

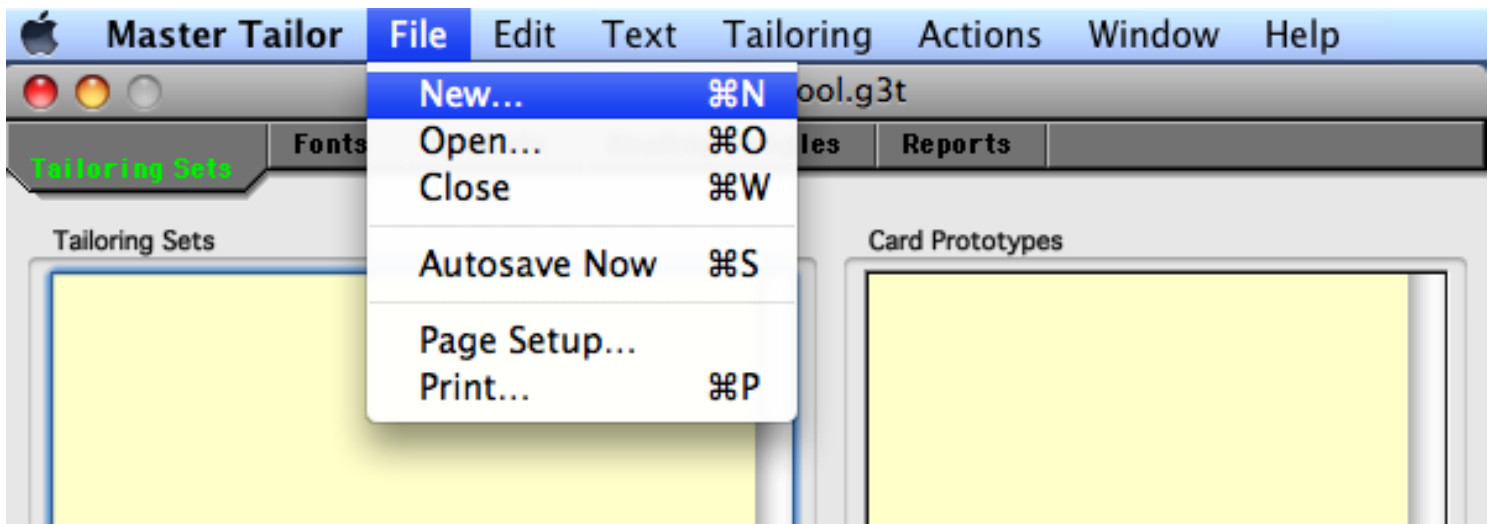


## Tailoring - Organize the Portfolio

---

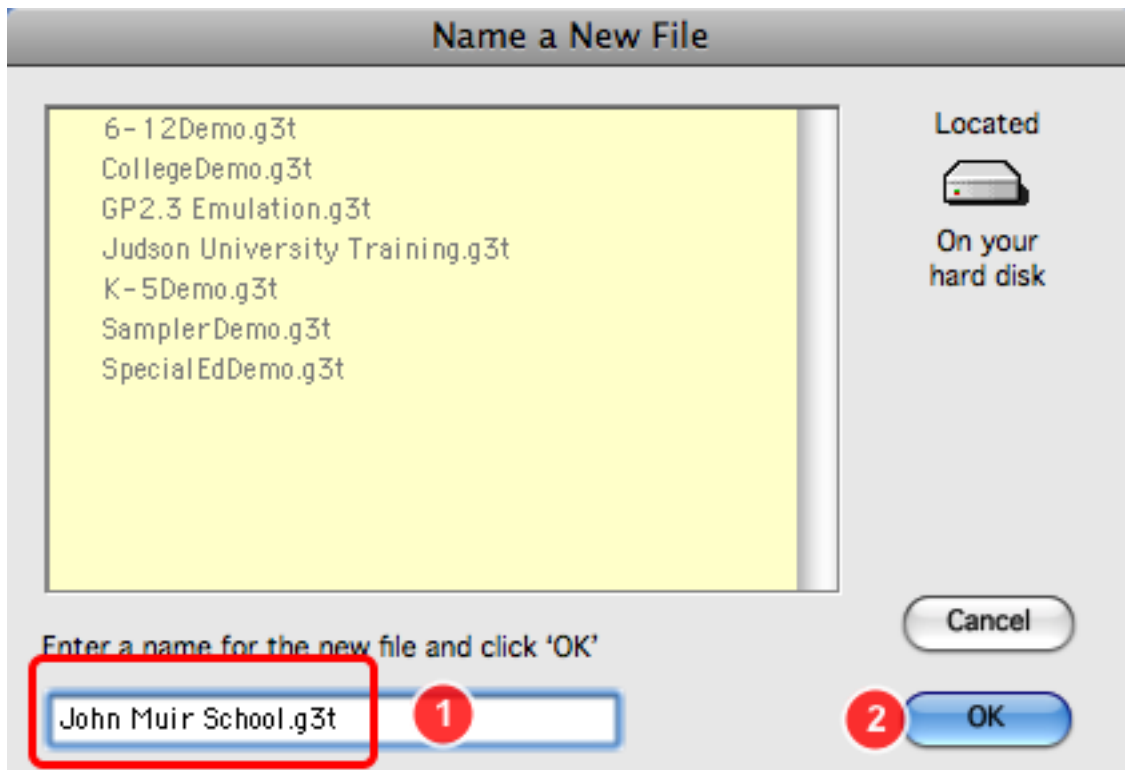
A *tailoring set* keeps all the cards in a portfolio arranged in a specific outline order. BEFORE you can do card layout - or anything else - you must create the *outline - the organization for the portfolios*. We also call the outline a *tailoring set* or a *tree-view*. Basically the tailoring set establishes how the portfolio is organized. In this lesson, we start a tailoring set. You need to think about HOW you want the cards (i.e., the pages) in portfolios to be organized. Play around with it. It's all undoable. There is no right or wrong way to do it. But there is probably a way that makes more sense for your situation. **Tip:** Consult your curriculum guide or standards to see how it's organized.

Open Master Tailor. On the File menu, choose New.



