



Demo Walkthrough Grady Profile™ v.3 Sampler Examples

Introduction

Grady Profile can be customized for any portfolio user or purpose. This version of the Walkthrough is intended for the Sampler Demo with examples for a range of students, K-College. Other demos available at www.aurbach.com address K-5, 6-12, college and special education. For a personal portfolio see Toot!®.

Two companion documents may be helpful: *Whats_Missing.pdf* addresses elements of the Grady Profile suite omitted from the Demo; *About_Portfolios.pdf* speaks to a general audience about portfolio content, organization, exhibits, reflection, etc. While most security privileges are turned on, networking, spell checking and program help are turned off in this demo.

Installer

The Installer places the following on your computer:

Three Folders in your Documents/My Documents Folder	Installed with Grady Profile Demo
Grady Profiles	Demow, Ann_Sampler.gp3 Demow, Ann_Sampler.bag
Extra Exhibits	Media samples
Grady Demo Docs	Walk-w-Sampler.pdf About_Portfolios.pdf Passwords.txt, PriceList.pdf, Quickstart.pdf, Read_Me_gp3.pdf, What's_Missing.pdf

The Walkthrough

1. **Run Grady Profile:** Double click the Grady Profile Demo icon on the desktop.
2. **Login**
 - a. Select Demow, Ann Sampler.gp3 and click Choose.
 - b. Select Demow, Ann Sampler and click Login.
 - c. Enter the password *grady3* and click OK. (The Guest password is *guest*.)

3. **The Portfolio** Click OK again. The first card, Welcome, comes up.

Note: The portfolios you design with Grady Profile will look very different from this one; it depends on what data and artifacts you want and how you wish to organize them.

4. **Help** Click the Read Me Help button. Every card in the demo has two Help buttons.

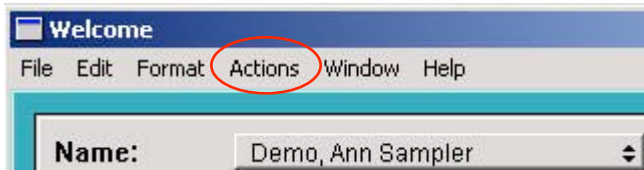


a. **Custom Help** The magenta Help button (top left of demo cards) has content credits and specific help for the card. This is a *Custom Help* item which could be used for instructions to students or additional information for parents. Close this Help, but do open it if you have questions elsewhere.



b. **Disabled** In this demo, the *blue* Help button in the header normally links to extensive help files that ship with Grady Profile. These are disabled to keep the demo download small.

5. **Graphic Exhibit** Double-click the photo to see it full-size. Or, click it once to *select* it; then on the Actions menu, choose Open in New Window.



The image is held in a *graphic exhibit* item, one of seven ways to keep artifacts. Close the graphic window.

7 Exhibits: External File, Graphic, Movie, Reading, Sound, Text, Web

6. **Sound Exhibit** Click the ear button to listen to the *sound exhibit*. Click again to stop it. On the Actions menu, choose Open in New Window (or double click the *white border* around the button) to see the sound control panel. Click Play, the green arrow. Click Stop and Cancel to close it. **Can't Hear it?** Slide the volume button to the right. Check the settings on your Sound control panel: be sure mute is off, output sound level is up, speakers are plugged in and turned on.

7. **Text** Click on the paragraph, *Welcome to the sampler version...*, which is a *text exhibit*. On the Actions menu, choose Open in New Window which would be a good way to read lengthy reports and essays. *Optional Try It:* If you want to bring in your own photo, sound and text right now, continue with steps 8 through 10; otherwise, skip to step 11.

8. **Optional New Graphic** In the area labeled Your Turn, double-click the box under Photo, which is an empty graphic exhibit. Then locate a photo or other graphic image (e.g., jpeg, gif, tiff, png...) and click Open. The Edit Exhibit panel comes up. To crop the image, continue with 8a; to keep the image as it is, click OK and skip to 9.

a. **Optional Cropping** To crop the image, click and drag the cursor across the image. Use the Magnification menu to see more or less of the image. When the area inside the dotted rectangle represents the area you want to keep as the exhibit, click OK.

b. **Optional Clear It** To delete the image, select it; choose Clear on the Edit menu.

9. **Optional New Sound** Double click the Hello ear button, an empty *sound exhibit*.

a. Click OK on the sound options panel to see the recording panel.

b. Click Rec and speak into your computer microphone.

c. Click Stop.

d. Click OK to save the recording.

e. Click the Ear once to listen to your recording.

