

Grade 6 Electronic Portfolio
Checklist

Name: _____

Class: _____

Part I: Make sure your website functions properly and fits the purpose:

- All file and folder names must have **no spaces**
- All files must be saved in your **EP_Name folder** (images in the images folder)
- All pages must be **linked** to all other pages (including index page)
- All links must **function** properly
- All pages must have a **title** in the title bar
- All multimedia (graphics, movies) resources must **work** properly
- All graphics should be **optimized** (resized when necessary) so they do not take too long to load
- A complete **works cited** must be included for anything you did not create yourself (including internet pictures)
- Check **spelling and grammar** of all pages
- Make sure all information on your portfolio is **relevant to school**

Part II: Organize your website into 5 pages:

1. Introduction (written with outside viewers in mind):

- o General description of the portfolio:
 - Give an overview of this portfolio – describe what a portfolio is, why you have to create one, and why this one is electronic instead of in the binder with the rest of your work.
 - A brief description of the ESLRs.
 - Introduce the parts of the Technology Design Cycle and describe how your page will be organized according to the cycle.
- o Introduction to you: include some basics about you.
- o Introduction to your projects:
 - A brief overview of the iMovie project
 - A brief overview of the integration projects you have done (including your blog and all your wikispaces) with links to those sites.

2. Investigate

- Introduction to this part of the project
- Description of which ESLR you met and why
- Brainstorm
- Sources/Works Cited
- Reflection (copied and pasted into the page)

3. Plan

- Introduction to this part of the project
- Description of which ESLR you met and why
- Your storyboard (scanned or printed to .pdf)
- Reflection (copied and pasted into the page)

4. Create

- Introduction to this part of the project
- Description of which ESLR you met and why
- Your finished iMovie
- Reflection (copied and pasted into the page)

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5. Evaluate

- Introduction to this part of the project
- Description of which ESLR you met and why
- Evaluate Reflection (copied and pasted into the page)

Part III: Make your website look great:

1. Use a **simple font** – the same font on all pages
2. Use good **color coordination** – light background and dark text
3. Use a **similar layout** for all pages
4. Put **links** in the same place for all pages

Part IV: Add extra touches

1. Include a **picture** of yourself on your introduction page (and on any other pages)
2. Include a **masthead** for all of your pages
 - Advanced Students: use Photoshop
 - Beginning Students: use Flamingtext.com or Cooltext.com
3. Use **thumbnails** (instead of text) for all of your linked pages
4. Use **buttons** (instead of text) for links