# Final Project – Online Portfolio – 200 Points

Purpose & Introduction

Thus far, in K200 you have been from instructional materials to create and edit webpages in Weebly. This helped you learn skills in creating and editing a website. Now you will need to apply those skills to complete the project below. You can also use this project to show the world the skills you have learned. Even help you find a job.

**Student Data Files.**

* **Prepared Images**. You will find program logos and selected clipart in – [mp6-portfolio.zip](https://k200.publichealth.indiana.edu/dpp-due-dates.html#weebly)– along with these instructions, on the K200 class website. You must use the program logos. You may use other images as you wish.
* **Copies of Your K200 Work**. You will upload your previous work from K200 onto the website. Collect these pieces now for easy uploading.

**Submit for Grading.** Website address must be in the **Final Project – Online Portfolio** section inCanvas Assignments by ***11:59 pm. Wednesday, May 7, 2025. NO ACCEPT UNTIL DATE!***If your work is not in this section, it will not be graded. You will not submit any printed material.

Web address to submitted:

* Working website link to student Weebly site and Portfolio pages. The Web address should look similar to
  1. Exact portfolio link: <https://mlion.weebly.com/portfolio.html> ***OR***
  2. Your weekly project: <https://mlion.weebly.com/>
  3. **YOU WILL NOT MAKE A NEW SITE!!**

This project is worth **200 points.**

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**Before You Begin: FOR YOUR GRADE**

This is your final project in K200. It is up to you to read the instructions and grading rubric carefully and to meet the requirements and demands of the project. If you do not understand something, ask Ms. Lion/Mr. Furman during class so everyone can get clarification.

Do not rush through this project. Steady and careful work will give you the points and grade you want. Rushing through will cause failure.

## Proposed Workflow

**For Your Grade:** You will be adding webpages to your weekly project. DO NOT delete, change, or edit your weekly project. Only add the below pages and descriptions. NEVER delete anything to do with your weekly project. For final project examples, go to **For project examples, showing general layout and instructions** below.

To help you with this project, complete your work with the following steps:

1. **My K200 Examples Images Folder**. On your **physical computer’s Desktop**, create a folder called My K200 Examples Images. This will hold the work YOU created in K200 and any images you will use.
   1. Put one file from every software subject into the folder. When you are done you should have the following:
      1. One AI image
      2. One Word document.
      3. One Excel workbook.
      4. One Access database.
      5. One PowerPoint presentation.
      6. One MP3 file from Audacity work.
      7. One MP4 file from Adobe Express work.
   2. *Only your work from K200* should be in this folder and shown on your website.
   3. Download to My K200 Examples Images and unzip the [mp6-portfolio.zip](https://k200.publichealth.indiana.edu/dpp-due-dates.html#weebly) to access program logos and potential images for you to use on your site.
2. **Read & Study Tasks Below**. Information given under [**Tasks**](#_Tasks:) will help you with your project. **Read** the information **BEFORE** you start to work on your project.
   1. **Page Descriptions**. You MUST be sure to create your new web pages using the guidelines.
   2. **Navigation**. You MUST create navigation shown in the image and described for each page.
   3. **Display Files**. There are several ways to display your files on this site. You can refer to these links for help. YOU MUST DISPLAY YOUR FILES USING THE SAME METHODS GIVEN IN THE WEEKLY PROJECT.
   4. **Online Reference/Instruction**. Open these resource sites to help you.
3. **Start Portfolio Pages Creation**
   1. Go to your weekly project website.
   2. *DO NOT CHANGE YOUR WEEKLY PROJECT*!
   3. Create NEW webpages as part of your current website.
      1. Edit your weekly web project by adding the below pages – See Description.
      2. Each page has a description of required items.
      3. Make sure to complete each page, adding all required items given in the description.
   4. Publish website.
   5. Look over the website to make sure all required work has been completed.
   6. Study the grading rubric given at the end of these instructions to be sure you will receive maximum points.
4. **Submit Website Address to Canvas.**
   1. You are encouraged to do this the minute you create the Portfolio page. This will ensure you have submitted the project on time.
   2. You can edit continuously up until the due date and time as they will be graded after.

