Worksheet: Adapting Digital Learning Portfolios for Program-Level Assessment

Section	Guiding Question	Your Notes/Context
Assessment Purpose	What learning, accreditation, or program-level challenge is this digital portfolio intended to address?	
Programme Context	Degree/programme, discipline, cohort size, and accreditation requirements	
Portfolio Scope	What learning outcomes or competencies will the portfolio capture?	
Evidence of Learning	What types of artefacts will students include (e.g. written work, media, designs, reflections)?	
Reflection Framework	What structured reflection model will guide student reflection (e.g. What? So What? Now What?)?	
Platform & Template	What digital platform or template will students use to build their portfolio?	
Student Support	What guidance, training, or class time will support portfolio development?	
Faculty Review Model	How will portfolios be reviewed, mentored, or assessed by faculty?	
Assessment Alignment	How will portfolio evidence be used for programme-level assessment or accreditation?	
Evidence of Impact	What feedback or data will indicate improved learning or assessment quality?	
Key Enablers	What institutional support, templates, or partnerships are required?	
Local Adaptation Notes	Constraints, accreditation considerations, or contextual modifications	