10. **Optional New Text** The box labeled Welcome is an empty text exhibit. Click in the box and type. Use the Windows Format menu or Macintosh Text menu to change the format.

Alternatives: Copy and paste text from a word processor document into the text exhibit. Or, drag and drop RTF or plain text files to it. To clear the exhibit, select all the text and click the Backspace or Delete.

11. **Navigating** In the header, click and hold the Topic menu, and choose Student Information. The cards listed on the menu are sub-sections (*topics*) of the Personal domain.

12. **Pop Up Menu** Reset the Grade *pop up menu*. A popup menu is one of several items that offer choices for data collection. Do you see another popup menu on this page? (Transportation menu)

13. **Date Fields** Enrolled and Exit Date are *date* items. *Optional:* Replace the Enrolled date with "Grady" and click Tab. The field turns red (an alert) because "Grady" is not a date. Replace "Grady" with a date and the alert disappears.

Alert Color Red is the default warning/alert color. If you prefer another color, open Preferences, click the highlight color and choose another on the Colors panel. Find Preferences on the:

- Windows Tools menu (on the Grady Profile Demo menu, top left of the screen)
- Macintosh OS 9 Edit menu or
- Macintosh OS X Personal Profile Demo menu

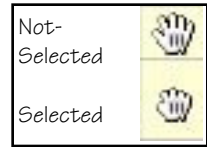
14. **Tables** On the Scholastic History table, add a row: click the + button at the bottom of the table. Then:



a. **Enter Information** Click the left cell of the new row and type:

Portfolio Award [click Tab] 11 [Tab] 2005.

b. **Reorder Rows** Drag the row's grabber (the little hand) upward and let go.

c. **Remove Rows** Select a grabber; click the minus button (bottom of the table) and Delete on the confirm panel.



15.   **Posted Notes** Look at the *posted* notes under Double Click Me on the Student Information card. The text note explains how to work with these “sticky” notes, which could be sound notes or card links (Contact Information). **Try It:** To create a posted note, find an empty place on the card and Ctrl/click on Windows or Option/click on Macintosh. Make a selection (text note, sound note or card link) and click OK. Card link creates a hyperlink to another card in the portfolio.

16. **Demographics** On the card header, with domain set to Personal, change the topic to *Demographics for School Reports*, a card tailored with aggregate and disaggregate reporting in mind. If your reporting requirements are different, you can customize a page like this to reflect your requirements. *Optional:* Click and hold the topic menu to see other topics included in this particular Personal domain. You could have more, fewer, or different topics relating to Personal information; it's all a matter of customizing or *tailoring*.

17. **Portfolio and Tables of Content** On the card header, change the domain to Exhibits. The topic menu becomes Elementary Contents displaying a *table of contents* that:

- Provides access to *example cards*, a deeper level into the portfolio and the place where the portfolio artifacts usually are kept
- Lists all the examples (instances) associated with the topic
- Identifies example card *templates* (card layouts that can be reused)
- Creates and deletes example cards

Even if Elementary education is not your chief interest, staying with us through step 23 which will introduce key features of Grady Profile relevant to all levels and interests.

18. **Example Card** On the table, select the second row, *Writing Grades 4 and 5*, and click the little Eye button. The *example* card opens showing thumbnails of Samples 1 and 2, graphic and text exhibits respectively.

a. Double-click Sample 1 (graphic exhibit) to view it.

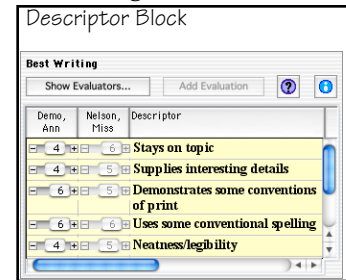
b. Click on Sample 2 (a text exhibit) and choose Open in New Window on the

Actions menu.

19. **Descriptor Block** Below the exhibits is a *descriptor block*, with writing benchmarks.

Try It You are logged on as the student, Ann Demow, so her evaluation is active.

- a. Enter or change Ann's evaluations. Drag the symbol- button. Or, click and hold it for a pop-up menu. Or, click the tiny + and - buttons.
- b. What does 0 - 6 mean? Click the question mark to see the *symbol legend*.
- c. Click Show Evaluators to see who else has evaluated this work. Click Miss Nelson and OK; her marks are gray: you can see, but not change them.

