



EPortfolio (Digital Portfolio) Rubric

Name _____

Criteria	Unsatisfactory	Emerging	Proficient	Exemplary	Rating
Selection of Artifacts	The artifacts and work samples do not relate to the purpose of the eportfolio.	Some of the artifacts and work samples are related to the purpose of the eportfolio.	Most artifacts and work samples are related to the purpose of the eportfolio.	All artifacts and work samples are clearly and directly related to the purpose of the eportfolio. A wide variety of artifacts is included.	_____
Notes					
Descriptive Text	No artifacts are accompanied by a caption that clearly explains the importance of the item including title, author, and date.	Some of the artifacts are accompanied by a caption that clearly explains the importance of the item including title, author, and date.	Most of the artifacts are accompanied by a caption that clearly explains the importance of the item work including title, author, and date.	All artifacts are accompanied by a caption that clearly explains the importance of the item including title, author, and date.	_____
Notes					
Reflective Commentary	The reflections do not explain growth or include goals for continued learning.	A few of the reflections explain growth and include goals for continued learning.	Most of the reflections explain growth and include goals for continued learning.	All reflections clearly explain how the artifact demonstrates your growth, competencies, accomplishments, and include goals for continued learning (long and short term).	
	The reflections do not illustrate the ability to effectively critique work or provide suggestions for constructive practical alternatives.	A few reflections illustrate the ability to effectively critique work and provide suggestions for constructive practical alternatives.	Most of the reflections illustrate the ability to effectively critique work and provide suggestions for constructive practical alternatives.	All reflections illustrate the ability to effectively critique work and provide suggestions for constructive practical alternatives.	_____
Notes					
Citations	No images, media or text created by others are cited with accurate, properly formatted citations.	Some of the images, media or text created by others are not cited with accurate, properly formatted citations.	Most images, media or text created by others are cited with accurate, properly formatted citations.	All images, media or text created by others are cited with accurate, properly formatted citations.	_____
Notes					
Navigation	The navigation links are confusing, and it is difficult to locate artifacts and move to related pages or a different section. There are significant problems with pages connecting to preceding pages or the navigation menu. Many of the external links do not	The navigation links are somewhat confusing, and it is often unclear how to locate an artifact or move to related pages or a different section. Some of the pages connect to the navigation menu, but in other places the links do not connect to preceding	The navigation links generally function well, but it is not always clear how to locate an artifact or move to related pages or different section. Most of the pages connect to the navigation menu. Most of the external links connect to the appropriate	The navigation links are intuitive. The various parts of the portfolio are labeled, clearly organized and allow the reader to easily locate an artifact and move to related pages or a different section. All pages connect to the navigation menu, and all external links connect to the appropriate website or file.	

	connect to the appropriate website or file.	pages or to the navigation menu. Some of the external links do not connect to the appropriate website or file.	website or file.		
Notes					
Usability and Accessibility: Text Elements, Layout, and Color	The eportfolio is difficult to read due to inappropriate use of fonts, type size for headings, sub-headings and text and font styles (italic, bold, underline).	The portfolio is often difficult to read due to inappropriate use of fonts and type size for headings, sub-headings, text or long paragraphs.	The eportfolio is generally easy to read. Fonts and type size vary appropriately for headings, sub-headings and text.	The eportfolio is easy to read. Fonts and type size vary appropriately for headings, sub-headings and text	
	Lack of paragraphing impedes scanning	Inconsistent use of font styles (italic, bold, underline) distracts the reader.	In general, use of headings, sub-headings and paragraphs promotes easy scanning.	Use of headings, sub-headings and paragraphs promotes easy scanning.	
	Many formatting tools are under or over-utilized and decrease the reader accessibility to the content.	Some formatting tools are under or over-utilized and decrease the readers' accessibility to the content.	Use of font styles (italic, bold, underline) is generally consistent.	Use of font styles (italic, bold, underline) is consistent and improves readability.	
	Horizontal and vertical white space alignment are used inappropriately, and the content appears disorganized and cluttered.	Horizontal and vertical white space alignment are sometimes used inappropriately to organize content.	Horizontal and vertical white space alignment are generally used appropriately to organize content.	Horizontal and vertical white space alignment are used appropriately to organize content.	
	Color of background, fonts, and links decrease the readability of the text, are distracting and used inconsistently throughout the eportfolio.	Color of background, fonts, and links generally enhance the readability of the text, and are generally used consistently throughout the eportfolio.	Color of background, fonts, and links generally enhance the readability of the text, and are generally used consistently throughout the eportfolio.	Color of background, fonts, and links enhance the readability and aesthetic quality, and are used consistently throughout the eportfolio.	
Notes					
Writing Conventions	There are more than six errors in grammar, capitalization, punctuation, and spelling requiring major editing and revision.	There are four or more errors in grammar, capitalization, punctuation, and spelling requiring editing and revision.	There are a few errors in grammar, capitalization, punctuation, and spelling. These require minor editing and revision.	There are no errors in grammar, capitalization, punctuation, and spelling.	
Notes					
Multimedia Elements (Optional)	The graphic elements or multimedia do not contribute to understanding concepts, ideas and relationships.	Some of the graphic elements and multimedia do not contribute to understanding concepts, ideas and relationships.	Most of the graphic elements and multimedia contribute to understanding concepts, ideas and relationships,	All of the photographs, concept maps, spreadsheets, graphics, audio and/or video files effectively enhance understanding of concepts,	
	The inappropriate use of multimedia detracts from the content.		enhance the written material and create interest.	ideas and relationships, create interest, and are appropriate for the chosen purpose.	

	The graphics do not include alternate text in web-based portfolios.	Some of the graphics include alternate text in web-based portfolios.	Most of the graphics include alternate text in web-based portfolios.	Accessibility requirements using alternate text for graphics are included in web-based portfolios.	
	Audio and/or video artifacts are not edited or exhibit inconsistent clarity or sound (too loud/too soft/garbled).	A few of the audio and/or video artifacts are edited with inconsistent clarity or sound (too loud/too soft/garbled).	Most of the audio and/or video artifacts are edited with proper voice projection, appropriate language, and clear delivery.	All audio and/or video artifacts are edited with proper voice projection, appropriate language, and clear delivery.	
Notes					
TOTAL					
Notes					

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Original online at: <https://www2.uwstout.edu/content/profdev/rubrics/eportfoliorubric.html>