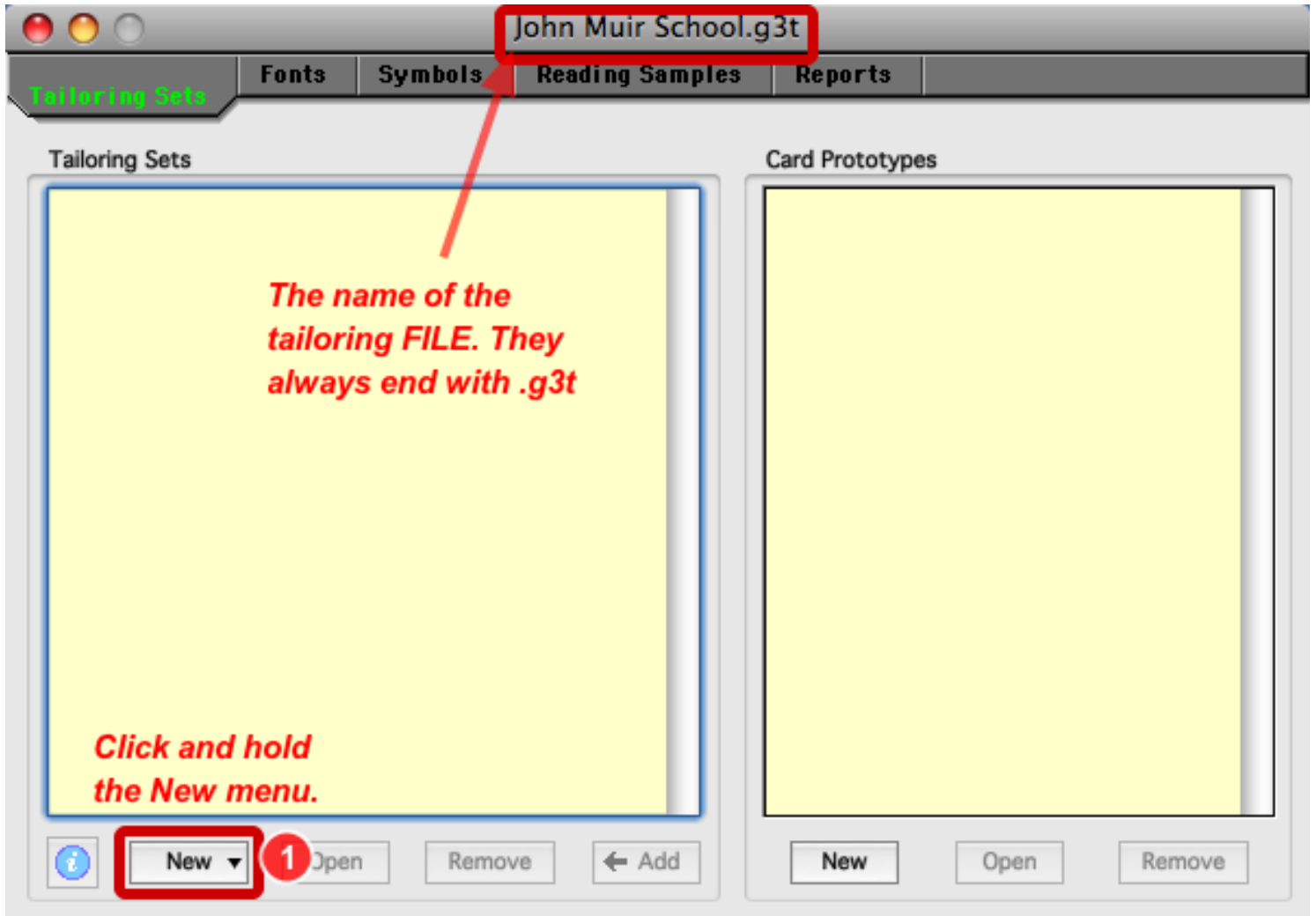


**Give your Tailoring File a name. Click OK.**



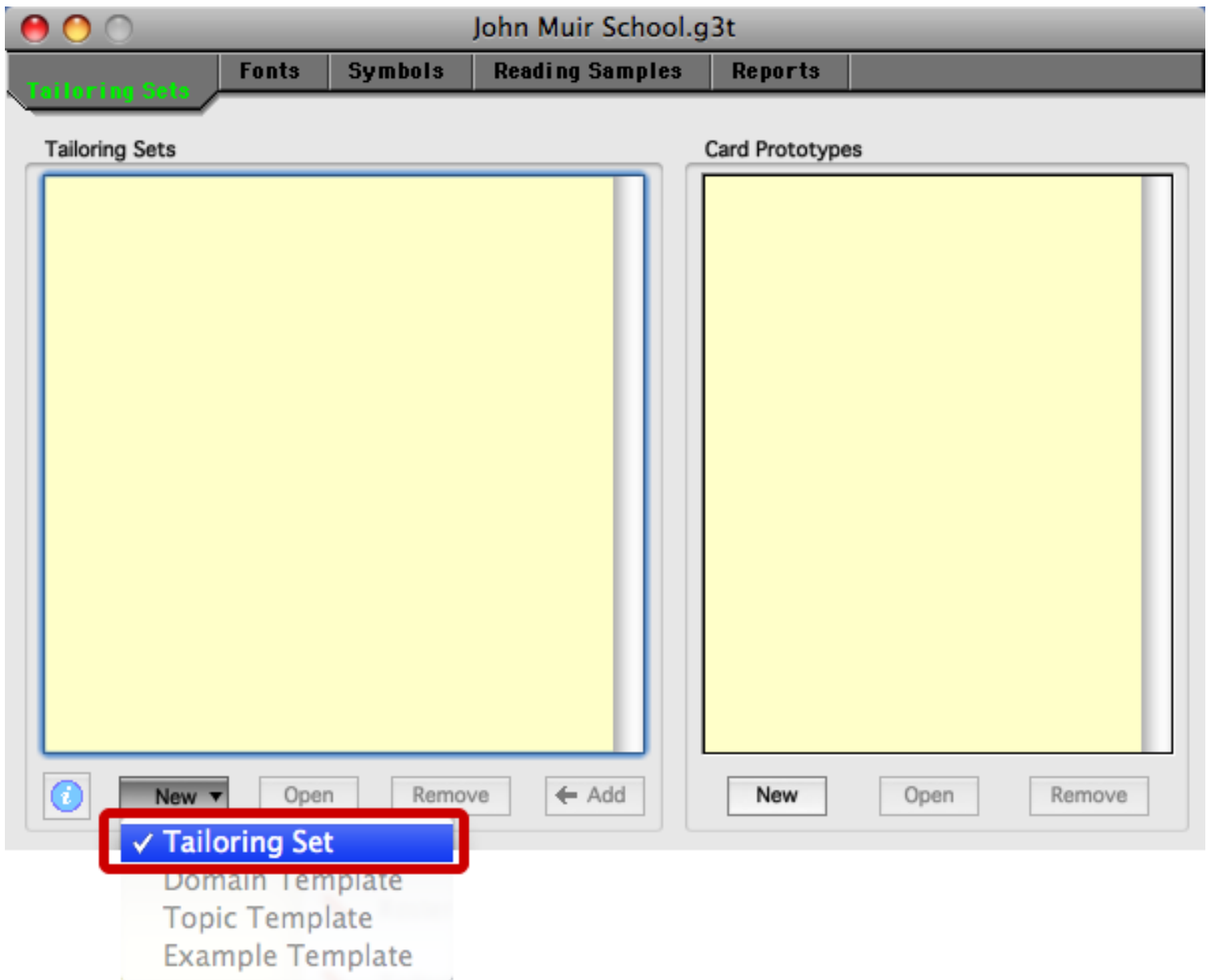


The new tailoring file will be empty. It needs 3 things minimum: a Tailoring Set, a Domain, a Topic. Start by clicking New.



