Val Tech Electronic Portfolio Rubric for _____

Students will be required to improve their portfolio if something is incomplete—or wrong.

Does the portfolio contain a selection of all the work the student completed during the four-year Val Tech Program?

Are the work samples organized and properly linked to help viewers move through the portfolio quickly and easily?

Date:_____ #Assets:_____ Date:_____ #Assets:_____ Date:_____ #Assets:_____

	Organization	Comments
	Neat; followed a logical plan (.ccf)	
	The student can build, store, and retrieve Custom Searches/querys (.**cqe**)	
	Used the Cumulus Collections "save-as" feature (.**cfe**.)	
	A viewer can "Quick Search" the portfolio by using keywords/notes, etc.	
	All assets properly catalogued?	
	Established **keywords** in the note area? **(Ten (10) unique words in 50 different assets—min.)**	
	Assigned all records (assets) a category	
	Catalogued by asset type	
	Catalogued by Val Tech class	
	Catalogued by year (Sr. Jr. So. Fr.)	
	Catalogued by subject or course	
	Completeness (Are all assets catalogued?)	
	Every item from Val Tech Course #1 (Computer Technology)	
	Every item from Val Tech Course #2	
	Every item from Val Tech Course #3	
	Every item from Val Tech Course #4	
	Every item from Val Tech Course #5 (internship)	
	All other courses:	
	Updated 4-year plan (Highlight Val Tech classes)	
	Research Paper: First draft and final (corrected) draft	
	Reflective Essay: First draft and final (corrected) draft	
	The student can create and display an electronic portfolio slideshow	
	Final Keyword Creation: During the final check:	

Overall Electronic Portfolio Grade: _____

VALENCIA VAL TECH ACADEMY