

BLM OLE.10#4: Electronic Collection Checklist

Name _____ Date _____

Title Page

The title page of your Electronic Collection should include

- the title of the Electronic Collection
- your name
- school year
- your teacher's name

Index

The index page should include

- the title (same as on title page)
- a paragraph explaining how the index works
- an alphabetical list of content, including a short description of each file
- a background
- date created and last updated

Table of Contents

The table of contents should include

- the title (same as on title page)
- a paragraph explaining the purpose of the Electronic Collection
- a background
- date created and last updated

Collection

The collection of work should include at least one sample from each of the following:

- writing
- reading report
- artwork
- mathematics or problem solving
- journal entry
- project

Each sample includes

- a title
- date created

Item	Date Created	Update							
Title Page									
Table of Contents									
Index									
Work Samples									
Teacher Comments									

Remember to record the date of each update. File this checklist in your Personal OLE Binder.