ACTIVITY 1: INTRODUCTION TO UNIT (CONT'D)

INSTRUCTIONAL NOTES

Portfolio

Throughout the research process, students are expected to use a structured organizational system for annotating and analyzing sources and recording and storing information. As they work through the steps, they build Research Portfolios consisting of various tools that guide, store, and organize their research and analysis. The portfolio may be either electronic or on paper.

Use the Portfolio Description to introduce and explain the purpose and structure of each section.

The Research Portfolio is not filled sequentially. Its purpose is to organize information and analysis **throughout the research process**, as opposed to compiling and organizing information **at the end of the process**. Organizing information along the way helps focus research and supports comprehension and successful writing.

Inquiry Questions are at the heart of the process and guide students every step of the way. Students are constantly asking and answering questions, and the Research Portfolio is a reflection of the process that they follow. The Research Frame will then help students organize the search and the information even further, grouping Inquiry Questions into coherent Inquiry Paths in a meaningful way.

Student research thus remains organized at all times, allowing them to browse within their materials, to establish connections easily, and to decide what inquiry steps to take next based on the analysis of their current findings.

PORTFOLIO SECTIONS	CONTENT
SECTION 1: DEFINING AN AREA OF INVESTIGATION *This section stores all the work you do exploring the topic and choosing an Area of Investigation.*	Exploring a Topic Area Evaluation Checklist Potential Sources (from pre-searches)
SECTION 2: GATHERING AND ANALYZING INFORMATION *This section stores all the information you gather throughout your investigation. It also stores your notes and analysis of sources. All the tools should be grouped by source.*	Potential Sources Annotated Sources Personal Drafts Taking Notes (about sources) Forming EBC
SECTION 3: DRAWING CONCLUSIONS *This section stores your Notes and EBCs about Inquiry Paths, your research evaluations, and the personal perspective that you come to at the end of your inquiry. Group the Taking Notes, Forming EBC or Organizing EBC by Inquiry Path.*	Taking Notes (about Inquiry Paths) Forming EBC Organizing EBC Synthesizing EBC Research Evaluation Evidence-Based Perspective
SECTION 4: DISCARDED MATERIAL *This section stores all the sources and analysis that you have discarded throughout your investigation. The purpose of this section is to keep a record of discarded materials until the end of the research process in case you change your mind and want to use them.*	

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