

COMPUTER

LITERACY

PORTFOLIO

COMPUTER LITERACY PORTFOLIO

SPREADSHEET STANDARDS/MINIMUM REQUIREMENTS

The spreadsheet may be completed using any software with the understanding that it has meaningful content and purpose. The spreadsheet must be submitted to the instructor in electronic (file) and printed format (*with and without formulas visible*), along with the validation form signed by the student.

Teacher validation indicated that the following standards have been met:

The validating instructor must approve the spreadsheet as a suitable project for the teacher's academic area.

The spreadsheet must have a clear purpose, meaningful text, and communicate the content clearly and effectively.

The spreadsheet must be free of grammatical and formatting errors.

The spreadsheet contents should flow in a logical and organized manner.

The spreadsheet should be of sufficient difficulty to display the following characteristics:

1. Uses appropriate formulas
2. Uses appropriate data formatting (labels & values)
3. Uses at least three (3) different formulas
4. Minimum of 50 cells excluding student name and course information
5. Data is correct and free of errors
6. Contains at least one chart or graph with appropriate title and labels on a separate sheet.

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Instructor Validation Form

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The student must submit one project from five of the following categories for a total of five projects. No category may be used more than once and no project may be submitted for more than one category.

- | | | |
|--------------------|--------------|-----------------|
| Database | Presentation | Web Page Design |
| Word Processing | Programming | Other |
| Desktop Publishing | Research | |
| Graphics | Spreadsheet | |

Each project must be certified by a Red Clay teacher as meeting the requirements outlined in the Portfolio Standards for that category. The teacher must understand the software application sufficiently to judge the project requirements. The teacher will submit the instructor validation form directly to the guidance counselor. There must be a minimum of three separate instructors involved in the validation process.

The Guidance Counselor will keep each validation form in the student’s folder. Upon receiving the fifth form, the counselor will fill out the completion form and issue the Computer Literacy Credit.

Project Completed: _____

Teacher validation:

My signature indicates that I have reviewed the attached portfolio submission and I certify that the project meets the minimum requirements as outlined on the Portfolio Standards.

Instructor Signature: _____	Date: _____
Instructor Name: _____	Subject Area: _____
Department: _____	School: _____

Student Certification:

My signature indicates that the project, as submitted, is my own, original work, contains no plagiarism or violation of copyrights (including images), and that I have met the minimum requirements as outlined in the Portfolio standards Form.

Student Signature: _____	Date: _____
Student Name: _____	Grade: _____

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RESEARCH PAPER STANDARDS/MINIMUM REQUIREMENTS

The research paper may be completed using any software with the understanding that it has meaningful content and purpose. The research paper must be submitted to the instructor in electronic (file) and printed format; along with the validation form signed by the student.

Teacher validation indicated that the following standards have been met:

The validating instructor must approve the research paper as a suitable project for the teacher's academic area.

The research paper must have a clear purpose, meaningful text, and communicate the content clearly and effectively.

The research paper must be free of grammatical and formatting errors.

The research paper contents should flow in a logical and organized manner.

The research paper should be of sufficient difficulty to display the following characteristics:

1. Minimum of (4) typed text pages; double spaced (not including title page, but including reference information).
2. Cover page identifying student name, school, grade, date and topic/title.
3. 12 point, Times New Roman font.
4. Page setup should follow MLA or APA style, according to the preference of the instructor.
5. Minimum of (3) different types of sources, including at least one electronic resource (examples: newspaper articles, periodicals, CD ROMS, etc.)

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- | | | |
|--------------------|--------------|-----------------|
| Database | Presentation | Web Page Design |
| Word Processing | Programming | Other |
| Desktop Publishing | Research | |
| Graphics | Spreadsheet | |

Each project must be certified by a Red Clay teacher as meeting the requirements outlined in the Portfolio Standards for that category. The teacher must understand the software application sufficiently to judge the project requirements. The teacher will submit the instructor validation form directly to the guidance counselor. There must be a minimum of three separate instructors involved in the validation process.