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## Tasks:

You will create a portfolio that will be part of your Weebly Weekly Project Website. **You will *not* create a new website.**

**Page Descriptions**

Below are the Webpages that you will edit or create. There are seven Webpages in all with two optional extra credit. For extra credit, you may do one, both, or none. It is up to you.

**Navigation Menu**

The inserted picture is an example of what your navigation menu should look like in your Weebly site editor. Be sure to carefully read the page descriptions below so you place your pages correctly. Make sure to watch the video Weebly 3 – Pages Smith from the Weekly project.

**Display Files**

**FOR YOUR GRADE:** The individual program pages require file uploads. You must upload your work example files from your physical computer Desktop to Weebly. You MUST do this the way you did it from the weekly project. If you forget how to do this, watch the video [Weebly 8 - Format and Upload](https://iu.mediaspace.kaltura.com/media/t/1_xneh49t6/281386322), starting at 3:50 for instructions.

You can upload from your Desktop and show your files on your pages in one of these two ways:

1. [Link to Documents, PDF, PowerPoint Slides, and More](https://www.weebly.com/app/help/topics/link-to-documents-pdf-powerpoint-slides-and-more) , or
2. [Display Documents on Your Site](https://hc.weebly.com/hc/en-us/articles/227137047-Display-Documents-on-Your-Site) – Note: If you use this version with a PDF, it will display for easy reading on your page.
3. **DO NOT LINK TO ANY FILES IN ONEDRIVE, CANVAS, OR ANY OTHER ONLINE SOURCE. YOU MUST INSERT FILES THE WAY YOU DID IN THE WEEKLY PROJECT. You will lose many points for not following this simple instruction.**
4. If you do not have a file to display/share, read **More Display Options** below.

**More Display Options**

1. **No File.** If you do not have an example to upload you can do the following:
   1. Give name and describe file.
      1. Give complete name of file including the extension. Example: Lastname\_Firstname\_Instructor\_CD\_Database.accdb.
      2. Describe the project in detail. What did you do and what did the final project look like.
   2. Files images.
      1. Take screenshots at least two screenshots of opened file on your physical computer.
      2. Load the images to the page where the file would be located.
      3. Give complete name and brief description of the file.
2. **File Too Large**. If Weebly tells you that the file is too large and you no longer have enough space to upload it, do one of the following:
   1. Follow instructions given in No File, File images above.
   2. **Convert to PDF**. If you have a Word, Excel, or PowerPoint file, you can convert it to a PDF. Then upload it.

**Online Reference/Instruction**

If you need help when creating these pages and cannot ask the instructor, visit

* [Ms. Lion’s Weebly Resources](http://mlion.weebly.com/weebly-resources.html);
* The instruction videos in Canvas, ***and/or***
* The [Weebly Help Center](https://hc.weebly.com/hc/en-us).

**For project examples, showing general layout and instructions, go to:**

* [Ms. Lion's Smith Theme Site for K200 - Portfolio](https://mlionsphk200-2-port.weebly.com/portfolio.html)
* [Ms. Lion's Sims Theme Site for K200 - Portfolio](https://lionsphk200-port.weebly.com/portfolio.html)
* [Portfolio Page for Professor Furman](https://lfurman.weebly.com/portfolio-page.html)

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## Page Descriptions

**Create the Following Pages:** Each number below refers to a page you must create.

### ****1. Portfolio****

DO NOT MAKE A NEW SITE! YOU MUST USE YOUR EXISTING WEEKLY PROJECT SITE! DO NOT EDIT, DELETE, OR IN ANY WAY CHANGE YOUR WEEKLY WEEBLY PROJECT!

