LISD Technology Proficiency III - Information Literacy
Part B – A Web-based Learning Activity
Checklist

☐ 1. I have identified the grade level and subject for this activity.

☐ 2. I have used Microsoft Word or another html editor such as FrontPage or FrontPage Express to create this web-based learning activity.
- *Open the butterfly template (Butterfly Lesson Sample) found in My Computer/ LISDComm (N) / ESC/ Proficiency 3 folder*
- *Highlight the words and type your own.*
- *Replace web resources with your own.*

☐ 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 6 free Web resource links and 3 subscription database links.

☐ 5. I have reviewed each link that I am including for authority, accuracy, currency and reliability.

☐ 6. I have identified what information students are requested to find using the provided links. (facts, opinions, statistics, photos, music)

☐ 7. I have briefly described the product students will produce to display the results of their collected information.

☐ 8. I have used the sample Big 6 or Super 3 template to create this assignment, or received approval from the campus ITS or campus librarian to use another format for this assignment.

☐ 9. I plan to use this activity with my students during the _____ six weeks of the 2006 – 2007 school year.

☐ 10. 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*

☐ 11. My text is clear and easy to read.

☐ 12. My format is easy to navigate.

☐ 13. I have created a link to my student activity from my class/school Web page.
- *Schedule an appointment with your ITS*

☐ 14. I have submitted my Web-based learning activity to My Computer/ LISDComm (N)/ Proficiency 3/ Campus folder/ Grade or Ancillary folder.