The Guidance Counselor will keep each validation form in the student’s folder. Upon receiving the fifth form, the counselor will fill out the completion form and issue the Computer Literacy Credit.

Project Completed: _____

Teacher validation:

My signature indicates that I have reviewed the attached portfolio submission and I certify that the project meets the minimum requirements as outlined on the Portfolio Standards.

Instructor Signature: _____	Date: _____
Instructor Name: _____	Subject Area: _____
Department: _____	School: _____

Student Certification:

My signature indicates that the project, as submitted, is my own, original work, contains no plagiarism or violation of copyrights (including images), and that I have met the minimum requirements as outlined in the Portfolio standards Form.

Student Signature: _____	Date: _____
Student Name: _____	Grade: _____

COMPUTER LITERACY PORTFOLIO

DATABASE STANDARDS/MINIMUM REQUIREMENTS

The database may be completed using any software with the understanding that it has meaningful content and purpose. The database must be submitted to the instructor in electronic (file) and printed format, along with the validation form signed by the student.

Teacher validation indicated that the following standards have been met:

The validating instructor must approve the database as a suitable project for the teacher's academic area.

The database must have a clear purpose, meaningful text, and communicate the content clearly and effectively.

The database must be free of grammatical and formatting errors.

The database should be of sufficient difficulty to display the following characteristics:

1. Database structure with multiple related tables.
2. A variety of data (text, numbers, currency, date, time, etc.)
3. Query with various criteria/filters
4. Reports with calculated columns, data from combined files, or tables, and grouped and sorted data.

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| Database | Presentation | Web Page Design |
| Word Processing | Programming | Other |
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| Graphics | Spreadsheet | |

Each project must be certified by a Red Clay teacher as meeting the requirements outlined in the Portfolio Standards for that category. The teacher must understand the software application sufficiently to judge the project requirements. The teacher will submit the instructor validation form directly to the guidance counselor. There must be a minimum of three separate instructors involved in the validation process.

The Guidance Counselor will keep each validation form in the student’s folder. Upon receiving the fifth form, the counselor will fill out the completion form and issue the Computer Literacy Credit.

Project Completed: _____

Teacher validation:

My signature indicates that I have reviewed the attached portfolio submission and I certify that the project meets the minimum requirements as outlined on the Portfolio Standards.

Instructor Signature: _____	Date: _____
Instructor Name: _____	Subject Area: _____
Department: _____	School: _____

Student Certification:

My signature indicates that the project, as submitted, is my own, original work, contains no plagiarism or violation of copyrights (including images), and that I have met the minimum requirements as outlined in the Portfolio standards Form.

Student Signature: _____	Date: _____
Student Name: _____	Grade: _____

COMPUTER LITERACY PORTFOLIO

WORD PROCESSING STANDARDS/MINIMUM REQUIREMENTS

The document may be completed using any software with the understanding that it has meaningful content and purpose. The document must be submitted to the instructor in electronic (file) and printed format, along with the validation form signed by the student.

Teacher validation indicated that the following standards have been met:

The validating instructor must approve the document as a suitable project for the teacher's academic area.

The document must have a clear purpose, meaningful text, and communicate the content clearly and effectively.

The document must be free of grammatical and formatting errors.

The document contents should flow in a logical and organized manner.

The word processing document should be of sufficient difficulty to display the following characteristics:

1. Minimum of five (5) typed text pages; double spaced (not including cover page, but including Table of Contents or Outline)
2. Cover page identifying student name, school, grade, date and topic/title
3. Table of Contents or Outline
4. 12 point, Times New Roman font
5. One inch margins
6. Quoted material or dialog (indented & single spaced)
7. Table
8. Listed or bulleted items
9. Several font sizes and styles (minimum of 3)
10. Page numbers (begin numbering on page 2)
11. At least one graphic

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| Graphics | Spreadsheet | |

Each project must be certified by a Red Clay teacher as meeting the requirements outlined in the Portfolio Standards for that category. The teacher must understand the software application sufficiently to judge the project requirements. The teacher will submit the instructor validation form directly to the guidance counselor. There must be a minimum of three separate instructors involved in the validation process.