Make a new page on your weekly project Weebly site and name it **Portfolio**. Page link must be part of the main navigation on your Weebly site. Add the following:

1. **Navigation**: Webpage name must be seen in same navigation level as weekly project Home page.
2. **Page Title**: Webpage must have title – student’s choice. Title must alert the viewer to the contents of the page.
3. **No Weebly Default Header**: Webpage must NOT have built-in Weebly header. *Must look like Format page from weekly project.*
4. **Footer/Contact Information**: Copy footer with contact information from your weekly project pages and put it here.
5. **Images**: Must have two or more images.
   1. Images on this page must be different from each other.
   2. Images on this page can be used on other pages.
6. **Text**:
   1. Write an introductory paragraph explaining the purpose of this portfolio. Use your own words. Be sure to add information about K200.
   2. Graphics Citation, this page only:
      1. If you know who created your graphics or took your pictures, thank them.
      2. If you do not know where your graphic came from since you downloaded it from the Web, put on the bottom of this page: “All images in this portfolio are courtesy of the Web and are not owned nor created by the Webmaster unless otherwise noted.”
   3. *Note:* For this project a paragraph can be a minimum of two sentences.
7. **Links**: Link to the following website:
   1. K200 Class Website.
   2. Ms. Lion’s Weebly Website – Pick any used in the instruction materials and/or examples.
   3. Link to Department of Kinesiology Website.

### ****2. Biography****

Make a new page named **Biography**. Page link **MUST BE UNDER Portfolio** in menu.Add the following*:*

1. **Navigation**: Webpage name must be seen under Portfolio.
2. **Page Title**: Webpage must have title – student’s choice. Title must alert the viewer to the contents of the page.
3. **No Weebly Default Header**: Webpage must NOT have built-in Weebly header. *Must look like Format page from weekly project.*
4. **Footer/Contact Information**: Copy footer with contact information from your weekly project pages and put it here.
5. **Images**: Must have three or more images. *One of them must be the AI Avatar created earlier in the semester*.
   1. AI Image. Upload your avatar created in the AI & Adobe Firefly project. (You may use your AI Avatar on every page. You only need to write about it on this page.)
   2. Images on this page must be different from each other.
   3. Images on this page can be used on other pages.
6. **Text**:
   1. Two to five paragraphs giving information about your life and school.
   2. You MUST write about the AI Avatar. Explain why you chose it and how you made it.
7. **Links:**
   1. Video: Link or embed a video from YouTube, or another site, that you like. (Keep it clean and legal.) *Note:* Links to YouTube or Vimeo videos work the same as links to Websites.
   2. Link to any place or organization mentioned in your paragraphs. Example: If you mention Indiana University, you must link to Indiana University.

### ****3. Programs****

Make a new page on your Weebly site named **Programs**. Link **MUST BE UNDER** **Portfolio** in menu.Add the following:

1. **Navigation**: Webpage name must be seen under Portfolio.
2. **Page Title**: Webpage must have title – student’s choice. Title must alert the viewer to the contents of the page.
3. **No Weebly Default Header**: Webpage must NOT have built-in Weebly header. *Must look like Format page from weekly project.*
4. **Footer/Contact Information**: Copy footer with contact information from your weekly project pages and put it here.
5. **Images**: Must have two or more images.
   1. Images on this page must be different from each other.
   2. Images on this page can be used on other pages.
6. **Text**:
   1. Two to three paragraphs introducing the programs you learned in this class.
   2. Software Names. Display the below names of the software *outside* of any paragraph. Names should have formatting that makes them stand out from the rest of the text on the page.
      1. Word
      2. Excel
      3. Access
      4. PowerPoint
      5. Podcasting: Audacity and Adobe Express

### ****4. Word****

Make a new page on your Weebly site named **Word**. Link **MUST BE UNDER Programs** in menu.Add the following:

1. **Navigation**: Webpage name must be seen under Programs.
2. **Page Title**: Webpage must have title – student’s choice. Title must alert the viewer to the contents of the page.
3. **No Weebly Default Header**: Webpage must NOT have built-in Weebly header. *Must look like Format page from weekly project.*
4. **Footer/Contact Information**: Copy footer with contact information from your weekly project pages and put it here.
5. **Images**: Must have three or more images.
   1. One image MUST be the Microsoft Word logo.
   2. Images on this page must be different from each other.
   3. Images on this page can be used on other pages.
6. **Text**: A paragraph answering each question listed below:
   1. What is Microsoft Word?
   2. What I Learned?
   3. What I’m Proud Of.
7. **Links**:
   1. Example of Word from K200 class. If this is difficult, look at Display Files under [**Tasks**](#_Tasks:)**. DO NOT LINK TO ANY FILES IN ONEDRIVE, CANVAS, OR ANY OTHER ONLINE SOURCE. YOU MUST INSERT FILES THE WAY YOU DID IN THE WEEKLY PROJECT. You will lose many points for not following this simple instruction.**
   2. Microsoft’s official website.

