

DEVELOP A PORTFOLIO

Bookmarks

Overview

GOAL: Develop a two-sided bookmark to be used as door prizes for meetings and/or gifts for teachers, advisory board members, or family members.

Measurable Learner Objectives	Crosswalk to Show-Me Standards	Instructional Activities	Assessment
Create multi-page, multicolumn documents (single or multiple pages). G7	CA4, 2.1	Create two-sided bookmarks to be used for personal distribution. The bookmarks will be positioned using a layout represented by four columns of an 8 ½ x 11 sheet in landscape orientation. Information will be printed on both sides (front and back) of the bookmark. A ribbon will be later attached to a hole placed in the bookmark. Decide on the page layout (four columns) and determine what will appear on each column and on each side of the sheet. Use appropriate margins and gutters for effective column width and position. Adjust the paragraph attributes, tabs, and indentations by considering the width of each column, overall layout requirements, and text objects. Compose suitable headlines and captions. Use appropriate graphics and images for the design. Options for selecting a theme for the bookmarks are seasons of the year, school occasions,	Use the <i>Bookmarks</i> assessment to evaluate the two-sided bookmarks. Evaluate the bookmarks for effective use of margins, gutters, columns, text, text objects and associated features, headlines, captions, paragraph attributes, tabs, and indents. Evaluate the appropriateness and appropriate use of graphics and images in the bookmarks. Also evaluate the attractiveness of the bookmark for alignment (front with back and hole for attached ribbon).
Manage electronic files. A9	CA3, 1.8		
Set margins. B1	CA1, 2.1		
Create columns. B2	CA1, 2.1		
Set guttering. B3	CA1, 2.1		
Use text objects and associated features (e.g., word wrapping, drop caps, initial caps, sizing, color, linkage, frames). C3	CA1, 2.1		
Adjust paragraphs attributes. C3	CA1, 2.1		
Apply tabs and indents in text blocks. C5	CA1, 2.1		
Compose headlines and captions. C7	CA1, 2.1		
Import graphics from various sources (e.g., software-specific library, other applications, Internet). D1	CA3, 2.7		
Use editing tools. A7	CA1, 1.4		
Format document for selected printer. F3	CA5, 2.1		

Measurable Learner Objectives	Crosswalk to Show-Me Standards	Instructional Activities	Assessment
Proofread and correct errors. C8	CA1, 2.1	city facts, and personal family information. Format the columns to match front and back on the selected printer. Proofread and correct all errors in the bookmarks before printing. Practice good file management.	

Activity originally developed by Zinna Bland; adapted and used with permission.