

TIMELY TIPS

Design

Building a Yearbook Portfolio

OBJECTIVE

Students will curate, revise and reflect on their yearbook work to create a professional portfolio that demonstrates growth, skill development and understanding of yearbook storytelling.

MATERIALS NEEDED

- Access to completed yearbook work (digital files or printed pages)
- Design software or Google Slides
- Writing tool for reflections

PART 1

SELECT YOUR WORK

Choose 6-8 pieces of your yearbook work that best represent you as a staff member.

Your portfolio must include work from at least three areas, such as:

- Design
- Writing
- Photography

If your role is dedicated to one specific area, such as photography or design, select varied work samples that show your range within that field.

You may revise or improve pieces before submitting your final portfolio.

PART 2

REFLECTION WRITING

For each piece, include a short reflection that answers:

- What was the goal of this piece?
- What did you do well?
- What would you improve if you had more time?

Keep reflections clear and specific.

PART 3

ASSEMBLE YOUR PORTFOLIO

Organize your work into a single portfolio. Each piece should be clearly labeled and easy to navigate.

Your portfolio should show:

- Variety
- Quality
- Growth

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PORTFOLIO RUBRIC

CRITERIA	3	2	1
SELECTION OF WORK	Portfolio includes 6-8 strong pieces from multiple areas	Portfolio includes required pieces but lacks variety or strength	Portfolio is missing pieces or shows little range
QUALITY OF WORK	Work is complete, polished and accurate	Work is complete but has noticeable issues	Work is incomplete
REFLECTIONS	Reflections are clear and specific for each piece	Reflections are present but vague or uneven	Reflections are missing or minimal
ORGANIZATION	Portfolio is organized and easy to navigate	Portfolio is only somewhat organized	Portfolio is disorganized
GROWTH SHOWN	Portfolio clearly shows growth over the year	Some growth is evident	Little to no growth shown