### ****5. Excel****

Make a new page on your Weebly site named **Excel**. Link **MUST BE UNDER Programs** in menu.Add the following:

1. **Navigation**: Webpage name must be seen under Programs.
2. **Page Title**: Webpage must have title – student’s choice. Title must alert the viewer to the contents of the page.
3. **No Weebly Default Header**: Webpage must NOT have built-in Weebly header. *Must look like Format page from weekly project.*
4. **Footer/Contact Information**: Copy footer with contact information from your weekly project pages and put it here.
5. **Images**: Must have three or more images.
   1. One image MUST be the Microsoft Excel logo.
   2. Images on this page must be different from each other.
   3. Images on this page can be used on other pages.
6. **Text**: A paragraph answering each question listed below:
   1. What is Microsoft Excel?
   2. What I Learned?
   3. What I’m Proud Of.
7. **Links**:
   1. Example of Excel from K200 class. If this is difficult, look at Display Files under [**Tasks**](#_Tasks:)**. DO NOT LINK TO ANY FILES IN ONEDRIVE, CANVAS, OR ANY OTHER ONLINE SOURCE. YOU MUST INSERT FILES THE WAY YOU DID IN THE WEEKLY PROJECT. You will lose many points for not following this simple instruction.**
   2. Microsoft’s official website.

### ****6. Access****

Make a new page on your Weebly site named **Access**. Link **MUST BE UNDER Programs** in menu.Add the following:

1. **Navigation**: Webpage name must be seen under Programs.
2. **Page Title**: Webpage must have title – student’s choice. Title must alert the viewer to the contents of the page.
3. **No Weebly Default Header**: Webpage must NOT have built-in Weebly header. *Must look like Format page from weekly project.*
4. **Footer/Contact Information**: Copy footer with contact information from your weekly project pages and put it here.
5. **Images**: Must have three or more images.
   1. One image MUST be the Microsoft Access logo.
   2. Images on this page must be different from each other.
   3. Images on this page can be used on other pages.
6. **Text**: A paragraph answering each question listed below:
   1. What is Microsoft Access?
   2. What I Learned?
   3. What I’m Proud Of.
7. **Links**:
   1. Example of Access from K200 class. If this is difficult, look at Display Files under [**Tasks**](#_Tasks:)**. DO NOT LINK TO ANY FILES IN ONEDRIVE, CANVAS, OR ANY OTHER ONLINE SOURCE. YOU MUST INSERT FILES THE WAY YOU DID IN THE WEEKLY PROJECT. You will lose many points for not following this simple instruction.**
   2. Microsoft’s official website.

### ****7. PowerPoint****

Make a new page on your Weebly site named **PowerPoint**. Link **MUST BE UNDER Programs** in menu.Add the following:

1. **Navigation**: Webpage name must be seen under Programs.
2. **Page Title**: Webpage must have title – student’s choice. Title must alert the viewer to the contents of the page.
3. **No Weebly Default Header**: Webpage must NOT have built-in Weebly header. *Must look like Format page from weekly project.*
4. **Footer/Contact Information**: Copy footer with contact information from your weekly project pages and put it here.
5. **Images**: Must have three or more images.
   1. One image MUST be the Microsoft PowerPoint logo.
   2. Images on this page must be different from each other.
   3. Images on this page can be used on other pages.
6. **Text**: A paragraph answering each question listed below:
   1. What is Microsoft PowerPoint?
   2. What I Learned?
   3. What I’m Proud Of.
7. **Links**:
   1. Example of Word from K200 class. If this is difficult, look at Display Files under [**Tasks**](#_Tasks:)**. DO NOT LINK TO ANY FILES IN ONEDRIVE, CANVAS, OR ANY OTHER ONLINE SOURCE. YOU MUST INSERT FILES THE WAY YOU DID IN THE WEEKLY PROJECT. You will lose many points for not following this simple instruction.**
   2. Microsoft’s official website.

