**FAQs—Electronic Portfolio System**

**Do I need to use the electronic portfolio?**

Yes, **all** students must use the electronic portfolio system. Teachers have been instructed to post and score all portfolio-worthy assignments on Richer Picture; therefore, Richer Picture will be the only place from which your portfolio progress will be measured.

**What is a portfolio-worthy assignment?**

A portfolio-worthy assignment is **any** assignment in **any** class that is assessed by either a Lincoln High School rubric or a Rhode Island Skills Commission rubric.

**Is it true that the only types of portfolio-worthy tasks at LHS are Common Tasks?**

NO. A Common Task is only one type of portfolio-worthy assignment.

**What grade do I need to get on a portfolio-worthy task in order to count it towards fulfilling the portfolio requirements?**

A student must receive a 3 (meets standard) or a 4 (exceeds standard) on a portfolio-worthy assignment to use it towards fulfilling the portfolio requirements.

**What is the teacher’s role in the e-portfolio system?**

Generally, students will be assigned portfolio worthy tasks within each of their classes. Teachers will score the rubrics for these tasks on their teacher e-portfolio pages. Once they have been scored, the portfolio-worthy assignment will show up on individual student pages under the “Entries” tab.

**What are the student’s responsibilities in relation to the e-portfolio system?**

1. Students should put their best effort into completing any portfolio-worthy assignment.
2. Log onto their Richer Picture page on a weekly basis.
3. Once the teacher posts the assignment and scores the rubric on Richer Picture, students need to upload a copy of the work they generated for the portfolio-worthy assignment.

**How do I log onto my Richer Picture page?**

Log onto the Lincoln High School Web Page and click on the yellow Richer Picture icon. Type in your Username (last name first initial—Example: John Doe will be doej) and password (Student ID number).

**How do I upload an assignment unto my e-portfolio page?**

You can upload assignments one of two ways.

1. Log onto your page and upload a document from your Google Drive. Access your page from your computer or phone (HINT: choose the desktop version). Click on the “Entries” tab and find the assignment. Click on the “Edit” button and scroll to the bottom of the page. Click on the “Choose a File from Google Drive” button and select the appropriate file to upload. Press “Save Stay on This Page”. Repeat the steps for each individual picture file.
2. Using the same steps above you can upload a picture of your work using your phone.
3. Using your home printer or a school copy machine, scan your document onto a flash drive. Insert the flash drive into a computer and repeat the steps outlined above.

**What can I do if I receive a 2 or a 1 on an assignment?**

Go ask your teacher to revise the assignment, but do so immediately upon receiving the assignment back.

**When I submit my portfolio for review in late February/early March of my senior year, what will I need to have completed?**

For the late February/early March submission date (date will vary depending on the year), students will need the following items completed: summative reflective essay, a completed Top Ten Reading List, and two completed Social Expectations Recommendation forms. If any listed item is missing, the student will be placed on Academic Probation until all items are completed.

**What if I have not fulfilled all portfolio entry requirements by the February/March submission date?**

If a student has outstanding portfolio entry requirements to meet (example: a student still needs a oral presentation to fulfill the Listening & Speaking requirements or a persuasive essay to fulfill the Writing requirements), the student will not be penalized and will have until the last school day in May to fulfill all missing requirements.

**What if I don’t receive an opportunity in my classes to meet a particular portfolio requirement?**

Not to worry. The PBGR Coordinator will provide you an opportunity.

**Will my parents have access to my portfolio?**

YES!!!! Parents will have reader passwords to log in and keep track of your portfolio progress.