

Electronic Portfolio Gradesheet

<b>Criteria</b>	<b>Unsatisfactory (1)</b>	<b>Limited (2)</b>	<b>Proficient (3)</b>	<b>Exemplary (4)</b>	<b>Rating</b>
<p><b>Selection of Artifacts</b></p> <p>Weight for this criterion: 25% of total score</p>	<p>The artifacts and work samples do not relate to the purpose of the eportfolio. No artifacts are accompanied by a caption that clearly explains the importance of the item including title, author, and date.</p>	<p>Some of the artifacts and work samples are related to the purpose of the eportfolio. Some of the artifacts are accompanied by a caption that clearly explains the importance of the item including title, author, and date.</p>	<p>Most artifacts and work samples are related to the purpose of the eportfolio. Most of the artifacts are accompanied by a caption that clearly explains the importance of the item work including title, author, and date.</p>	<p>All artifacts and work samples are clearly and directly related to the purpose of the eportfolio. A wide variety of artifacts is included. All artifacts are accompanied by a caption that clearly explains the importance of the item including title, author, and date.</p>	
<p><b>Reflection/ Critique</b></p> <p>Weight for this criterion: 25% of total score</p>	<p>There is minimal or no reflection on some pages. The reflections do not describe growth. The reflections do not illustrate the ability to effectively critique work or provide suggestions for constructive practical alternatives.</p>	<p>There is some written reflection on each page, but little depth. A few of the reflections describe growth. A few reflections illustrate the ability to effectively critique work and provide suggestions for constructive practical alternatives.</p>	<p>There are descriptive reflections of at least a paragraph on each page. Most of the reflections describe growth. Most of the reflections illustrate the ability to effectively critique work and provide suggestions for constructive practical alternatives.</p>	<p>There are substantive reflections on each page. All reflections clearly describe growth, achievement, accomplishments. All reflections illustrate the ability to effectively critique work and provide suggestions for constructive practical alternatives.</p>	
<p><b>Layout and Readability</b></p> <p>Weight for this criterion: 25% of total score</p>	<p>The eportfolio is difficult to read due to inappropriate use of fonts, type size for headings, sub-headings and text and font styles (italic, bold, underline). Color of background, fonts, and links decrease the readability of the text, is distracting and inconsistent.</p>	<p>The eportfolio is sometimes difficult to read due to inappropriate use of fonts and type size for headings, sub-headings and text or inconsistent use of font styles (italic, bold, underline). Color of background, fonts, and links decreases the readability, is distracting and/or used inconsistently.</p>	<p>The eportfolio is generally easy to read.</p> <p>Color, background, font styles, and type size for headings, sub-headings and text are generally used consistently throughout the eportfolio.</p>	<p>The eportfolio is easy to read.</p> <p>Color, background, font styles (italic, bold, underline) and type size for headings, sub-headings and text are used consistently and enhance the readability throughout the eportfolio.</p>	
<p><b>Quality of Writing, Proofreading, and Citation</b></p> <p>Weight for this criterion: 25% of total score</p>	<p>There are numerous grammatical, spelling or punctuation errors. The style of writing does not facilitate effective communication and requires major editing and revision. No images, media or text created by others are cited accurately.</p>	<p>The writing includes include some grammatical, spelling or punctuation errors that distract the reader and requires some editing and revision. Some of the images, media or text created by others are not cited accurately.</p>	<p>The writing is largely free of grammatical, spelling or punctuation errors. The style of writing generally facilitates communication and minor editing is required. Most images, media or text elements created by others are cited with accurately.</p>	<p>The writing is free of grammatical, spelling or punctuation errors. The style of writing facilitates communication and no editing is required. All images, media or text elements created by others are cited with accurately.</p>	
<b>TOTAL</b>					

Adapted from Clark, C.; Keevy, J. Freshman Portfolio Template and University of Wisconsin—Stout.