

LISD Technology Proficiency III - Information Literacy

Part B – Annotated Collection of Electronic Resources Checklist

- 1. I have identified the educational purpose for this collection of resources. This collection will benefit members of the educational community, or LISD parents or LISD students.
 - *Look at the model template.. Go to My Computer / LISDComm/ ESC/ Proficiency 3 / Annotated Collection*
- 2. I have used Microsoft Word or another html editor such as FrontPage or FrontPage Express to create this web-based learning activity.
- 3. I have saved this activity as a Web page.
 - *Click File/ Save As (NOT Save As Web Page)*
 - *Save in My Computer/ Lisdcomm / Proficiency 3 / Campus folder / Grade Level Folder or Ancillary Folder*
 - *Name your file lastname_keyword (ferguson_butterfly)*
 - *Change the "Save as Type" to Web Page (NOT Single Web Page or Web Page Filtered)*
 - *Click Save*
- 4. I have included a minimum of 8 free Web resource links and 3 subscription database links.
 - *Decide which Search Engine you will use. (Yahoo, Dogpile, Google etc.)*
 - *Type a keyword for your search.*
 - *Check out each link to make sure you can use that web page*
 - *Click the URL address to highlight it*
 - *Press Ctrl + C to copy*
 - *Go to your Word document – Press Ctrl + V to paste*
- 5. I have reviewed each link that I am including for authority, accuracy, currency and reliability.
- 6. I have included items that enhance the presentation, such as color, varied font size, photos, illustrations, WordArt, bulleted text, etc.
 - *On your Word document, use WordArt as the title*
 - *Press Enter and insert clipart*
 - *Press Enter 2 times and then press the left alignment button to type categories if you are covering several topics*
- 7. Press Enter 2 times. I have written a brief description for each link that summarizes the type of information found at the site.
 - *Click the bullets icon on the formatting toolbar*
 - *Type the name of the web site.*
 - *Press the **spacebar***
 - *Press the **Dash** (-) key*
 - *Type an explanation of the site(annotation); press Enter*
 - *Paste the URL address (Ctrl + V to paste)- press spacebar to make link active*
- 8. My text is clear and easy to read.
- 9. My format is easy to navigate.
- 10. I have posted my annotated list of resources to the Web either from my personal Web page or from a department/campus Web page.
 - *Make an appointment with your ITS*
- 11. I have saved my web page to My Computer/ LISDComm / Proficiency 3 / Campus folder / Grade Level or Ancillary folder.

