

*A. Moisieieva, BA student  
O. Hyliarska, PhD in Phil.  
Berdychiv Pedagogical Professional College*

## **PROFESSIONAL PORTFOLIO OF A PRESCHOOL TEACHER: HOW TO CREATE AND DESIGN IT USING GOOGLE DRIVE AND CANVA**

In today's fast-paced educational world, being a highly qualified preschool educator is no longer enough. What truly distinguishes a modern professional is the ability to present their experience, creativity, and achievements in a clear and engaging way. A professional portfolio has become not only a formal requirement but also a powerful tool of self-expression and professional identity.

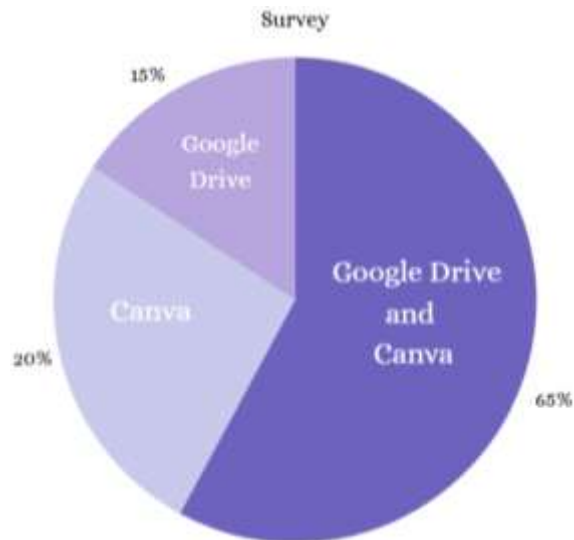
Traditionally, portfolios were presented as paper folders filled with certificates and documents. However, with the rapid development of digital technologies, this format is gradually becoming outdated. According to H. Barrett, electronic portfolios provide a more flexible and meaningful way to demonstrate professional growth, as they allow continuous updates and integration of multimedia content [1, p. 3]. The major task of this study is to reflect a broader transformation in education where digital competence is considered a key aspect of an educator's professionalism.

One of the most significant advantages of a digital portfolio is accessibility. A well-organized portfolio can be shared instantly with colleagues, employers, or parents, which makes communication more efficient and professional. As noted by Cambridge Assessment English, modern educators are expected to demonstrate not only subject knowledge but also the ability to use digital tools effectively in their practice [2].

However, despite these advantages, many educators face a common problem: they have a large amount of valuable material but do not know how to organize and present it properly. Photos, lesson plans, activities, and certificates often remain scattered and unstructured. This creates a need for simple yet effective tools that can help transform this content into a coherent and visually appealing portfolio.

In this context, Google Drive can be considered a reliable foundation for portfolio organization. It allows educators to create a clear folder structure, store different types of files, and access them from any device [4]. The platform ensures data safety and makes it easy to update materials regularly. This approach not only improves organization but also reduces stress and saves time in everyday professional activities.

At the same time, visual presentation plays a crucial role in how the portfolio is perceived. A well-structured but poorly designed portfolio may fail to attract attention. This is where Canva becomes an essential tool. Canva offers a wide range of templates and design elements that allow educators to create modern, attractive, and professional-looking documents without advanced technical skills [5]. As W. Richardson emphasizes, the use of digital tools enhances both communication and engagement, making information more accessible and appealing [3, p. 15]. We have surveyed 20 educators on what should be used to present their experience, and their opinions are different. Most educators consider that it is necessary to combine using Google Drive and Canva. Less responders put using Canva on the first place and only Google Drive is often used by the least number of educators.



From our perspective, the real value lies in combining these two tools. Google Drive provides structure and functionality, while Canva adds creativity and visual appeal. This combination creates a balanced portfolio that is both informative and aesthetically pleasing. For example, an educator can design a presentation in Canva and include links to detailed materials stored in Google Drive. This makes the portfolio easy to navigate while still offering in-depth information.

Moreover, creating a digital portfolio is not only a technical task but also a reflective process. It allows educators to analyze their achievements, identify strengths, and set new professional goals. In this sense, a portfolio becomes a tool for continuous development rather than just a collection of documents.

We consider that working on a digital portfolio also increases motivation and confidence. When educators see their progress presented in a clear and beautiful way, they better understand their own professional value. It becomes not only a requirement but also a source of inspiration and pride.

To conclude, the transition from traditional to digital portfolios represents an important step in the modernization of education. The use of tools such as Google Drive and Canva allows preschool educators to create portfolios that are accessible, well-organized, and visually attractive. Such portfolios not only demonstrate professional competence but also reflect creativity, individuality, and readiness to work in a modern digital environment. Future research may focus on integrating interactive elements and exploring new ways to enhance user engagement in digital portfolios.

#### REFERENCES

1. Barrett H. Electronic Portfolios as Digital Stories of Deep Learning. [online] Available at: <https://electronicportfolios.org/digistory/epstory.html> [Accessed 25 March 2026].
2. Cambridge Assessment English. Teaching Qualifications and Development. [online] Available at: <https://www.cambridgeenglish.org/teaching-english/teaching-qualifications/> [Accessed 25 March 2026].
3. Richardson, W. 2010. Blogs, Wikis, Podcasts, and Other Powerful Web Tools for Classrooms. Thousand Oaks: Corwin Press.
4. Google Drive. [online] Available at: <https://drive.google.com> [Accessed 20 March 2026].
5. Canva. [online] Available at: <https://www.canva.com> [Accessed 21 March 2026].