

Grade 7 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):**

- General description of the portfolio:
  - What will viewers find on this website?
  - What pieces of work will you share?
  - How will your page be organized?
  - What are the parts of the Technology Design Cycle?
- Introduction to you:
  - What grade are you in?
  - Why did you make this portfolio?
  - What did you learn?
- Introduction to your projects:
  - A brief overview of the PowerPoint project
  - A brief overview of the FreeHand project

**2. Investigate**

- a. My Future Life
  - Introduction to this part of the project
  - Description of which ESLR you met and why
  - All work on the Investigate from last year
  - Reflection from last year (copied and pasted into the page)
- b. My Logo
  - Introduction to this part of the project
  - Description of which ESLR you met and why
  - Brainstorm
  - Research
  - Scanned FreeHand worksheets
  - Reflection (copied and pasted into the page)

**3. Plan**

- a. My Future Life
  - Introduction to this part of the project
  - Description of which ESLR you met and why
  - All work on the Plan from last year
  - Reflection from last year (copied and pasted into the page)

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- b. My Logo
  - Introduction to this part of the project
  - Description of which ESLR you met and why
  - Scanned copy of your logo drawings (all of them)
  - Reflection (copied and pasted into the page)

### 4. Create

- a. My Future Life
  - Introduction to this part of the project
  - Description of which ESLR you met and why
  - All work from the Create from last year
  - Reflection from last year (copied and pasted into the page)
  
- b. My Logo
  - Introduction to this part of the project
  - Description of which ESLR you met and why
  - Your finished logo
  - Reflection (copied and pasted into the page)

### 5. Evaluate

- a. My Future Life
  - Introduction to this part of the project
  - Description of which ESLR you met and why
  - Evaluate from last year (copied and pasted into the page)
  
- b. My Logo
  - 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