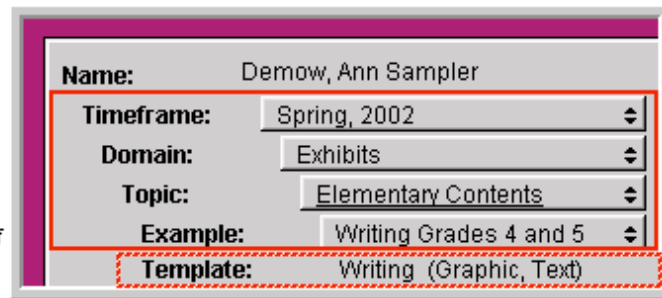


20. **Organization** Having seen an example card, you are now all the way into the richest level of the portfolio. Note that on the card header: The *student's name* is at the very top. *Timeframe* is next; this demo has only one; there could be one for each year, semester, quarter or other marking period. The substance of the portfolio is organized by *domains*, *topics* and *examples*.

Domains are broad areas.

Topics are subdivisions of domains. If the topic is underlined, it has a table of contents and example cards under it.

An **example** is one instance of the topic which often contains an artifact and / or descriptors.

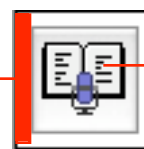


A **template** is a layout that can be reused so you can have several similar examples without having to reinvent the page.

21. **Reading Exhibit:** On the Example Menu in the card header, choose Reading Grade 1.

- a. Click the center of the Fall Sample button to hear the student read. Click again to stop the sound. Double-click on the *white border* of the button to see the words the student is reading. Click Play. **Note:** *The teacher placed the text into a reading sample editor so it would appear on the screen for the student to read di-*

To read along and listen, double click the white border.



To listen without seeing the text, click here.

rectly into the portfolio. Cancel this reading exhibit.

b. Listen to the Spring sample and compare it with the Fall reading. A comparison like this, showing growth over time, is at the crux of the portfolio culture.

Sound vs Reading Exhibit: A sound exhibit has only sound; a *reading exhibit* has sound with text (or a picture which can be used for speaking). Reading exhibits are a good place for schools to start using electronic portfolios because no additional equipment is needed, and the results can be dramatic. Very young students can hear improvement and identify skills that need more work. Parents understand quickly what the teacher is telling them about how their child is reading when they hear their child's reading sample.

22. Table with Accumulator On the Example menu, choose Book List.

a. Note the Sum at the bottom of the Minutes column. Change a number in the Minutes column, tab to another column and watch the Sum update.

b. Try typing letters instead of numbers in the Minutes column. The column is set to accept only integers.

23. Flexible Format On the Topic Menu in the card header, choose Middle-High School Contents and open the Coyote Waits example.

Format Which exhibit will you use for artifacts? Sometimes the artifact decides for you, as with a movie clip or a web site. The *Coyote Waits* example card has the same artifact repeated four times to show that there may be more than one way to display student work. Your choice of format, i.e., your choice of *exhibit*, will depend on the artifact, the applications available to you and the applications likely to be available to your audience. On this card, from left to right:

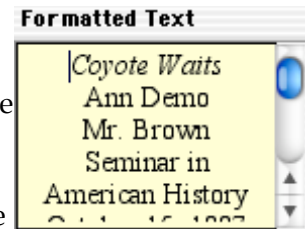
- **The Word®** version requires Microsoft Word to open. If you have Word, click the exhibit button to launch it and read the piece as a Word document. This is an *external file* exhibit — the document icon on the button is the clue. External file exhibits can hold any file your computer can make. **Note:** *A computer that does not have the document's application installed will not be able to open the exhibit; e.g., a computer sans Microsoft Word would not be able to open the Word version of Coyote Waits.*



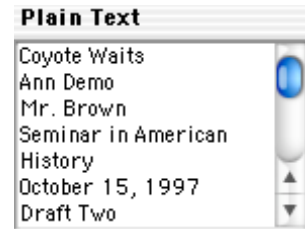
- **The PDF®** version, also an external file, opens with Adobe Reader®. The original word processed book report was converted to a PDF (portable document format). Converting exhibits to PDF files is a practical choice for portfolios because the content cannot be changed by viewers; and, because Adobe Reader is free at www.adobe.com, it is widely used. PDF conversion is often an option on Save As or Print panels.



