

# Appendix A

## WDC Tutorial Self-Assessment Checklist

- Selected or uploaded an image for Portfolio
- Added content to BioBlock
- Added content to Biography tab
- Added content to the Reviews tab
- Two (2) items created
  - Items have appropriate genres chosen
  - Items have appropriate intro & content ratings
  - Edit and Save one (1) item (see time-stamps)
  - Changed item order in portfolio (drag/drop organizer)
- Created a signature with item link
- Posted message/reply in *Noticing Newbies* or *General Discussion* forum
- Changed handle (e.g. username = wdctutorial; handle = WDC Tutorial)
- Sent email to user 'wdctutorial' (check sent mail folder)
- Sent IM to user 'wdctutorial'
- Added a contest/activity to Fan list (check Fan tab in Portfolio)
- Added a user to Favorites list (check Faves menu)
- Promoted an item through Notebook (check in Notebook tab)
- Sent a review (check in Reviews tab, Reviewers link, and/or Community tab)
  - Review follows guidelines for reviewing/rating—harmony of review/rating
- Requested to join a review group (check sent mail folder)