

Name \_\_\_\_\_

Section # \_\_\_\_\_

Date \_\_\_\_\_

Date Returned \_\_\_\_\_

## Virtual Field Trip Portfolio Criteria Sheet

<b>Lesson Design WebQuest</b>		<p>All sections of the lesson plan should be described—Describe how your activity fits in with other activities in the lesson plan (Include brief descriptions of what you would use for activities for the other sections of the lesson plan—be sure to include all 4 sections: focus, developmental, evaluation, assessment)</p>
1) Posting on Blackboard: Lesson Design WebQuest Discussion Board Posting with Message that includes:	<ul style="list-style-type: none"> <li>Your group's answer to the three questions and why you believe this to be the answer</li> </ul>	
	<ul style="list-style-type: none"> <li>Your group's graphic posted as an attachment to this message</li> </ul>	
2) Your completed worksheet stapled to this criteria sheet		<b>Virtual Field Trip Package Including:</b>
<b>6 Lesson Design Templates</b>		<b>Margins set to .5", invisibles turned on</b>
<p><b>All Templates must include:</b></p> <ul style="list-style-type: none"> <li>Margins set to .5"</li> <li>Invisibles turned on</li> <li>Top section w/ leader tab lines and Name/Section plus Date/Topic or Subject in columns using tab stops</li> <li>Headers with center and date code</li> <li>Footer with page numbers</li> <li>6 section with text where activities will go</li> <li>No tables or spaces used to align text</li> <li>Indent marker used to hang paragraphs</li> </ul>		<b>Top section with leader tab lines and Name/Section plus Date/Topic or Subject in columns using tab stops</b>
		<b>One line Header with name of vtrip and date code</b>
		<b>Footer with page number</b>
		<b>6 sections with activities described</b>
		<b>No tabs or spaces used to align text</b>
		<b>Indent marker used to hang paragraphs</b>
		<b>Rubric for Virtual Field Trip</b>
		<b>Margins set to .5", invisibles turned on</b>
		<b>Paper orientation changed to landscape</b>
		<b>Title of your choice with Subtitle of Evaluation Rubric</b>
<b>Center Template:</b>	<b>Table inserted with 5-6 columns and at least 3 rows</b>	
<ul style="list-style-type: none"> <li>Comment:</li> </ul>	<b>One line Header with name of vtrip and date code</b>	
<b>DGI Template</b>	<b>Footer with page number</b>	
<ul style="list-style-type: none"> <li>Comment:</li> </ul>	<b>Study Guide for Virtual Field Trip</b>	
<b>Direct Teach Template</b>	<b>Margins set to .5", invisibles turned on</b>	
<ul style="list-style-type: none"> <li>Comment:</li> </ul>	<b>Page Title over 20 point, centered, bold</b>	
<b>Groupwork Template</b>	<b>One line Header with name of vtrip and date code</b>	
<ul style="list-style-type: none"> <li>Comment:</li> </ul>	<b>Footer with page number</b>	
<b>Project-Based Template</b>	<b>Three active websites</b>	
<ul style="list-style-type: none"> <li>Comment:</li> </ul>	<b>Three graphics from clipart or web clippings</b>	
<b>Problem Based Template</b>	<b>Graphics are floating graphics, not inline graphics</b>	
<ul style="list-style-type: none"> <li>Comment:</li> </ul>	<b>At least three leader tab lines</b>	
<b>Blackboard Posting:</b>		
<b>Post (or type) a paragraph that describes your favorite site from the Teacher Resource Linklist to the Blackboard Discussion Board called "Activity Structure Discussion Board"</b>		
<b>Posted as a reply to Dr. F's message</b>	<b>No bullets or numbered bullets</b>	
<b>Include content/topic area</b>	<b>Paragraphs indents created with indent marker</b>	
<b>Include which part of the lesson plan the activity structure you have chosen will be used (either focus, developmental, evaluation, assessment)</b>	<b>Materials set up in [sec#][yourlastname]vft folder to be turned into the dropbox</b>	

# Basics Portfolio Evaluation Rubric

Component	1	0	1	0	Points
Lesson Design WebQuest Groupwork	Online rubric score of 9 points of above	Online rubric score below 9			
Completed Templates	All 6 templates completed per criteria	Incomplete			
Product Quality	3	2	1	0	
Study Guide	Organized, easy to follow Links activated and work properly No spelling or grammar errors Graphics incorporated as floating graphics and appropriate	Organized, but some steps not easy to understand Some links activated and working properly One or two spelling or grammar errors Most graphics incorporated as floating graphics, but are still appropriate	Steps included but not easily followed Links included but not working properly A few spelling or grammar errors A few graphics incorporated as floating graphics, but are still appropriate	No organization No links Many spelling or grammar errors No graphics incorporated as floating graphics; are not appropriate	
Rubric	(3 points not assigned for the rubric)	4-5 components to be graded Levels of achievement laid out appropriately Levels of achievement clearly stated No spelling or grammar errors	At least 3 components to be graded Levels of achievement laid out but distinctions between them somewhat vague Levels of achievement stated but somewhat unclear as to what is expected	2 components to be graded Levels of achievement laid out but distinctions between them very vague Levels of achievement stated but very unclear as to what is expected or no expectations are stated A few spelling or grammar errors	
Lesson Plan	All sections completed Objectives clearly stated Activities written out in clear, sequential steps No spelling or grammar errors	All but one section completed Objectives stated Steps of activities somewhat clear One or two spelling or grammar errors	Most sections completed Objectives stated, but not clear Activities written, but steps very unclear A few spelling or grammar errors	More than 3 sections not completed Objectives not stated Activities written, but incomplete and incoherent Many spelling or grammar errors	
<b>Total Points out of 10 portfolio points</b>					