

Design and Navigation: Does the template have a banner? Do the font, color, size, and style of the text permit clear understanding? Is the navigation logical (use of *sections* for main areas and *section pages* for sub-areas).

Instructions: Are instructions for how to complete each area of the ePortfolio placed in the relevant area? If the ePortfolio template is meant for a large, end-of-the semester project, are the assignments steps scaffolded or broken up into smaller pieces (for example separate template sections or pages for: outline, sources page, draft, literature review, multimedia, final paper, smaller course assignments). Do the instructions contain due dates? Do the instructions contain a reminder to “delete this text and replace it with your own text?” Does the template have a Welcome/Home page that explains the purpose of the ePortfolio and how it will be used in this class? Is a link to the SPS student resource page available either on the Welcome/Home page or in a “toolkit” section (if you are using one)?

Reflection: Are opportunities for students to reflect on their learning available at various points in the semester? Are students asked to make connections between what they are learning in this course and their other courses? Are the reflective prompts clearly written (if you were a student in the class would you understand what you are supposed to do?)

Assessment: Which course learning objective or learning objectives do the assignments in the ePortfolio template address? (this should not be in the template but the template creator should explain it in his or her DB post). Is it made clear to students how major assignments will be assessed, whether through a rubric or through written directions? Is the student’s ePortfolio being assessed on text/writing alone or are design and use of multimedia part of the overall grade? (this should be made clear in the rubric or written directions).