

History Day Project Checklist – WEBSITE

BEFORE YOU BEGIN CREATING YOUR WEBSITE, YOU MUST COMPLETE THE FOLLOWING TASKS

1. Have you finished ALL of your RESEARCH?
 - If Yes, continue to Step 2.
 - If No, FINISH YOUR RESEARCH.
2. Have you collected all of the pictures or video clips for your website? Have you collected the citation information for each picture or video clip?
 - If Yes, continue to Step 3.
 - If No, collect all of your pictures and video clips before you advance to Step 3. Remember, video / multimedia clips cannot exceed 45 seconds. Make sure you have the citation information to include on your website.
3. Have you written the TEXT for your website?
 - If Yes, have you checked the word count? Have you proofread for spelling and grammar? Have you had a friend or adult proofread for spelling and grammar?
 - If your TOTAL WORD COUNT is 1,200 words or fewer, and your writing is grammatically correct, proceed to Step 4.
 - If your TOTAL WORD COUNT is greater than 1,200 words, you must revise your text and re-check the word count. This can be done in Microsoft Word by clicking on “Tools” in the menu bar and selecting “Word Count”
 - If No, you must write ALL of the text for your website BEFORE you continue.
4. Have you created a concept map / web / outline for the format of your website? Your concept map should include all text and images and where they will be placed in each section of the website. You can set up a free trial account at <http://mywebspiration.com>
 - If yes, proceed to Step 5.
 - If No, you must create a map / outline that details the layout of your website. (see sample)
5. Congratulations, you are now ready to begin creating your website.

If you want to use the SPPS Urban Planet website to create your website, please follow these steps:

1. Using your SPPS e-mail account, send an e-mail to deborah.kozak@spps.org to request that a page be set up for you. Please include the following text in the Subject line of your e-mail: UP Website Request. In the body of your e-mail include the following information: your first and last name; your teacher’s name; and a password for your site (should be at least 6 characters long). Once I receive your request, I will send an e-mail reply with the URL for your website, your user name and password, and links to help resources.