- **The Formatted Text** version displays the piece in a *text exhibit*, which is Grady Profile's word processor. Its window is very small to make it tidy on this card layout. To read it, click anywhere on the text to *select* the exhibit and on the Actions menu, choose Open in New Window. This text was copied and pasted from the original word processor. Using the Grady text exhibit means the text can be read by anyone opening the profile, without regard for what other software is installed on their computer.



- **The Plain Text** version was also copied and pasted from the original report. This is a *long text* field which differs from a text exhibit text in two ways: 1) formatting and style are lost (it is *plain* text) and, 2) you cannot open this one in a larger window as with the Formatted Text version. However, this text frame could be enlarged in tailoring to make it easier to read the text.



24. *Optional Middle School - High School* Explore the other examples for Middle-High School by clicking the arrows in the card header.

- **Audio Reflection** The Art card, *3-D Mask*, in this section has a spoken reflection in which the teacher interviews the student about the mask.
- **Foreign Language** See the *Magical Realism* card.
- **Movie** The *Basketball* card has a video exhibit and PE descriptors.

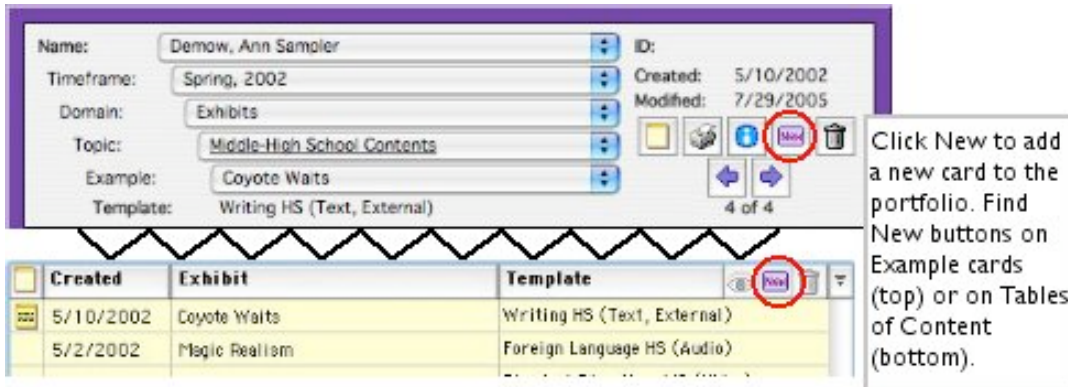
25. *Optional Special Education* Choose Special Education Contents on the Topic menu. Select an Exhibit and click the Eye button on the table to open it.

- **Evaluate Progress** The *IEP Skills - Ann Demo* card has a *descriptor block*, one way to track and evaluate skills over time, and show evaluations by several team members side by side.
- **Check boxes** *Interventions* has an example of a *check box item* for recording special services.
- **Table** *Meeting History* records the special education team meetings.

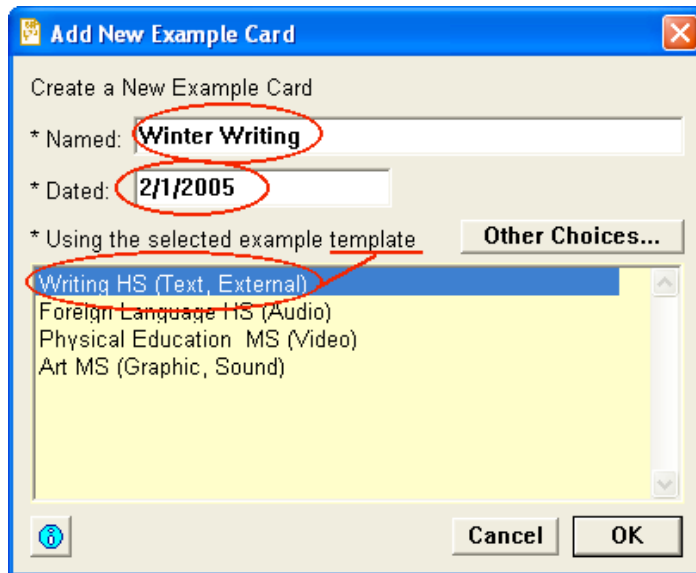
26. *Optional College* To see the collegiate examples, choose College Contents on the Topic menu. Select an exhibit and click the Eye button on the table to open it.

