Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Digital Portfolio Grading Sheet

**Day 1: Materials to get Points**

Copy of Notepad+++ on your computer \_\_\_\_\_\_

Copy of Adobe Acrobat reader on your machine \_\_\_\_\_\_

Digital picture of yourself \_\_\_\_\_\_

Resume \_\_\_\_\_\_

Cover letter \_\_\_\_\_\_

List of work experience \_\_\_\_\_\_

Work samples \_\_\_\_\_\_

Letters of recommendation \_\_\_\_\_\_

Decide where you will store your Digital Portfolio \_\_\_\_\_\_

**Day 2: Splash Page**

Get Copy of Portfolio Template File and save it \_\_\_\_\_\_

Get a copy of the cascading style sheet file \_\_\_\_\_\_

Adding your information to the header \_\_\_\_\_\_

Adding your information in the footer \_\_\_\_\_\_

Color changes \_\_\_\_\_\_

Adding your picture to the article section \_\_\_\_\_\_

Aside box images: search and replace \_\_\_\_\_\_

Red Green Blue Colors \_\_\_\_\_\_

Opacity changes \_\_\_\_\_\_

**Day 3: Cover Letter**

Converting resume from a word document to pdf \_\_\_\_\_\_

Course Description \_\_\_\_\_\_

Audio files for job descriptions \_\_\_\_\_\_

**Day 4: Resume**

Converting Word document resume to pdf format \_\_\_\_\_\_

Iframe: inserting file name \_\_\_\_\_\_

Aside flex box: educational goals \_\_\_\_\_\_

**Day 5: Work experience**

Article 1: job 1 \_\_\_\_\_\_

Article 2 : job 2 \_\_\_\_\_\_

Aside box: describe business worked for \_\_\_\_\_\_

**Day 6: Awards**

Getting awards.html file and saving it \_\_\_\_\_\_

Article section : certificate \_\_\_\_\_\_

DigPort.css file: adding accomplishments \_\_\_\_\_\_

**Days 7 & 8: Work Samples**

Article 1 \_\_\_\_\_\_

Article 2 \_\_\_\_\_\_

Aside section: videos \_\_\_\_\_\_

**Day 9: Letters of Recommendation**

First letter of recommendation \_\_\_\_\_\_

Second letter of recommendation \_\_\_\_\_\_