Assignment Portfolio

For this hybrid class, you will create an online Assignment Portfolio that will function as a virtual container for your work. This class is organized into four modules. Each module contains multiple assignments. Each assignment is purpose designed to prepare you for that module's exam. All of the module assignments are due on the same day as the module exam.

In this hybrid class, we will meet once each week. Most weeks, we will also have one, or more, assignments. Each assignment will have a deliverable that you will be required to post to your assignment portfolio. Your posting provides evidence that you have successfully completed that assignment. Like the class, your portfolio should be organized into four modules.

Once uploaded, your work for each assignment becomes a learning artifact. In addition to learning artifacts, your portfolio needs to include transitional components. One such component is your site's home page. Another transitional component will be an effective menu system for navigating to the assignments in each of the four modules. The third required transitional component is the module overview page. This is a page that introduces that module and it's assignments. Specifically, it should provide a brief overview of that module's content and your related work.

Learning Artifact's Format
As you complete each assignment, post it to your online portfolio. When posting assignments, you should use an open format i.e. HTML or PDF. In terms of speed and flexibility, it is optimum to use html. Though, you can also use PDF. Note that your site should not require the user's browser to have specific plug ins already installed. Note also anything that causes your site to function slowly is likely to result in a lower grade.

Avoid using proprietary formats, such as docx, xls, or odt. These formats violate the open nature of the Web. In addition, you have no assurance that the viewer will have the proprietary client installed.

Homepage
Your site's homepage should accomplish three things. One, it should identify you. Two, it should state the purpose of your site. And three, it should direct the reader to the menu system through which they can access your work. Each module summary page should have a menu choice that allows the reader to return to your home page.

Module Overview
Each module overview page should provide a brief foreshadowing of what that module contains. Here it is appropriate to introduce both the content of the module and the learning techniques employed by the module's assignments. One to three sentences is usually a sufficient length for an overview.

Many students have found that graphics utilized here can communicate more and communicate faster than text. Note that the graphics should be relevant, appropriately sized, and properly attributed. Note also that multiple irrelevant, or gratuitous, graphics interfere with rather than facilitate communications.

Menu System
Better menu systems are intuitive, complete, and easy to use. Each page should link back to the module overview page. And each assignment should be accessible with a single click from the module overview page. Overly complicated menus that require multiple clicks will be graded down.

Surface Quality
It is expected that portfolios will be free from misspellings and from grammar mistakes. Often times, students will find it optimum to find someone else to perform a copy edit prior to turning in their work.

Evaluation
You will receive feedback for each module. Feedback will include a module grade and usually a few comments concerning how you may improve your grade. This feedback will be provided to you on the following 'Evaluation Form.'

Remember that, in addition to the technical components of your assignments, you will also be evaluated on how well your portfolio communicates. You will find that the closer you follow the instructions in this handout, the higher your grade will be.

Evaluation Form

	Outstanding	Very Good	Okay	Other
Homepage & Overview				
Content & Writing Mechanics				
Organization & Navigation				
Graphical Communications				

Rubric

Score	Attributes	Score
Outstanding	Greatly exceeds expectations. Complete and free from grammatical errors. Communicates well. Facilitates communications through the use of color and graphics.	90-100
Very Good	Exceeds expectations. In addition to presenting learning artifacts, introduces each module in a context of learning goals and methods. Menu system is intuitive and easy to use.	80-89
Okay	Site contains expected assignments. Meets other site expectations including a well functioning menu system.	70-79
Other	A site whose correlation with the portfolio assignment isn't clear.	69 or less