COL100 – Strategies for Academic Success

Name:_____ Instructor:_____

Lab #4 – eportfolio

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1. Complete exercises on pages 270, 280, 283, 288, 290

2. Write results on ePortfolio

3. Verify your file management – This is very important as you will need these files to create your ePortfolio.
    a. Right-click on the Start button, open Windows Explorer.
    b. Open your flash drive, Open the "COL100" folder
    c. You should see 2 files with the following names:
        - "**Reflection 1 – description of me**" – created in Lab 1,
        - "**Reflection 2 – Intelligence, learning, personality**" – created in Lab 3.

4. Open and save the "Unit 3 Contact List" spreadsheet to your flash drive
    a. Locate and open the "Unit 3 Contact list"
        - Only the white cells in this spreadsheet can be modified. The grey areas are blocked.
    b. Add your name to the worksheet
    c. Save this file to your flash drive in the folder named, "COL100"
    d. Print the worksheet.

5. Verify your file management
    a. Right-click on the Start button, open Windows Explorer.
    b. Open your flash drive, Open the "COL100" folder
    c. You should see 3 files with the following names:
        - "**Reflection 1 – description of me**" – created in Lab 1,
        - "**Reflection 2 – Intelligence, learning, personality**" – created in Lab 3.
        - "**Unit 3 Contact List**" – created in Lab 4

6. Complete the "Unit 3 Contact List" worksheet
    a. Connect to the MCCC web page, www.mccc.edu.
    b. Use the MCCC web page, walk around campus, and/or ask others to help you find important information that will fill in the worksheet.
        - Complete the worksheet by typing in every white cell the correct contact data.
    c. Save this file to your flash drive in the folder named, "COL100"
    d. Print the completed worksheet.

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Lab #4 – eportfolio

Grading Rubric – Lab #4:

	Possible Points	Points Earned
eportfolio 10 – eportfolio with completed "About Me" and "Educational Goals" pages. 9-1 – Missing or incomplete components 0 – Not attempted	A: 9,10 B: 8 C: 7 D: 6 F: 0-5	
File management 10 – Flash drive has a "COL100" folder with 3 files named according to above. 9-1 – Missing or incomplete components 0 – Not attempted	A: 9,10 B: 8 C: 7 D: 6 F: 0-5	
Final grade	20	