**HOW TO MAKE YOUR DIGITAL PORTFOLIO**

1. Go to Google Apps, select Slides and then choose start a new presentation. You may use a blank one or a template.
2. The first slide is your cover page. It must include:
	1. Your name
	2. The course
	3. Instructors name
	4. Date
3. Next, select 5 projects to add. Each project should have three slides. (16 slides total)
* The first slide is a title page with a written description of the project/ describing the steps in how the project was made.
* The second slide is a self-assessment (ARTIST STATEMENT) explaining what you did well on and what you wished you could improve.
* The third slide is for pictures of your project. One close up of a piece of your art that you think you excelled at, one close up on a part that was challenging, and one full view photo. You can have more than three photos if you would like.

**TIPS FOR A SUCCESSFUL PORTFOLIO:**

* Text should be easy to read not hard to focus on colors. Keep each page pleasing to the eye but be CREATIVE.
* Be sure to check spelling and grammar and to use complete sentences. Also, work to include vocabulary that we have learned throughout our semester.

