

Tools for the Development of Instruction Assessment Criteria

Portfolio Assessment (20% of the overall grade)

Standards

1. All prior projects are posted and linked from portfolio page (5 points)
2. Root level of portfolio contains only portfolio index and graphics directly associated with portfolio index (2 points)
3. Portfolio index is named "index.htm" (2 points)
4. Each project is completely contained within its own aptly named directory (2 points)
5. Double nesting of projects and extraneous project files have been eliminated (2 points)
6. Relative paths are used when linking from portfolio page to all projects (1 point)
7. All links open in same window unless smaller JavaScript window is employed (1 point)
8. All PowerPoint presentations have been converted to html versions and posted (1 point)
9. Each PowerPoint presentation is completely contained within its own directory. The original version of PowerPoint presentation (.ppt version) and any supportive files (if present) are contained within the project directory (1 point)
10. PowerPoint html control page is named "index.htm" for each project (1 point)
11. Final Portfolio revisions are completed by the due date (2 points)

Scoring

- ❖ Total Points earned = 20% of total grade
- ❖ (Total Points earned) x 5 = percentage score for portfolio assessment portion of grade

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Course Checkpoints (20% of the overall grade)

Project Objectives (4% of overall grade)

Due Date: 10 PM - two days before class meets

1. Submitted by due date. Successful submission will consist of posting objectives to your portfolio and providing a link from your portfolio page (1 point)
2. Identifies target audience (1 point)
3. Clearly and concisely identifies site's overall objectives (1 point)
4. Clearly States at least one learning objective for users and identifies a means of assessing the effectiveness of that learning goal (1 point)

Project Calendar (4% of overall grade)

Due Date: 10 PM - two days before class meets

1. Submitted by due date (1 point)
2. Includes scheduling of all major categories of project process (1 Point)
3. Blocks out for personal/professional commitments. These commitments do not need to be identified in detail. "Personal commitment" or "professional commitment" is adequate. (1 Point)
4. Includes all class checkpoint due dates (1 Point)

Project Flow Chart (4% of overall grade)

Due Date: 10 PM – two days before class meets

1. Submitted by due date (1 point)
2. Identifies page title or scheme, page name or scheme, and common navigation for all pages (1 Point)
3. Displays overall hierarchy and flow of site (1 Point)
4. Identifies unique nature of any particular page or section of site that deviates from the established structure such as password protected, opens in new window, frame/nonframe. (1 Point)

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Project Template (4% of overall grade)

Due Date: 10 PM – two days before class meets

1. Submitted by due date (1 Point)
2. Includes common documentation elements: page title site identifier, Alt text on common graphics, author info, email link, and last updated info. (1 Point)
3. Includes common design elements: navigation bar, background, tables used for overall layout, and color and font schemes. (1 Point)
4. Check and revise site to meet level I accessibility standards through the use of “Bobby.” Submit printed copy of Bobby results. (1 Point)

Project “Buddy Checks” (4% of overall grade)

Due Dates: #1 - **Post** by two days before class meets
Review by one day before class meets
#2 - **Post** by two days before class meets
Review by one day before class meets
#3 - **Post** by two days before class meets
Review by one day before class meets

1. Buddy Check #1 meets all requirements (1 Point)
2. Buddy Check #2 meets all requirements (1 Point)
3. Buddy Check #3 meets all requirements (1 Point)
4. All Checkpoints Submitted on Time (1 Point)

Structure for Posting Supporting Documents to the Web

The project objectives, project calendar, project flowchart, and project template will all be placed inside a subfolder within the FrontPage web that contains the final project. Each will be posted by its respective due date. Temporary links will be made to each project from the portfolio page. These links will be removed when the final project is posted for review.

Procedure for Completing Buddy Checks

Buddy checks will be completed through the use of online forms. Each form must be submitted by the due date in order to receive full credit.

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Project Calendar Categories: Things to Include

Stage #1: Planning the Site

- Develop system to archive graphics and other resources
- Develop project calendar
- Develop site plan / flow chart / naming scheme / page title scheme
- Gather and/or create graphic elements
- Research outside links
- Plan assessment module
- Research and develop general content
- Develop special pages such as worksheets, questionnaires forms, etc.

Stage #2: Developing Site Design

- Optimize and process graphic elements
- Develop templates
- Check and adjust templates for Level I accessibility
- Debug templates

Stage #3: Completing the Site

- Adding page specific content/links/modifications to template based pages
- Creating non-template based pages
- Check and adjust non-template based pages for Level I accessibility
- Test and debug site