Student _____   Due Date _____   Date Submitted _____

DEVELOP A PORTFOLIO
Real World Examples
Assessment

Directions: On a scale of 10 (high) to 1 (low) rate the degree to which the criteria are met in each area.

Criteria	10-9 Points	8-7 Points	6-5 Points	4-1 Points
Contents (10) ☐ 7 examples provided ☐ Written discussion accurate ☐ Written discussion sufficient ☐ Headlines and captions appropriate				
Layout and Design (10) ☐ Textboxes appropriate ☐ Textboxes have borders ☐ Border colors and designs nicely blended ☐ Borders effectively used ☐ Examples arranged with eye appeal (balanced) ☐ Overall layout and design attractive on each page				
Graphics (10) ☐ Appropriate selection of examples ☐ Manipulated for best layout				
Text (10) ☐ Fits within textboxes appropriately ☐ Size and style appropriate ☐ Color, if used, blends with graphics and borders ☐ Headlines and captions text appropriate				

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Criteria	10-9 Points	8-7 Points	6-5 Points	4-1 Points
Cover and Contents Page (10) ☐ Required information included (name, date, title, etc.) ☐ Table of Contents (content, page number, alignment) ☐ Graphic represents project ☐ Graphic color blends ☐ Text style and size appropriate ☐ Page balanced				
File Management (10) ☐ Print screen in Details view ☐ Files included				
Subtotal				
Deduct 1 point for each uncorrected error =				
Total Points =				