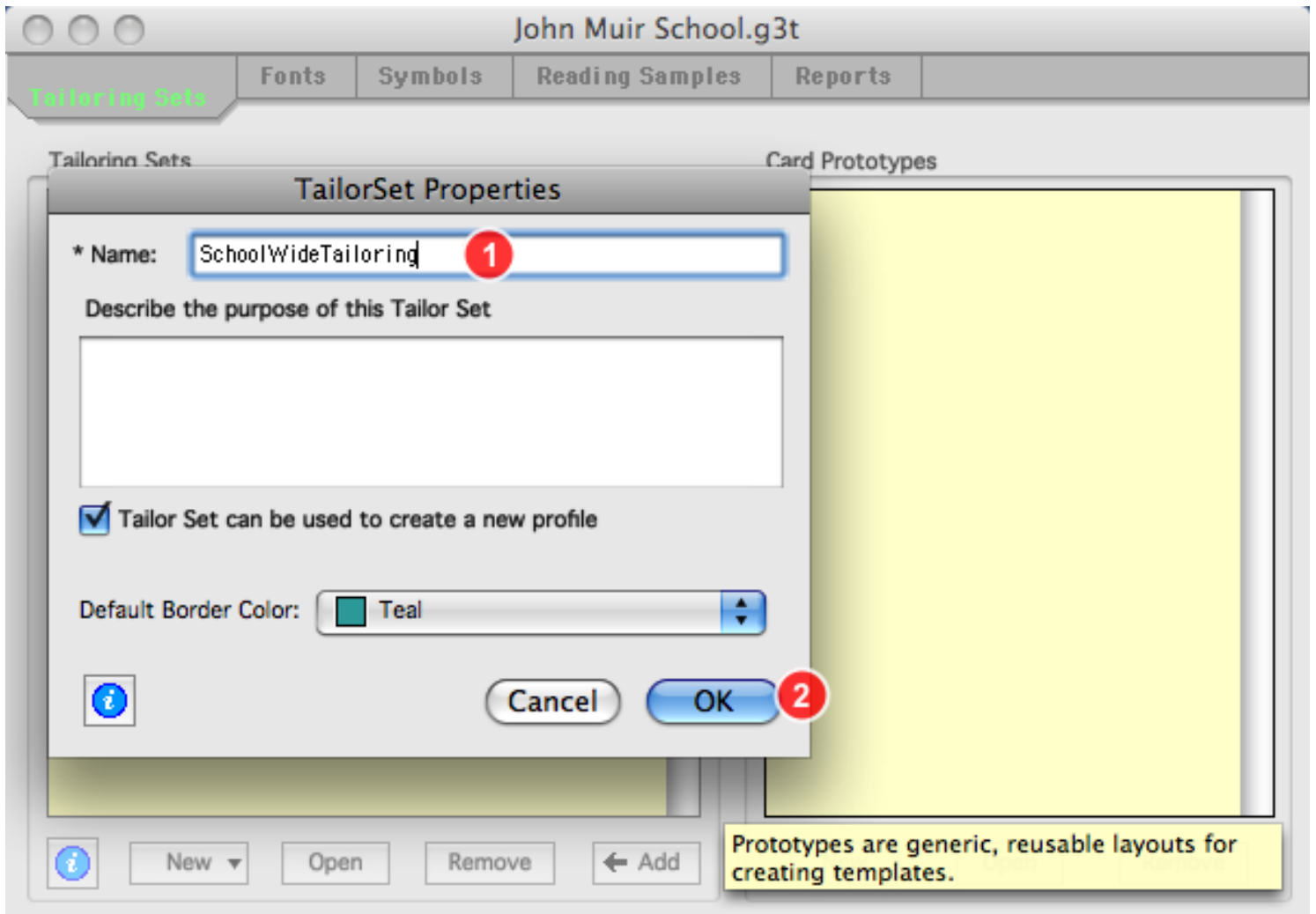


Choose Tailoring Set on the New menu.





