**Major Project #6 – Online Portfolio – 300 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 learned skills to complete the below project. You can also use this project to show the world the skills you have learned. This project can be used to get you interviews with future teachers and/or employers.

In this project, you will create an online portfolio displaying the work you have completed in K200. This online portfolio will consist of eight Webpages***. These Webpages will be added onto your previous Weebly website***. The content of each Webpage is listed below. You will need to supply the content, which may include text, graphics, files, and links. This portfolio will be a way for you to display your computer and Website development skills. You should be proud enough of this online portfolio to share it with the world.

Yes, you will be adding this to your existing Weebly site. No, that will not affect the grading on the weekly project if the Portfolio page shows.

**Student Data Files.** Ms. Lion has prepared a zipped folder with program logos and selected clipart – **mp6-portfolio.zip.** You can download it where you downloaded these instructions. You must use the program logos and you may use the supplied clipart provided or use your own.

**Also.** You will need to select the files of your previous K200 work to use on the site. One file from each Microsoft Office Suite programs and then one mp3 file must be selected. Files can be from Weekly or Major Projects.

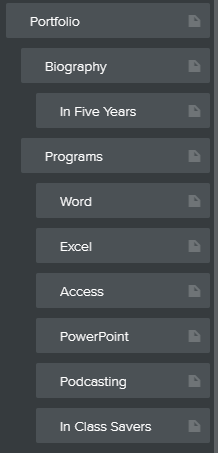
**Submit for Grading.** Website address must be in the **Major Project #6 – Online Portfolio** section inCanvas Assignments by ***11:59 pm. Saturday, July 27, 2024. NO ACCEPT UNTIL DATE!***If your work is not in this section, it will not be graded. You will not submit any printed material.

Must be submitted:

Working Website link to student Weebly site and Portfolio pages. The Web address should look similar to <http://mlion.weebly.com/portfolio.html> **OR** <http://mlion.weebly.com/>.

This project is worth **300 points.**

C:\Program Files\Microsoft Office\MEDIA\OFFICE12\Lines\BD14844_.gif

**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.

**Online Reference/Instruction.**

Be sure you can access the following instructional support:

* [Ms. Lion’s Weebly Resources](http://mlion.weebly.com/weebly-resources.html) page.
* Class Created Weebly Videos in Canvas.
* Examples:
  + [Ms. Lion’s Portfolio on Weebly](https://mlion.weebly.com/portfolio.html)
  + [Mr. Furman’s Portfolio on Weebly](https://lfurman.weebly.com/portfolio-page.html)

**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)

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).

**Required Items.**

***All pages must have the required items listed below:***

1. **Page Name:** MUST use the names given below.
2. **Navigation:** Must follow menu navigation shown on page 2.
3. **Titles:** Must have a title at the top of each page.
4. **No Header**: All pages must have No Header selected.
5. **Text**: Each page must have its own text listed in the Page Descriptions below. **Note:** For this project a paragraph can be a minimum of two sentences.
6. **Graphics:** Two or more pictures on each page. The same image can be on more than one page. Images from mp6-portfolio.zip folder are of course fine to you. You may also use your own.
7. **Links:** Each page will vary, read the below instructions for exact links. All links must work!
8. **Contact Information:** Every page must have contact information at the bottom of each page just like the Weekly project. Contact information must match on all pages, both words and formatting.

***NOTE: Below are two alternate ways to display your work files.*** *You may use the below methods or what you did in the Weekly Project.* Program pages require file uploads. You can 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)

***Some pages will need extra items. Make sure to read the instructions for each page closely.***

**Page Descriptions.**

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

**1. Portfolio.** Make a new page on your Weebly site named **Portfolio**. **It must be part of the main navigation on your Weebly site.** Add the following:

* + Required Items Listed On Page 2-3.
  + Text: Introductory paragraph explaining purpose of these portfolio pages. Use your own words. Be sure to add information about K200. Note that all paragraphs in this project can be minimum two sentences long. That is perfectly acceptable.
  + Graphics Citation: If you know who created your graphics or took your pictures, thank them. If you do not know where your graphic came from since you downloaded it from the Web, put on the bottom of your page: “NOTE: All images in this portfolio are courtesy of the Web and are not owned nor created by the Webmaster unless otherwise noted.”
  + Links: Link to the following pages:

1. K200 Class Website.
2. Ms. Lion’s Weebly Website.
3. Link to Department of Kinesiology Website.
4. *Optional: Extra Credit Page(s).*

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

* Required Items Listed On Page 2-3.
* Text: Two to five paragraphs giving information about your life and school.
* 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.
* Links: Link to the following pages/sites:

1. Any places or organizations 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:

* Required Items Listed On Page 2-3.
* Text: Two to three paragraphs introducing the programs you learned in this class.
* 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**

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

* Required Items Listed On Page 2-3.
* Text: A paragraph answering each question listed below:
  + - What is Microsoft Word?
    - What I Learned?
    - What I’m Proud Of.
* Must add a Word logo. *This is in addition to the two required images.*
* Links: Link to the following pages/sites:

