.
* **SRC Engineering Design Loop** – The Engineering Design Loop is the version of the Engineering Design Process that Virginia Beach uses for its version of the engineering design process. Students refer to this document as they begin implementing the design process.
* **Journal subfolder** – This is a place where students can save their typed or scanned daily journal entries. The journal is used to document each students learning experience. The engineering journal does not necessarily reflect each students understanding. Both students and teachers can use the journal in a formative manner. It is a tool to help students develop their problem-solving skills and the ability to clearly communicate their thoughts and ideas to others.
* **Mentor’s e-Portfolio Guide** – Contains e-portfolio guidelines and explains how items are stored in e-Portfolio folder.
* **Steps 1-8 subfolders** - Subfolders are used so that groups can save items (pictures, videos, journal entries, documents, etc.) that they would like to include in their presentation in one central location.
* **VBCPS e-portfolio** – This is the template team’s will use to store their electronic portfolio.

**Useful PowerPoint Tips:**

* [Inserting hyperlinks](http://www.gcflearnfree.org/powerpoint2010/20.2)
* [Inserting Videos](http://www.gcflearnfree.org/powerpoint2010/17)