Grade 9 – Efolio Project   Name _____

Minimum required elements have "Square" bullets below:

Welcome Page

- ☐ A Brief welcome to your portfolio
- ☐ Your picture
- ☐ an OHS logo (with brief text)
- ☐ Your contact info: name, (include phone number, and appropriate email address.)
- ☐ Short autobiography of "who you are"….couple of sentences max, including your future goals!
- ☐ Attach resume as a .pdf file

- ☐ CLC Logo (with brief text)
- ☐ Turn feedback on
- ☐ Invite me to view your portfolio

Education
- ☐ Current grade listed
- ☐ Digital World course completed/descriptive   Contacts for Ms. Wood/Mr. Casselman
- ☐ Descriptive List of each elective course enrolled in, and a summary of topics studied (be descriptive)
  - ○ Eg. Band, Fitness, Foods/Fashion, Media Arts, Shop, Drama, Stained glass, Art, French
  - ○ If you have it, provide evidence of scholarships or special academic certificates (eg, honors)
  - ○ A letter of reference highlighting academic achievement would go here

Skills and Training
- ☐ MS Word 2010 Skill, short description of skills you have in MS Word
- ☐ Convert café menu to .jpg and attach to this skill
- ☐ Keyboarding skill, describe your "average" keyboarding rate and accuracy.
  - ○ **Technical Skills** outside of your academic education (examples below)
    - ▪ First Aid certificate, babysitting licence, learner's license, hunter safety, boating licence, etc.
    - ▪ evidence of your best piece of writing (with teacher comments)
    - ▪ an assignment or test you are proud of (with teacher comments)
    - ▪ lab writeup you've done a good job on (with teacher comments)
    - ▪ other samples of word processing skills
    - ▪ samples of using specific computer programs, (photoshop, excel, etc.)
    - ▪ pictures of work in progress (eg, photos of you building a bookshelf, making a clay pot, a vehicle you worked on, etc.)
    - ▪ evidence of competency in other languages
    - ▪ letters of references highlighting your special skills
  - ○ **Personal Management Skills** (examples below)
    - ▪ Things that show you are organized, goal setting, planning, managing time and resources, responsible, flexible
    - ▪ Use skills statements, lots of action verbs
    - ▪ Evidence could be things like activity logs, daily or weekly schedules, letters of reference recognizing these special skills, evidence of an event you helped plan or carry out.

Experience
- ☐ Opening statement on "Experience" main page, telling viewers that you've separated your experience into "work, volunteer, and extra-curricular"

- ☐ **Work Experience (do not leave blank) ….if you have none, make some sort of a blanket statement saying that.**
  - ○ This is where you'll list your jobs in the last couple years
  - ○ Include letters of reference from your past and current employers

- ☐ **Volunteer (do not leave blank) ….if you have none, make some sort of a blanket statement saying that.**
  - ○ Things you volunteer for, eg, committees, field trips, events, clean up, fundraisers, evidence could be thankyou cards, newspaper articles showcasing your effort, photos, certificates of participation, etc.

- ☐ **Extra-curricular (do not leave blank) ….if you have none, make some sort of a blanket statement saying that.**
  - ○ Involvement in a team or club, Shows teamwork skills or leadership
  - ○ Evidence could be letters of reference, certificates of appreciation, membership cards to groups (eg 4H), sports awards, newspaper articles, thankyou cards, etc.

TOTAL elements present _____ /20

Other Assessment: (max 20 marks)

	4	3	2	1
Descriptive Language	Language used is descriptive in all areas.	Language used is common in some places.	Language used consistently non-descriptive.	Descriptors missing.
Additional Components	more than 3 additional and appropriate files are attached. (photos show evidence of skill)	3 additional and appropriate files are attached.	2 additional and appropriate files are attached.	1 additional and appropriate file is attached.
Neatness, Accuracy Spelling, Grammar, capitalization	No spelling, capitalization, or grammatical errors.	Few spelling, capitalization, or grammatical errors.	Some spelling, capitalization, or grammatical errors.	Many spelling, capitalization, or grammatical errors.
Content, Attached files	**Portfolio content is exceptional.** All attached files clearly describe what they are about. Files are of correct format (.jpg or .pdf as necessary) **Goes above and beyond with content.**	**Portfolio content well done.** Most attached files clearly describe what they are about. A few files might be of the wrong format. While portfolio is well done, extra effort/descriptions/content should be included.	**Portfolio content lacking.** Some attached files might describe what they are about, but descriptions generally missing or brief. Many files might be of incorrect format, or be missing altogether.	**Portfolio content incomplete/non-descriptive.** Attached files do not clearly describe what they are about, are of incorrect formats, etc.
Overall Portfolio Design / Font consistency.	Porfolio has pleasing design and organized effectively. Fonts/ color/ size are consistent and appropriate. Files in proper sections, rotated correctly, etc. **Many graphical elements display directly within sections, on side panels. Descriptions are plentiful. Goes above and beyond!**	Portfolio has some distracting elements, or disorganization. Some Fonts/ color/ size are inconsistent or inappropriate. **Some files in proper sections, rotated correctly, etc. Some graphical elements display directly within sections, on side panels.**	Many elements hard to find, disorganized, not pleasing layout. Many Fonts/ color/ sizes are inconsistent and inappropriate. Lack of files in proper sections, not rotated correctly, etc. **Missing graphical elements displaying directly within sections, on side panels.**	Layout disorganized, distractive elements, most things hard to find. Fonts/color/size are completely inconsistent and hard to read. Files not rotated properly, nor put in proper section (or missing entirely). **Limited use of graphical elements.**

TOTAL PORTFOLIO – _____/40