The Guidance Counselor will keep each validation form in the student’s folder. Upon receiving the fifth form, the counselor will fill out the completion form and issue the Computer Literacy Credit.

Project Completed: _____

Teacher validation:

My signature indicates that I have reviewed the attached portfolio submission and I certify that the project meets the minimum requirements as outlined on the Portfolio Standards.

Instructor Signature: _____	Date: _____
Instructor Name: _____	Subject Area: _____
Department: _____	School: _____

Student Certification:

My signature indicates that the project, as submitted, is my own, original work, contains no plagiarism or violation of copyrights (including images), and that I have met the minimum requirements as outlined in the Portfolio standards Form.

Student Signature: _____	Date: _____
Student Name: _____	Grade: _____

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WEB PAGE STANDARDS/MINIMUM REQUIREMENTS

The web page must be submitted to the instructor in electronic (file) and printed (handout) format, along with the validation form signed by the student.

Teacher validation indicated that the following standards have been met:

The web page topic must be approved by the validating instructor as a suitable topic for the teacher's academic area.

The web page must be free of grammatical and formatting errors.

The web page must outline and describe the subject accurately and in an organized manner.

The website must have a clear purpose and communicate the message clearly and effectively.

The web page must include 3 functional links to external web sites

Material must be composed in the student's own words with quotations properly documented to avoid plagiarizing or violating copy rights.

The web site must include either more than one page with working links on each page to each of the other (internal) pages or at least three targets for a one page website.

The web site must include design elements such as formatting and graphics that compliment the topic, tie the site together, and assist users in navigating the site.

Images must be original or from clip art that is approved for web publication by the originators (to avoid violating copyrights.)

The web site must cite any resources the student used to compile the information in MLA format or acknowledge and link to the online source.*

*MLA instructions for Online Resources are available with the Computer Literacy Portfolio paperwork

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The student must submit one project from five of the following categories for a total of five projects. No category may be used more than once and no project may be submitted for more than one category.

- | | | |
|--------------------|--------------|-----------------|
| Database | Presentation | Web Page Design |
| Word Processing | Programming | Other |
| Desktop Publishing | Research | |
| Graphics | Spreadsheet | |

Each project must be certified by a Red Clay teacher as meeting the requirements outlined in the Portfolio Standards for that category. The teacher must understand the software application sufficiently to judge the project requirements. The teacher will submit the instructor validation form directly to the guidance counselor. There must be a minimum of three separate instructors involved in the validation process.

The Guidance Counselor will keep each validation form in the student's folder. Upon receiving the fifth form, the counselor will fill out the completion form and issue the Computer Literacy Credit.

Project Completed: _____

Teacher validation:

My signature indicates that I have reviewed the attached portfolio submission and I certify that the project meets the minimum requirements as outlined on the Portfolio Standards.

Instructor Signature: _____	Date: _____
Instructor Name: _____	Subject Area: _____
Department: _____	School: _____

Student Certification:

My signature indicates that the project, as submitted, is my own, original work, contains no plagiarism or violation of copyrights (including images), and that I have met the minimum requirements as outlined in the Portfolio standards Form.

Student Signature: _____	Date: _____
Student Name: _____	Grade: _____

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PRESENTATION STANDARDS/MINIMUM REQUIREMENTS

The web page must be submitted to the instructor in electronic (file) and printed format, along with the validation form signed by the student.

Teacher validation indicated that the following standards have been met:

The presentation topic must be approved by the validating instructor as a suitable topic for research in that the teacher's academic area.

The presentation must consist of at least 12 slides, including a title slide which displays the presentation topics as well as the student's full name, grade, school, and the name of the approving instructor; a summary slide; and a slide citing the resource(s) the student used to compile the presentation in MLA format.

The slides must provide significant visual support, organization, and details about the topic.

The presentation must include meaningful text, headings (at least 5) and the images (at least 3) to support the presentation.

Material must be composed in the student's own words with quotations properly documented to avoid plagiarizing or violating copyrights.

The presentation must be free of grammatical and formatting errors.