- **Technical Portfolio** The card for *Lighting Albee's A Zoo Story* shows how students in technical fields (Engineering, Science, Math, Computer Science, etc.) can show examples of their work.
- **College Requirements** One approach is offered on *Write, Speak Think*
- **Portfolio Writing Sample** See *Freshman Writing*

27. New Card, Templates To add a new card to the portfolio, click the New button in any example card header. Or, click New on any table of contents.



In either case, a new panel appears:



- a. Give the new card a descriptive name, "Winter Writing."
- b. The *date* is already filled in; change it if you wish or tab through.
- c. Select an example card *template*. Grady Profile ships with some templates; most schools prefer to design their own to match their students' needs. This is done in the Master Tailor program, part of the full Grady Profile suite.
- d. Click OK and the new, empty, example card is added to the portfolio. *Templates* provide the layout and structure of cards, but not the content, artifacts, and evaluations which will vary from student to student. Right now you are working with one student's portfolio; when you work with a full class of portfolios you will be using the Profile Manager (part of the Grady Profile suite) and you will be able to add an example card to every portfolio at once,

or choose which among them will receive the new card.

28. Try It - Exhibits On the domain menu, choose Try It. The Seven Exhibits card comes up, a place for you to try bringing your own content into each exhibit.

Extra Exhibits We hope you will use your own media, but if you do not have all the varieties, look in the Extra Exhibits folder in your Documents or My Documents folder.

Tips for Adding Artifacts

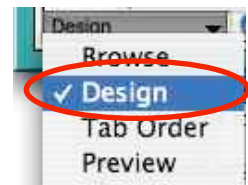
- **Choices** Often there is more than one way to bring content into an exhibit. Use whichever you prefer:
 - + Drag and drop works for most exhibits. (Find the original, drag it to the exhibit and let go. The original remains in place on your computer drive.)
 - + Select an exhibit and on the Actions menu choose the top item.
 - + Double click the exhibit frame and navigate to a file.
 - + For sound and reading exhibits, talk, read or sing, and record directly into the exhibit.
- **Guidance** Check the Read Me help button, top left of the card.

29. Try It - Fields On the topic menu, choose Fields to see a card which contains all of the ways for collecting information in Grady Profile, other than exhibits. Play with the fields, see what you can learn.

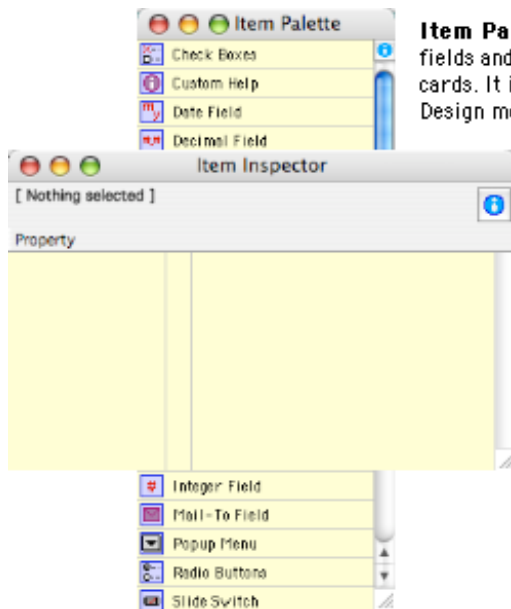
30. Try It - Tailoring Try your hand at *tailoring* (customizing) a page. Change the topic menu to Blank Card for Tailoring to see a card empty, except for the help button. The next few steps will show how to design portfolio pages by placing exhibits and fields on a card.

31. Design Mode In the lower left corner of the card, change the mode menu from browse to design. Two additional panels appear on the screen:

- an *Item Palette* with lots of *items* on it
- an empty *Item Inspector*



Missing? If you do not see the item palette or item inspector, look on the Window menu.

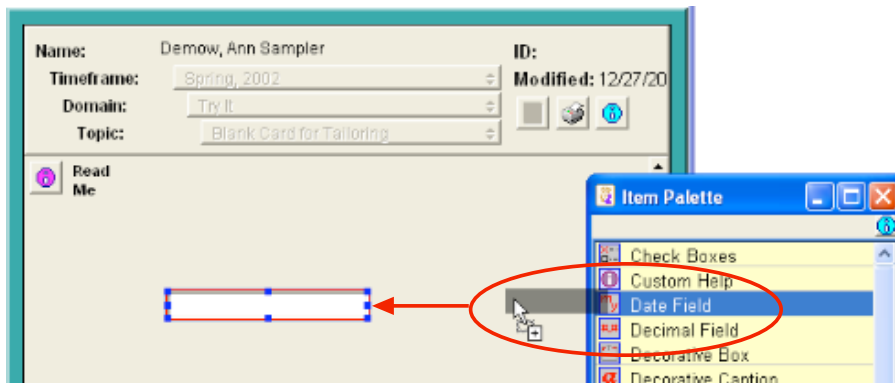


Item Palette: provides all the fields and exhibits for portfolio cards. It is available only in Design mode.