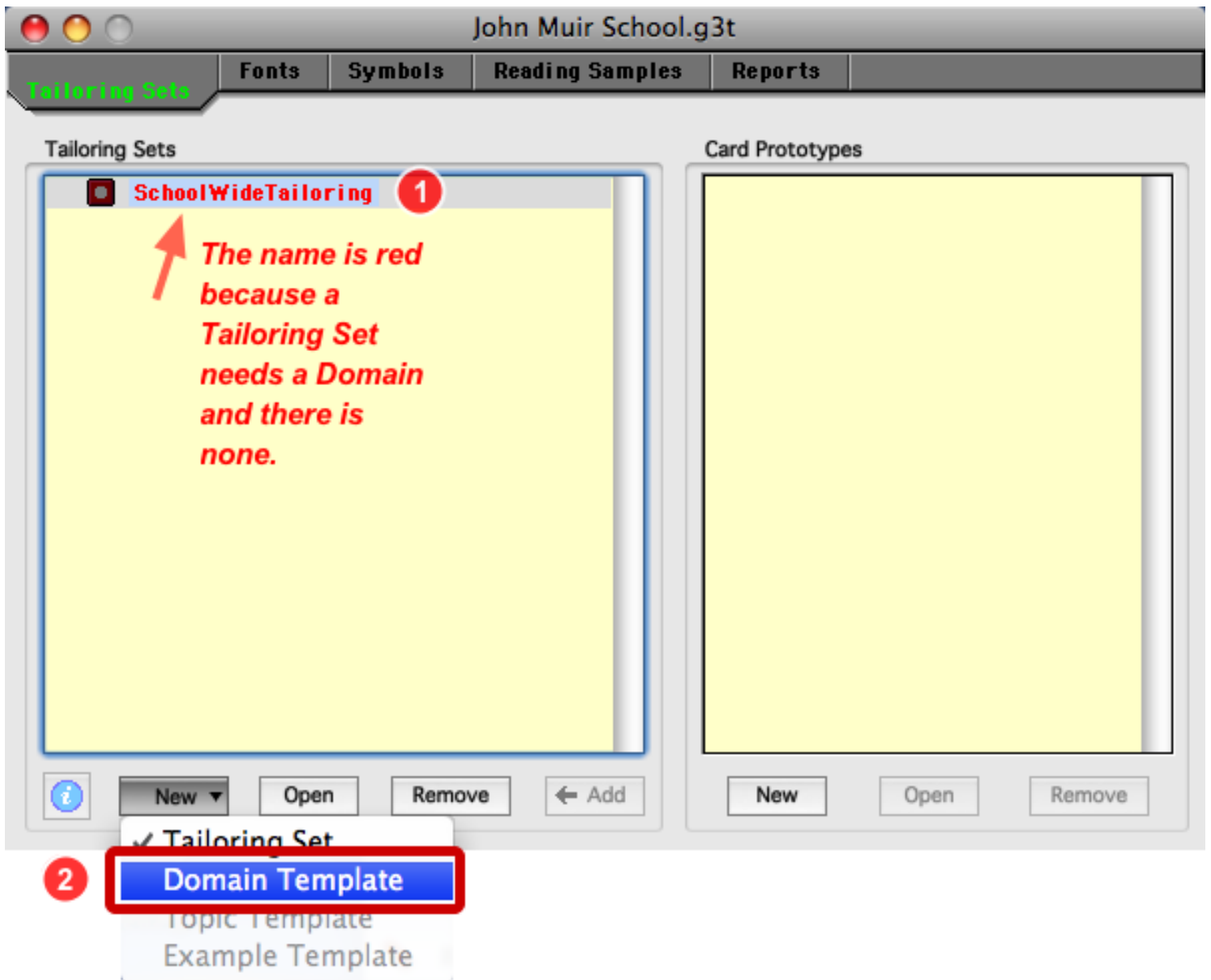
Name the Tailor Set. Click OK. For help with the name, see Hints below.



