**ePortfolio Editing Checklist**

**Example**

**Reading One – Audience**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Comment** |
| Is the audience appropriate? | No | The text is written informally. |

**Reading One – Audience**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Comment** |
| Is the audience appropriate? |  |  |
| Have the users’ expectations been met? |  |  |

**Reading Two – Reason for ePortfolio**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Comment** |
| What are the reason(s) for creating the ePortfolio? |  |  |
| What is the users’ reason(s) for using the ePortfolio? |  |  |

**Reading Three – User Experience**

**Clients**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Comment** |
| How do I want the users to navigate through my ePortfolio? |  |  |
| How do I want the users to use my ePortfolio? |  |  |

**Users**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Comment** |
| Are the users getting their expected experience? |  |  |
| Are the users getting the experience the creator intended? |  |  |
| How easy is it to navigate through my ePortfolio? |  |  |

**Designers**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Comment** |
| Did I produce the product that the client requested? |  |  |
| Did I ethically produce the document that the client requested? |  |  |
| Did I ethically produce the document that the client requested? |  |  |
| Does the design best fit the ePortfolio? |  |  |

**Reading Four – Layout**

**Layout**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Comment** |
| Is the ePortfolio’s layout visually appealing? |  |  |
| Is the ePortfolio easy to navigate? |  |  |
| Has page design been considered – chunking, queuing, and filtering? |  |  |

**Outline**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Comment** |
| Does each page have a clear outline? |  |  |
| Is the ePortfolio easy to navigate? |  |  |

**Reading 5 – Content and Background**

**Content**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Comment** |
| Is the content appropriate for each page? |  |  |
| Is there enough informational content (e.g., leadership skills, class projects, publications, and research) on each page? |  |  |
| Are the pictures appropriate for each page? |  |  |
| Are the enough/too much/not enough pictures on each page? |  |  |
| Is the tone appropriate? |  |  |
| Is the jargon appropriate? |  |  |

**Background**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Comment** |
| Is the background appropriate for each page? |  |  |
| Are the hues appropriate for each page? |  |  |
| Are the figure and ground for each page contrasting? |  |  |

**Reading Six – Plagiarism**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Comment** |
| Do the pictures taken from the internet have visible links? |  |  |
| Do files (e.g., .docx and .pdf) have visible links? |  |  |
| Is the written information taken from other sources cited correctly? |  |  |
| Are all quotations copied and cited correctly? |  |  |
| Has everything been legally produced? |  |  |
| Has everything been ethically produced? |  |  |

**Reading Seven – Typography and Spacing**

**Typography**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Comment** |
| Is the font type appropriate? |  |  |
| Is the font size appropriate? |  |  |
| Is the font type consistent? |  |  |
| Is the font size consistent? |  |  |

**Spacing**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Comment** |
| Is the white space appropriate for each page? |  |  |
| Is the spacing between paragraphs consistent? |  |  |
| Is the spacing between sentences consistent? |  |  |

**Reading Eight – Sentence Structure & Grammar**

**Sentence Structure**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Comment** |
| Is there an independent clause? |  |  |
| Does each clause contain, at least, one subject and verb? |  |  |
| Is all the punctuation correct? |  |  |

**Grammar**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **Comment** |
| Is the subject-verb agreement correct? |  |  |
| Is the verb tense and aspect correct? |  |  |
| Are active voice and passive voice used correctly? |  |  |
| Are all noun and verb forms used correctly that are not simple subjects or predicates? |  |  |
| Are all pronouns used correctly? |  |  |
| Are all adjectives and adverbs used correctly? |  |  |