### ****8. Podcasting****

Make a new page on your Weebly site named **Podcasting**. Link **MUST BE UNDER Programs** in menu.Add the following:

1. **Navigation**: Webpage name must be seen under Programs.
2. **Page Title**: Webpage must have title – student’s choice. Title must alert the viewer to the contents of the page.
3. **No Weebly Default Header**: Webpage must NOT have built-in Weebly header. *Must look like Format page from weekly project.*
4. **Footer/Contact Information**: Copy footer with contact information from your weekly project pages and put it here.
5. **Images**: Must have Four or more images.
   1. One image MUST be the Audacity logo.
   2. One image MUST be podcasting logo.
   3. Images on this page must be different from each other.
   4. Images on this page can be used on other pages.
6. **Text**: A paragraph answering each question listed below:
   1. What is podcasting
   2. What is Audacity?
   3. What is Adobe Express?
   4. What I Learned?
   5. What I’m Proud Of.
7. **Links**:
   1. Example of audio podcast from K200 class. If this is difficult, look at Display Files under [**Tasks**](#_Tasks:)**.** **DO NOT LINK TO ANY FILES IN ONEDRIVE, CANVAS, OR ANY OTHER ONLINE SOURCE. YOU MUST INSERT FILES THE WAY YOU DID IN THE WEEKLY PROJECT. You will lose many points for not following this simple instruction.**
   2. Example of video podcast from K200 class. Yes, you may use the link, but be sure someone besides yourself can open it and view the video. If the video cannot be viewed, you will lose points. If needed, look at Display Files under [**Tasks**](#_Tasks:)**. DO NOT LINK TO ANY FILES IN ONEDRIVE, CANVAS, OR ANY OTHER ONLINE SOURCE. YOU MUST INSERT FILES THE WAY YOU DID IN THE WEEKLY PROJECT. You will lose many points for not following this simple instruction.**
   3. Audacity official website.
   4. Adobe Express official website.

**Spell Check.**

It is wise to run a spell check for your site. Mr. Furman, another K200 instructor, suggests copying and pasting your website text into Word and then run the spell check in Word. Make the changes needed on the website and be sure to publish it again to save the changes.

**Check Your Work.**

Open your project in a web browser and make sure every page has the required items. Make sure all of your links work, all of your files are on the website and not linked from an online storage drive, your navigation is correct, and you have all of your images. Smart move would be to read through the grading rubric carefully and be sure you followed the page descriptions and required items for the site.

**Extra Credit.**

You can do neither, one, or both extra credit projects. It is up to you.

**Extra Credit 1 – In-Class Savers – Worth 25 Points +. Create a new page named In Class Savers.** Link **MUST BE UNDER Programs** in menu. **Add the following:**

* **Navigation**: Webpage name must be seen under Programs.
* **Page Title**: Webpage must have title – student’s choice. Title must alert the viewer to the contents of the page.
* **No Weebly Default Header**: Webpage must NOT have built-in Weebly header. *Must look like Format page from weekly project.*
* **Footer/Contact Information**: Copy footer with contact information from your weekly project pages and put it here.
* **Images**: Must have two or more images.
  + Images on this page must be different from each other.
  + Images on this page can be used on other pages.
* **Text**: A paragraph answering each question listed below:

1. What Are In-Class Savers?
2. What I Learned?
3. What I’m Proud Of

* **Links**: Link to the uploaded In Class Saver examples:

1. Example 1 (Give program or file name for the link. Do not use Example 1 as title.)
2. Example 2 (Give program or file name for the link. Do not use Example 2 as title.)
3. Example 3 (Give program or file name for the link. Do not use Example 3 as title.) **If you cannot upload the files, do what is suggested in Display Files under Tasks. DO NOT LINK TO ANY FILES IN ONEDRIVE, CANVAS, OR ANY OTHER ONLINE SOURCE. YOU MUST INSERT FILES THE WAY YOU DID IN THE WEEKLY PROJECT. You will lose many points for not following this simple instruction.**

***EXTRA NOTE:*** After three in class savers, you will get 5 extra credit points for each In Class Saver you attach. For example: If you add two extra Word files, you will get 10 additional extra credit points.