The presentation must provide visual interest such as animation, vibrant colors, or graphics to attract audience attention.

The presentation must outline and describe the subject accurately and in an organized manner.

The student must orally present the project to the approving instructor to demonstrate knowledge of the subject as well as the ability to manipulate the software during presentation.

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| Database | Presentation | Web Page Design |
| Word Processing | Programming | Other |
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Each project must be certified by a Red Clay teacher as meeting the requirements outlined in the Portfolio Standards for that category. The teacher must understand the software application sufficiently to judge the project requirements. The teacher will submit the instructor validation form directly to the guidance counselor. There must be a minimum of three separate instructors involved in the validation process.

The Guidance Counselor will keep each validation form in the student’s folder. Upon receiving the fifth form, the counselor will fill out the completion form and issue the Computer Literacy Credit.

Project Completed: _____

Teacher validation:

My signature indicates that I have reviewed the attached portfolio submission and I certify that the project meets the minimum requirements as outlined on the Portfolio Standards.

Instructor Signature: _____	Date: _____
Instructor Name: _____	Subject Area: _____
Department: _____	School: _____

Student Certification:

My signature indicates that the project, as submitted, is my own, original work, contains no plagiarism or violation of copyrights (including images), and that I have met the minimum requirements as outlined in the Portfolio standards Form.

Student Signature: _____	Date: _____
Student Name: _____	Grade: _____

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DESKTOP PUBLISHING STANDARDS/MINIMUM REQUIREMENTS

The spreadsheet may be completed using any software with the understanding that it has meaningful text and demonstrates effective communication skills. The publication must be submitted to the instructor in electronic (file) and printed format, along with the validation form signed by the student.

Teacher validation indicated that the following standards have been met:

The validating instructor must approve the published document (brochure, program, newsletter, etc) as a suitable project for the teacher's academic area.

The publication must have a clear purpose, meaningful text, and communicate the content clearly and effectively.

The publication must be free of grammatical and formatting errors.

The publication contents should flow in a logical and organized manner.

The publication should be of sufficient difficulty to display the following characteristics:

1. Title page or header, when appropriate
2. Text boxes
3. Graphics that enhance the content (images, word art, borders, etc.)
4. Page numbers, as appropriate
5. A table within the publication
6. Appropriate font (variations (size, style & color)
7. a design layout that is appealing with appropriately sized columns

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| Word Processing | Programming | Other |
| Desktop Publishing | Research | |
| Graphics | Spreadsheet | |

Each project must be certified by a Red Clay teacher as meeting the requirements outlined in the Portfolio Standards for that category. The teacher must understand the software application sufficiently to judge the project requirements. The teacher will submit the instructor validation form directly to the guidance counselor. There must be a minimum of three separate instructors involved in the validation process.

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Project Completed: _____

Teacher validation:

My signature indicates that I have reviewed the attached portfolio submission and I certify that the project meets the minimum requirements as outlined on the Portfolio Standards.

Instructor Signature: _____	Date: _____
Instructor Name: _____	Subject Area: _____
Department: _____	School: _____

Student Certification:

My signature indicates that the project, as submitted, is my own, original work, contains no plagiarism or violation of copyrights (including images), and that I have met the minimum requirements as outlined in the Portfolio standards Form.

Student Signature: _____	Date: _____
Student Name: _____	Grade: _____

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PROGRAMMING STANDARDS/MINIMUM REQUIREMENTS

The program may be completed in any language with the understanding that it runs and completes the assigned task and is written with comments that will explain the code. The program must be submitted to the instructor in electronic (file) and printed format. The printed documentation should explain variable uses and include a flow chart and a trace chart*. All materials are to be submitted along with the validation form signed by the student.

Teacher validation indicated that the following standards have been met:

All work should be properly documented and should adhere to standard programming practices.

The validating instructor must approve the program as a suitable project for the teacher's academic area.

The program must be free of grammatical and formatting errors.

The program should flow in a logical and organized manner.

The program must have a clear purpose and communicate the results clearly and effectively.

