1. Needs Analysis 1 page (15 points)

Four paragraphs:
Needs (3 sentences) (3 points)
- What is a problem? - What is necessary? - What kind of instruction does the audience NEED? 
Audience (3 sentences) (3 points)
- Who are they? - Age? - Capabilities? - Access to internet?
Task (3 tasks) (3 points)
- What are you teaching? - What are the tasks and in what order?
Delivery (3 points)
- Online/Paper?
No spelling errors (3 points)
- Take it to the writing center or someone else qualified to proof-read

2. Flowchart/Outline (10 points)

Make sure to have,
- Beginning and the end, - No need to have the diamond (the decision making box)

3. Posting, Revision, Screen Design (15 points)

- Has been posted (5 points) - Revised by Peers and Instructor and revisions have been embedded (5 points)
- Screen design rules applied (5 points)

4. Homepage construction (40 points)

Look of the page (20 points)
Background (4 points)
Alignment (4 points)
Contrast (4 points)
Proximity (4 points)
Picture of yourself (4 points)

Functionality (20 points)
Linked to two pages (4 points)
Folder has no extra files (4 points)
Files and folders are named correctly (4 points)
Has to be on CD (4 points)
External judge (4 points)