**Extra Credit 2 – In Five Years – Worth 15 Points. Create a new page named In Five Years.** Link **MUST BE UNDER Biography** in menu. **Add the following:**

* **Navigation**: Webpage name must be seen under Biography.
* **Page Title**: Webpage must have title – student’s choice. Title must alert the viewer to the contents of the page.
* **No Weebly Default Header**: Webpage must NOT have built-in Weebly header. *Must look like Format page from weekly project.*
* **Footer/Contact Information**: Copy footer with contact information from your weekly project pages and put it here.
* **Images**: Must have two or more images.
  + Images on this page must be different from each other.
  + Images on this page can be used on other pages.
* **Text**: A paragraph answering each question listed below:

1. What Are My Career Goals?
2. Where Would I Like to Live?
3. Where Would I Like to Work?
4. Where Would I Attend Graduate School? (Note: If you don’t wish to attend graduate school, just say so.)

* **Links**:
  + City: Give the link to the city where you would like to live. If you don’t have a specific city, then list a city as an example. For example: I would like to live in a city like Portland, Oregon - <http://www.portlandonline.com/>.
  + School: If you mention a school, link to the school you hope to attend. If you do not plan to attend graduate school, don’t add this link.
  + Workplace: Give a link to a place you hope to work. If it is a school corporation, list that. If you are not sure where you would like to work, find a place on the Web that looks interesting to you. You can also link to a website of someone who is doing what you would like to do.

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**Criteria for Success: Grading Rubric:**

**FOR YOUR GRADE:** This is your final project in K200. It is up to you to read the instructions and grading rubric carefully and to meet the requirements and demands of the project.

In the below list, you will find the grading points used for this project. The number after each point is the number of points deducted from the beginning total of 200. Clarification on the amount of time points will be deducted are given in the individual descriptions. Look for them.

1. **Spell & Grammar Check** – 5 per word; Improper grammar.
2. **Misspelled Program Names** – 10 per word; *Special Note*: Each piece of software must have proper name and spelling. Look through Canvas and class website to see proper spelling.
3. **Correct Page Name** – 10 if a page has incorrect name. -10 for every incident of incorrect page name.
4. **Uses Weebly Default Header** – 10 no page is to have a built-in Weebly header. Your pages must look like the Format page you created in the weekly project. -10 on each page that uses the default header.
5. **Page Title** – There must be a title at the top of the page. Example: When I look at the webpage tab in the browser, I need to see Word on the top of the Word page. -10 for every missing title.
6. **Footer/Contact Information on Bottom of Each Page** – 10 if your contact information is missing from any of the pages and/or the information is not the same on each page.
7. **New Website** – 200 if you made a new site instead of adding to your original weekly project site you clearly did not the instructions and your site will not be graded.
8. **Navigation** – 10 if pages do not show properly in navigation. (See image under Navigation in [**Tasks**](#_Tasks:).) -10 for each example of improper page navigation.
9. **Broken or Missing Links** – 10 per broken link.
10. **Graphics** – 10 per missing graphic.
11. **Missing Page** – 50 for every and each missing page. If the instructor cannot see it, it cannot be graded.
12. **Paragraph** – 10 for each incorrect paragraph. A paragraph is at least two sentences and must give requested information and answer questions given in instructions.
13. **Missing Work Examples/Files** – 10 for each missing file **OR** name and description of the file missing. Example: No Word file on Word page **OR** No name and description of file **OR** no PDF of file on page. -10 for every incident of missing work.
14. **DO NOT Link to File in OneDrive or other online drive – 25**. File/example of work must be uploaded to site **OR** described as per instructions **DO NOT LINK TO ANY FILES IN ONEDRIVE, CANVAS, OR ANY OTHER ONLINE SOURCE. YOU MUST INSERT FILES THE WAY YOU DID IN THE WEEKLY PROJECT. You will lose many points for not following this simple instruction. You will lose 25 points per mistake.**
15. **Extra Credit Pages** – Same above grading points will be used on those pages as well.
16. **Submitted in Final Project – Online Portfolio** – 200. Copy of website address must be accessible. If the instructor cannot open or find site or pages, no points will be given.