

# WIX Web Portfolio Checklist

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ AM/PM: \_\_\_\_\_

***In order to complete and receive credit for this assignment, every item on the checklist must be checked and completed.***

## PART ONE

1. \_\_\_\_\_ Go through your Master folder and find content to put on your website.
  1. First-year should include:
    1. All your work so far
  2. Second/Third Year should include:
    1. Select your best projects
  3. Do you do anything extra outside of the program? art, hobbies, and interests related to your career path? add it to your website!
  4. Take your content and save it properly for the web. Save your videos, music, and design projects in the proper formats
2. \_\_\_\_\_ Create your resume with the help of ChatGPT
  1. Log into Google Docs and go to the "Template Gallery"select "Resume" and pick a template
  2. Save the template to your drive folder
  3. Submit to Schoology by selecting "File+Download+Save as PDF". Do not "Share" the document with me.
  4. What to include
    1. Basic Information: Name & Contact Information
    2. Objective or Summary Statement
      1. This is an explanation of your goals and who you are. Example: *"Talented, driven, high school student looking to expand knowledge and skills in the field of Video Production"* Use ChatGPT to help you write this section.
    3. Education
    4. Work Experience
    5. Extracurricular Activities

6. Community Service or Volunteering
  7. Awards, Honors, Accomplishments, and Leadership Roles
  8. Special Skills
  9. References or Letters of Recommendation
3. \_\_\_\_\_ Upload your resume to Schoology

## PART TWO

1. \_\_\_\_\_ Download the "Sitemap Template" to plan the layout of your website
  1. Fill in the order in which your projects will appear
  2. Submit the template to Schoology for approval
2. \_\_\_\_\_ Go to: <https://www.wix.com> and pick out a template
  1. Use a template that matches your career focus: video, sound, photo, etc.
  2. Only pick a template that is made for Multimedia and Art that is set up for a portfolio of work.
3. \_\_\_\_\_ Use your site template to start laying out your headers, tabs, and links
4. \_\_\_\_\_ You may take the template and experiment with
  1. Typestyle, size, and color
  2. The color scheme of the site
  3. The layout of pictures and galleries
  4. Add or subtract unwanted elements from the template
5. \_\_\_\_\_ Setup the names of your links, tabs, and headers

## PART THREE

1. \_\_\_\_\_ Upload all of your selected projects and other content to your website using the WIX Editor
  1. You can create folders to keep everything organized
  2. Make sure everything is in the proper format to upload
2. \_\_\_\_\_ Upload your Resume to your "About Me" section.
  1. Take a screenshot of your resume and upload it as an image. Make sure you maximize the resume on your screen before you screenshot it.

3. You will also write a "Bio" or summary about yourself. For example: "Philadelphia native, \_\_\_\_\_ is a film editor who takes attention to detail to another level. He has had his hand in all forms of production, including commercials, youtube ads, YouTubers, reality television, music videos, documentaries, corporate, and so much more. When not working, \_\_\_\_\_ can be found traveling to a new place or trail running through a national park."
4. \_\_\_\_\_ Work with another student to take a headshot for your "About Me" page
  1. You may use one of the backdrops we have or shoot it on the green screen and put it in a different background. For example, a photo studio, or video editing station
5. \_\_\_\_\_ Use the Image and Video uploads to present your content
6. \_\_\_\_\_ Utilize galleries for large collections of content: Photography, Graphic design, Videos
  1. Keep your galleries organized and in order. Keep similar themes/projects together
7. \_\_\_\_\_ Publish your website and submit your website link to Schoology for review