**Hints:** You could have a tailoring set for Grade 1, Grade 2, etc. Or for Elementary School, Upper School, etc. Or, a Language Arts set, a Science set, a Mathematics set ... It all depends on how you want to organize things. A good tip is to use the curriculum organization and naming conventions already in place at your school. Our SchoolWide Tailoring set will eventually have Domains for Language Arts, Math, Science, and other areas of learning. But each area could be it's own TailorSet. It's up to you.

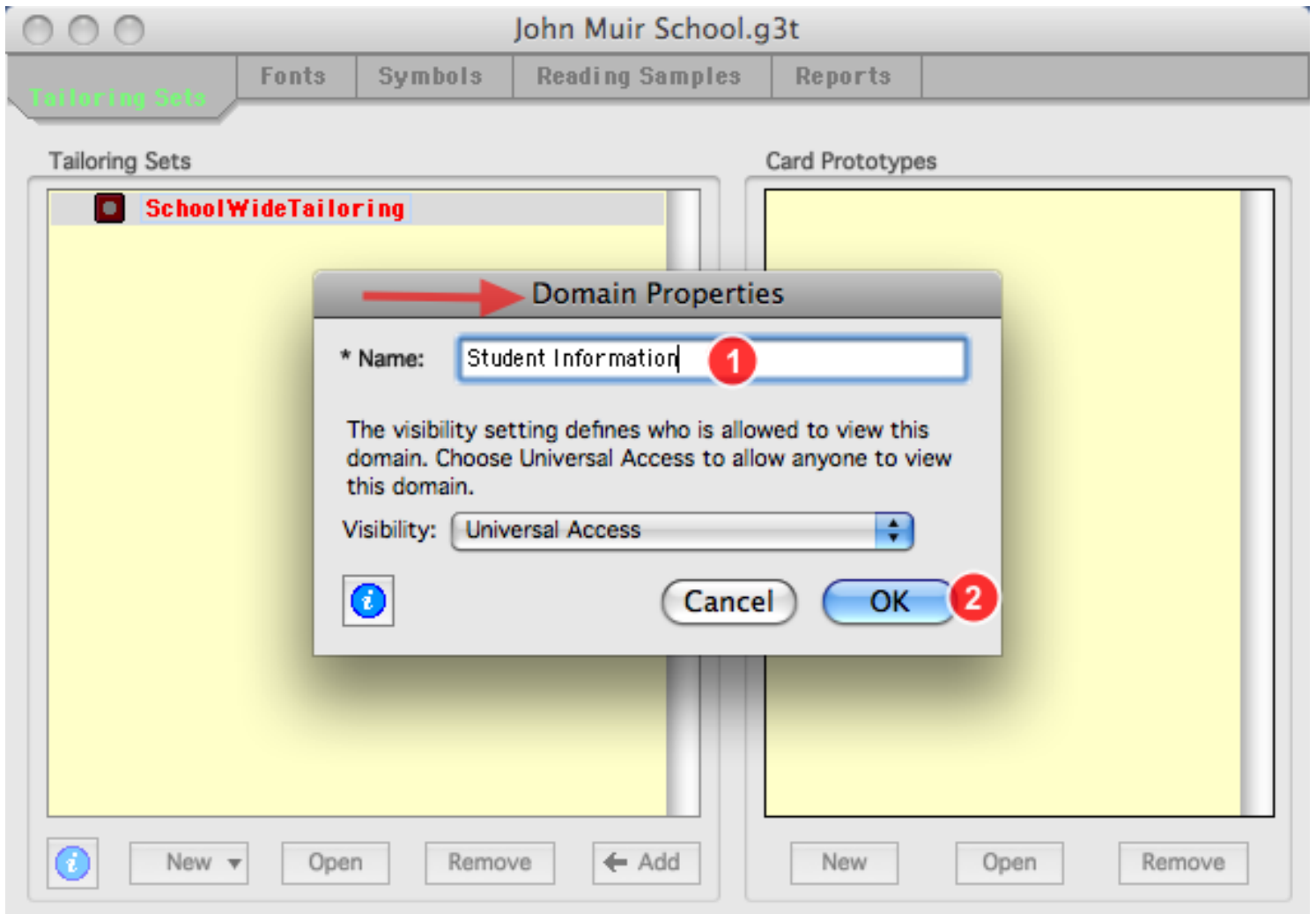


Click the tailoring set to select it. On the New menu, choose Domain Template.





Enter a name for the Domain and click OK.





Click to select the Domain. On the New menu, choose Topic Template.

The screenshot shows the 'John Muir School.g3t' application window. The 'Tailoring Sets' panel is active, displaying a tree view under 'SchoolWideTailoring'. A red square icon with a white 'D' is next to 'Student Information', which is highlighted in red. A red circle with the number '1' is next to it. A red arrow points to the 'D' icon. Below the tree view, red text reads: 'D signifies Domain.' and 'The Domain is red because it's missing a Topic.' The 'Card Prototypes' panel is empty. At the bottom, a 'New' button is open, showing a dropdown menu with options: 'Tailoring Set', 'Domain Template', 'Topic Template', and 'Example Template'. A red circle with the number '2' is next to 'Topic Template', which is highlighted in blue. The 'New' button also has 'Open' and 'Remove' buttons next to it.



Enter a Name for the Topic. This template will become a card in profiles. See More below.

