

**1. Open the Web Evaluation Document and save it with your name.**

- Go to the class Web site.
- Open up the Word document named Web site Evaluation.
- Click on the grey boxes at the top of the page and put your name and the date in.
- Use Save As to save the Website Evaluation file into your My Documents folder.

**2. Click the Web site links and evaluate each site.**

- Fill out the grey boxes for each Web site in the form. Make sure to explain your answers using complete sentences.
- (IA 3) Fill in the Authority and Accuracy section (Are they an expert and have a background education in that field to give accurate information?)
- (IA 4) Fill in the Purpose and Content section (What's the purpose and is it factual and unbiased information?)
- (IA 5) Fill in the Current section (Is it current information? Is that important for this topic)
- (IA 6 & 7) Fill in the Relevant section (Is it useful information for the report you are researching for?)
- (IA 8& 9) Which Web site is better for research? Give two good reasons with supporting evidence. Use the things you filled in above for support
- (IA 10) Answer the four General Questions.

**3. Print your Word document, staple it together and turn it in at the turn-in basket next to the printer.**

**4. Save the final document.**

**You have now completed part three of the skills assessment.**