1. Example of Word 365. (Example must be something you created.)
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:

* Required Items Listed On Page 2-3:
* Text: A paragraph answering each question listed below:
  + - What is Microsoft Excel?
    - What I Learned?
    - What I’m Proud Of.
* Must add an Excel logo. *This is in addition to the two required images.*
* Links: Link to the following pages/sites:

1. Example of Excel 365. (Example must be something you created.)
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:

* Required Items Listed On Page 2-3.
* Text: A paragraph answering each question listed below:
  + - What is Microsoft Access?
    - What I Learned?
    - What I’m Proud Of
* Must add an Access logo. This is in addition to the two required images.
* Links: Link to the following pages/sites:

1. Example of Access 365 (Example must be something you created.)
2. Microsoft’s Official Website.

**7. PowerPoint.** Make a new page on your Weebly site named **PowerPoint**. Link **MUST BE UNDER Programs** in menu. **HUGE NOTE: Sometimes your PowerPoint files are too large and cannot be loaded to Weebly. IF that happens, do the following:**

1. **Give the name of the file and describe the content. *OR***
2. **Save the PowerPoint as a PDF and use that.  *OR***
3. **Take screenshots of the document – at least 3 – and post the pictures on the webpage explaining what each picture is. This does NOT count for any of the required images.   
     
   Add the following:**

* Required Items Listed On Page 2-3.
* Text: A paragraph answering each question listed below:
  + - What is Microsoft PowerPoint?
    - What I Learned?
    - What I’m Proud Of
* Must add a PowerPoint logo. This is in addition to the two required images.
* Links: Link to the following pages/sites:

1. Example of PowerPoint 365 (Example must be something you created.)
2. Microsoft’s Official Website.

**8. Podcasting.** Make a new page on your Weebly site named **Podcasting**. Link **MUST BE UNDER Programs** in menu. **HUGE NOTE: Sometimes your PowerPoint files are too large and cannot be loaded to Weebly. IF that happens, do the following:**

1. **Give the name of the file and describe the content. *OR***
2. **Take screenshots of the document – at least 3 – and post the pictures on the webpage explaining what each picture is. This does NOT count for any of the required images.**

**Add the following:**

* Required Items Listed On Page 2-3.
* Text: A paragraph answering each question listed below:
  + - What is Podcasting?
    - What is Audacity?
    - What I Learned?
    - What I’m Proud Of
* Must add podcast and Audacity logos. This is in addition to the two required images.
* Links: Link to the following pages/sites:

1. Example of audio file/.mp3. (Example must be something you created.)
2. Audacity’s 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 needed changes on the website and be sure to publish it again to save the changes.

**Extra Credit.**

You can do none, one, or both of the 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:**

* Required items.
* Text: A paragraph answering each question listed below:
  + - What Are In-Class Savers?
    - What I Learned?
    - What I’m Proud Of
* Links: Link to the uploaded following work examples:
* Example 1 (Give program or file name for the link. Do not use Example 1 as title.)
* Example 2 (Give program or file name for the link. Do not use Example 2 as title.)
* Example 3 (Give program or file name for the link. Do not use Example 3 as title.)
* ***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:**

* Required items.
* Text: You will describe where you see yourself in five years. Type a paragraph answering each question listed below:
  + - What Are My Career Goals?
    - Where Would I Like to Live?
    - Where Would I Like to Work?
    - Where Would I Attend Graduate School? (Note: If you don’t wish to attend graduate school, just say so.)
* Links: Link to the following sites:

1. 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/>.
2. School: If you will be in college, link to the school you hope to attend. If you do not plan to attend graduate school, don’t add this link.
3. 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 Websites of someone who is doing what you would like to do.

C:\Program Files\Microsoft Office\MEDIA\OFFICE12\Lines\BD14844_.gif

**Criteria for Success: Grading Rubric:**

Below you will find a list of grading points used for this project. The number after each point is the number of points deducted from the beginning total of 200.

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 page has incorrect name.
4. **No Built-In Page Header** – 10 no page is to have a built-in Weebly 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.
6. **Contact Information/Footer 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** – 100 if you made a new site instead of adding to your original Weekly Project Weebly site.
8. **Navigation** – 10 if pages do not show properly in navigation. (See image on page 2.)
9. **Broken or Missing Links** – 10 per broken link.
10. **Graphics** – 10 per missing graphic.
11. **Missing Page** – 50. If instructor cannot see it, it cannot be graded.
12. **Paragraph** – 10 for each incorrect paragraph. A paragraph is at least two sentences.
13. **Missing Files** – 10 for each missing file OR name and description of the file. Example: No Word file on Word page. **OR** No name and description of file on page.
14. **DO NOT Link to File In Your Or Another Online Drive** – 10. File/example of work must be uploaded to site **OR** described as per instructions. DO NOT LINK to file in OneDrive or any drive online. Show your work on these pages the same you did on the Format page.
15. **Extra Credit Pages** – Same above grading points will be used on those pages as well.
16. **Submitted in Major Project #6 – Online Portfolio** – 300. Copy of website address must be accessible. If instructor cannot find site or pages, no points will be given.