

WH Sem 1 Checklist

***Must be completed at the Workday**

Part 1: Guidelines and Group Contract

Review the [Group Work Page of the project website](#). Each team member should put initials into one of the boxes below to indicate that everyone in the group has reviewed the requirements.

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The Group Contract found in your group's folder on the Group Files Page. Each team member should put initials into one of the boxes below to indicate that this has been completed.

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Part II: Website. The Overall Editor should check off each item by checking the box beside it once the item has been completed to the group's satisfaction.

Entrance Page (also called Home Page):

- ☐ Has a general introduction
- ☐ Has a **timeline*** (2 events per student)
- ☐ Has info on **"who is doing what" with links to other pages***
- ☐ Has **significant images* (at least 1 on workday)**
- ☐ Has 3 to 5 **links to other related websites*(at least 2 on the workday)**

Museum Rooms (also called Invention Pages) have been created

- ☐ All rooms are **linked in [Navigation Bar on Home Page*](#)**
- ☐ All rooms have minimum 300 words text
- ☐ All rooms **have at least 2 images***
- ☐ Every room has **3 to 5 links to other related websites* (at least 2 on the workday)**
- ☐ All **images are properly numbered***
- ☐ **Student first name appears on page***

Map Page

- ☐ **Map has been [inserted onto Map Page*](#)**
- ☐ Every group member **has [contributed at least TWO site markers on the map*](#)**

Works Cited Page:

- ☐ Works Cited Page has **separate sections for Home Page and each Invention Page***
- ☐ **All images have working links to original source with a unique identifying number***
- ☐ All text references are cited in MLA format

Attachment Page contains:

- ☐ **The group contract***
- ☐ **All group members' papers***

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General guidelines for entire site:

- ☐ **Fonts are consistent throughout*** (*all texts* are the same, *all headers* are same,etc)
 - ☐ Images/Media all have captions
 - ☐ Images/Media are large enough to stand out, but do not overwhelm the page
 - ☐ **Theme - color scheme is inviting and consistent***
 - ☐ Background, images/media, and header images all relate to topic
 - ☐ **Layout of pages allows for a good mix of images/media and text*** (paragraphs, bulleted lists, line breaks)
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Next Steps: What else does the group need to do to complete this project? (list 3 to 5 items)

- 1.
- 2.
- 3.
- 4.
- 5.