The publication should be of sufficient difficulty to include at least 4 of the 5 following characteristics:

1. Uses loops when needed
2. Has assignment operators
3. Has decision making within the program
4. Uses arrays
5. Uses strings and string functions

*Trace chart line by line printed code with flow of program and output screen.

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Project Completed: _____

Teacher validation:

My signature indicates that I have reviewed the attached portfolio submission and I certify that the project meets the minimum requirements as outlined on the Portfolio Standards.

Instructor Signature: _____	Date: _____
Instructor Name: _____	Subject Area: _____
Department: _____	School: _____

Student Certification:

My signature indicates that the project, as submitted, is my own, original work, contains no plagiarism or violation of copyrights (including images), and that I have met the minimum requirements as outlined in the Portfolio standards Form.

Student Signature: _____	Date: _____
Student Name: _____	Grade: _____

COMPUTER LITERACY PORTFOLIO

GRAPHICS STANDARDS/MINIMUM REQUIREMENTS

The images and (documents in which they are included) must be submitted to the instructor in electronic (file) and printed (handout) format, along with the validation form signed by the student.

Teacher validation indicates that the following standards have been met:

The validating instructor must approve the images(s) as suitable project for the course's instructional goals.

Images must be original or *edited* from *clip art* that is approved for *editing and publication by the originators* (to avoid violating copyrights)

Students must submit **at least 5** images.

Each image must be inserted into a document along with a description of how the image was created, and a listing of the criteria (described below) that were met:

The image(s) must demonstrate controlled manipulation of the following:

1. Drawing tools – a variety of shapes, tips, lines, brush types
2. Advanced features such as capacity, density, and texture
3. Gradient fills

The following tasks must be demonstrated by including a before and after image:

1. Crop
2. Manipulation of Layers
3. Color Adjustment
4. Special effects, filters, deformations, or retouch features
5. Alter a complex selection
6. Combine two (or more) images

One original image must be posted online.

One original animation must be posted online.

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Project Completed: _____

Teacher validation:

My signature indicates that I have reviewed the attached portfolio submission and I certify that the project meets the minimum requirements as outlined on the Portfolio Standards.

Instructor Signature: _____	Date: _____
Instructor Name: _____	Subject Area: _____
Department: _____	School: _____

Student Certification:

My signature indicates that the project, as submitted, is my own, original work, contains no plagiarism or violation of copyrights (including images), and that I have met the minimum requirements as outlined in the Portfolio standards Form.

Student Signature: _____	Date: _____
Student Name: _____	Grade: _____

Portfolio Reflection Addendum

A portfolio is a purposeful, collaborative, self-reflective collection of student work generated during the process of instruction. The portfolio assessment option integrates technology skills into the student's curriculum by allowing them an opportunity to apply technology tools to solve authentic problems. Students are required to assume shared responsibility in the assessment process by showing evidence of their work, illustrating their skill at applying knowledge to practice, and documenting their progress and achievements over time.

“Portfolio assessment motivates learning when it engages students in active learning and gives students some control over what and how they learn and how their performance will be assessed. A recognized value of portfolio assessment is that it can accommodate the diverse learning patterns of all students and enable each of them to realize and experience success (Caine and Caine 1990).”

Reflect on the portfolio process and respond to each of the following prompts in a one-two page word-processed document.

- Discuss the projects you chose to include in your portfolio:
 - Discuss one or two things you learned from completing **each** project.
 - Provide evidence to support the selection of technology tools used to accomplish **each** task.
- Choose one project in your portfolio that you are especially proud of:
 - Tell why this project is special.
- Discuss one problem you encountered in completing a project:
 - Describe the problem.
 - Discuss how you solved/resolved the problem.
- Would you change any project you chose for your portfolio?
 - What changes would you make?
 - Why would you make the proposed changes?
- Your feedback:
 - What did you like most about the computer literacy portfolio?
 - What did you like least?

REQUEST FOR CREDIT

I, _____ have completed all of the computer literacy portfolio components for the one credit computer literacy requirement. I am submitting my reflection piece along with this request that the credit be submitted and appear on my transcript.

Signature

Date