Topic Template | Contact Information

Name: Contact Information

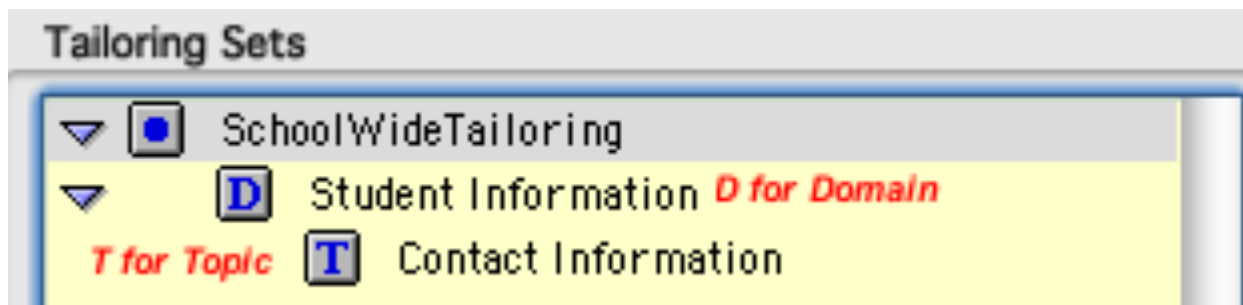
Visibility: Universal Access

*What's the purpose of the card?  
Type a meaningful name here.*

Design

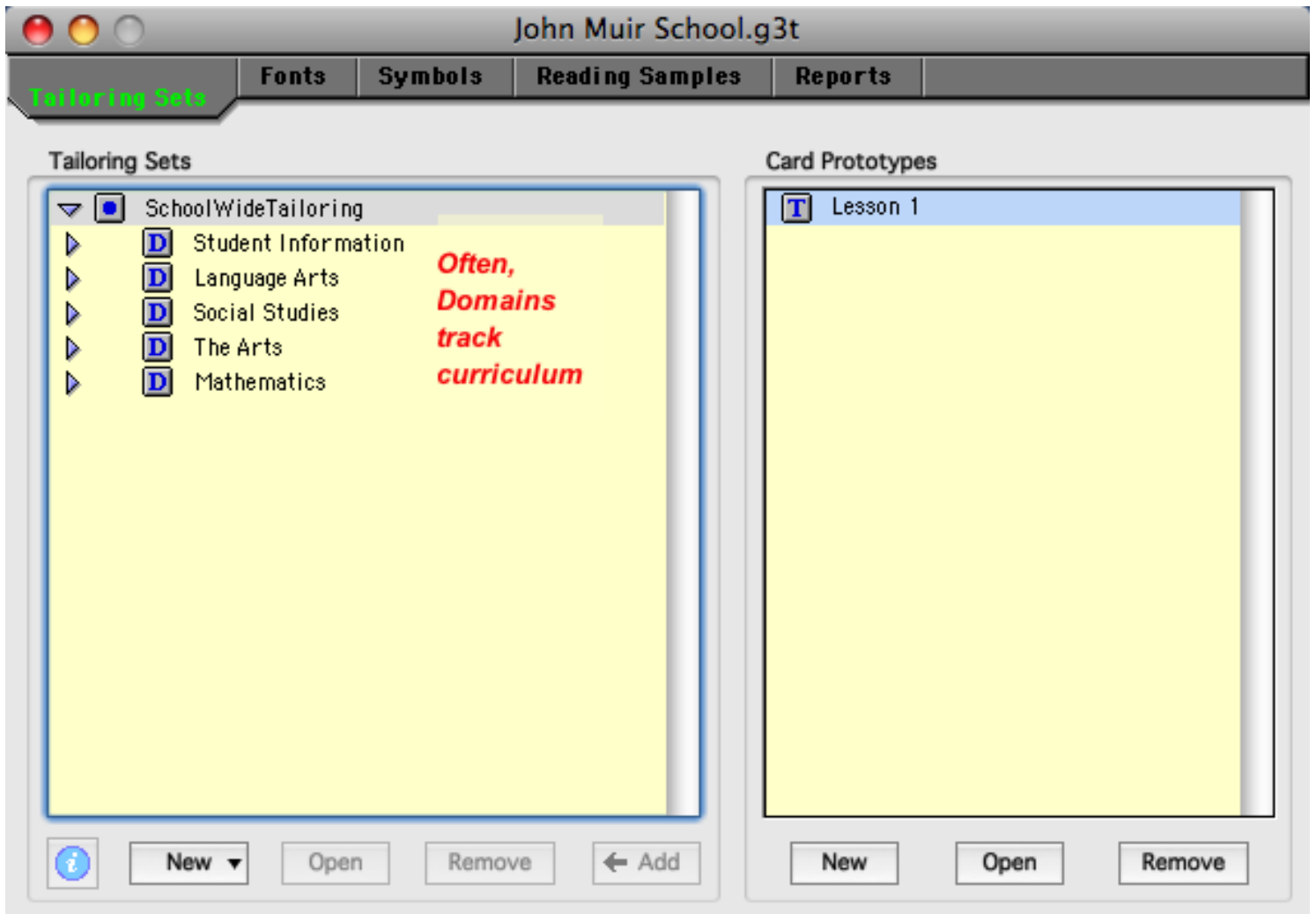
**More:** You can now add items (fields) to the card. See the "Tailor Cards" lesson.

The Tailoring Set now has a Domain and a Topic and it's no longer red.





Add as many more Domains and Topics as you wish.



**Tip:** Following the organization of your district curriculum can be a great help with the tailoring set.

**Student Work:** To add student work to portfolios, you'll need one additional level: **Example Card Templates**. Please continue with Tailoring - Example Templates.