GUIDELINES FOR CREATING YOUR WEBQUEST PORTFOLIO

Your portfolio should be assembled in the following order:

1.   A cover sheet goes on top.
2.   Drawings and tables are next. They should be in the same sequence as the

        assignments occur in the webquest.
3.   Next, is the "Webquest Answers" document.
4.   Last, is your Reference or Citations sheet.

Your documents should be bound (not stapled, no three hole papers) in some manner that keeps your documents neat and in order.

Guideline for your cover

1. Use 8.5" x 11" white or pastel-colored paper.

2. Typed* or neatly block- printed in the upper right corner:
            Your name
            The date
            The class hour or period

3. Typed or neatly block- printed in the center of the page:
            Title of the webquest

4. Drawn in ink , colored pencil, crayon, or colored pens:
            A picture reflecting an image covered in the wequest.

* You have the option of generating your cover on the computer, but the image must be your own original art work.

Guideline for your drawings

1.   Use 8.5 " x 11   white paper.

2. Drawing layouts should be in landscape not portrait- direction.

3. Typed or neatly block-printed and centered in upper quarter of the paper:
            Title of the drawing

4. All drawings should be large enough to occupy one half to two thirds of the
     white space when fully labeled.

5. The subject is to be drawn using inks, colored pencils, crayons or pens.

6. Labels will be neatly written in ink using block printing.

7. All labels must be spelled correctly.

8. Neatly printed in the lower right corner is the URL of the site you were on when you got your image source.

Guidelines for your tables

1. Use 8.5" x 11" white paper.

2. The layout can be in either direction, depending on the space needed to center the table on your paper.

3. The table is to be done in black ink.

3. All lettering is to be block-printed and done using black ink.

4. You may choose to generate your table on the computer.

5. Typed or neatly block printed above the table :
                    Title of the table

6. Columns and rows must be correctly labeled.

7. Spelling must be correct for all sections .

Guidelines for your answer sheet

1. All answers will be printed. If it can't be read, the answer will not count.

2. You may use a pencil for this part. Make sure the lead is dark enough so the words can be easily read.

3. All answers will be in complete sentences and punctuated correctly. There is one exception, and the webquest tells you this.

<u>Guidelines for your reference or citations</u>

This page is for you to list any of the URLs you used for your tables. It can also include any sites you might want to go back and visit. There should be a minimum of six sites.
The page should have a title, be done in ink, and block-printed. You may also type the information.