Item Inspector: Sets the characteristics for fields including titles (prompts) and fonts. In Design mode, double click a field to see its inspector. Inspectors vary from field to field. It is available only in Design mode. It is blank until you click a field.

32. Customizing the Portfolio

- a. **Place a field** On the palette, drag the date field to the card.



The date field will be highlighted in red, alerting you that something more needs to be done. Look at the item inspector:

- b. **Required Identifier** On the Item Inspector, place the cursor in the top right empty column across from *Identifier* and type something (“date” is fine).
Why: Grady uses the field identifier for reporting. Although reporting is not included in this demo, every field is required to have an identifier that is *unique on the card*. Thus, if you have two date fields on the same card, distinguish between their identifiers, e.g., “date1” and “date2”, or “birth_date” and “exitDate.” It won’t matter what it is as long as it is unique for the card. If the identifier is missing or repeated on another item’s inspector for the same card, the field will remain red until the identifier is unique.

- **Note on Reporting** Grady Profile has basic printing and reporting capabilities. An *Ad-hoc Reporting* option is available for advanced reporting, data aggregation and disaggregation, output to files for transfer to other programs, and conversion to HTML for web posting.

c. Prompt Text Type “Birth date” here and see what happens to the field.

d. Prompt Position Change the popup from Left to Above item. What happens?

e. Preview Take a look at the other properties on the date field inspector. Try setting the date format to long or abbreviated. Then switch the mode (lower left of the card) to Preview and type a date to see how data will appear in this field. **Note:** In Preview mode nothing is saved; use it to see if you need to make a field larger, move the prompt position or change other properties on the inspector.

f. Delete Items To remove an item from a card, select it and on the Edit menu, choose Clear, or click Delete or Backspace.

33. **Try It** Drag some other items to the card. Note that their item inspectors vary from item to item. Remember to fill in the identifier property for each.

34. **Plan a Card** Think of a unit you have taught and answer three questions:

i) What did students produce? (I.e., a paper, an oral report, a drawing, a 3-D exhibit, a web-page, a movie, a read-aloud...)

ii) Which of the seven Grady exhibits would best display it? (External file, graphic, movie, reading, sound, text, web)

iii) List two or three concepts or skills students honed through the unit.

a. Exhibits In design mode (lower left corner); drag an exhibit from the palette to the card and fill in its inspector. You can have several of the same exhibit, but each needs a unique identifier on its inspector. These will display the work identified in 34i above.

b. Descriptors Drag a *descriptor block* to the card.

- Select the descriptor block; on its inspector, fill in Identifier and set the Symbols menu.

- Click Edit Descriptors for the descriptor block editor.

- + At the top of the editor panel, enter a goal and standards.

- + Below that, be sure to click Show Goal and Show Standards.

- + Click the Add button.

- + Click in the descriptor column of the new line and type one of the

concepts or skills for your unit from 34iii above. Add another skill or two, and when done click OK.

- + Set the Symbols menu on the inspector.
- + Close the item inspector.

c. Reflection Drag a sound exhibit to the card; fill in the inspector, type *Reflection* as the prompt. Alternately, the reflection could be written in a text field. Written or spoken, *an honest reflection is the critical element of the portfolio.*

Reflection is the place for one or more of the following:

- Tell how well the project or artifact was done
- Place it in context (was there an assignment or a set of constraints?)
- Make connections with prior experience and knowledge
- Tell about an insight gained or a hunch confirmed
- Suggest what might be done differently another time
- Set a goal for the future

d. Add Content Switch back to browse mode. Congratulations! You have designed an electronic portfolio page. Add an artifact to the exhibit, evaluate it and add a reflection about the artifact. *Alert:* You are starting a portfolio culture. Careful, it's catchy.

35. Enjoy Mosey around Grady Profile and have fun exploring. When you are finished, quit the program and send us some feedback.

Thank you for reviewing Grady Profile 3.
Please let us hear from you:

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