

Scoring Guide for File Management

	Beginning 1	Developing 2	Accomplished 3	Exemplary 4	Score
Student can save a file into a folder.	Student saves file, but cannot find file.	Student saves files, but does not create folder.	Student saves file, creates folder, but file is not in folder	Student creates folder and saves file in folder.	

Scoring Guide for E-mail

	Beginning 1	Developing 2	Accomplished 3	Exemplary 4	Score
Student can send an e-mail with an attachment.		Student sends the e-mail, but there is no attachment.		Student sends the e-mail with the attachment.	

Scoring Guide for Searching for Information

	Beginning 1	Developing 2	Accomplished 3	Exemplary 4	Score
Student can locate information on a particular subject.	Article is not relevant.	Article is relevant, but very short and lacking in detail.	Article is relevant, but not detailed.	Article is relevant to the topic and detailed about the topic of paper.	
Student can give source information for article.	Student has article, but does not tell source.		Student gives source information for article, but not in requested format.	Student gives citation information in correct format.	

Scoring Guide for **Word Processing**

	Beginning 1	Developing 2	Accomplished 3	Exemplary 4	Score
Word Processor Margin		One set of margins is correct		Top, Bottom, Left, Right Margins are correct	
Word Processor Font		Only one font type or size are correct		font type and size are correct	
Word Processor Line Spacing		Line spacing is correct in one section of document		Line spacing is correct in each part of document	
Word Processor Footnotes	Over one-half the footnotes are incorrect.	3-4 footnotes are incorrect	1-2 footnotes are incorrect	All footnotes are correct in the document	
Word Processor Headers or Footers		Document has headers or footers	Headers and Footers are correct on all pages except 1	Headers and Footers are correct on each page	
Word Processor Page Numbers			All pages except one are numbered correctly	All pages are numbered correctly using the software page numbering	
Word Processor – Table				Document has a table to organize data.	
Word Processor – Tabs		Either tabs are not correct or student did not use the tabs to type the list.		Document tabs are correct and student used tabs to type list.	

Scoring Guide for Spreadsheets

	Beginning 1	Developing 2	Accomplished 3	Exemplary 4	Score
Excel – formatting titles on spreadsheet and on columns	Spreadsheet has 5 or 6 errors.	Spreadsheet has 3 or 4 errors.	Spreadsheet has 1 or 2 errors.	Spreadsheet has no errors.	
Excel - Data Entry and Formatting Numbers			Spreadsheet has 1 or 2 errors in data entry or formatting.	Spreadsheet has no errors in data entry or formatting.	
Excel - fonts and size	Spreadsheet has only 1 font or size correct.	Spreadsheet has only 2 fonts or sizes correct.	Spreadsheet has only 1 font or size wrong.	Spreadsheet has all enhancements correct.	
Excel - formula (+,-,*,/)	Formula is incorrect, but copied formula.	Formula is correct, but did not copy the formula.	Three-fourths of formulas are correct.	One or less formulas have errors.	
Excel - function (SUM, Average, etc.)	Function is incorrect, but copied function correctly.	Function is correct, but did not copy the function.	Three-fourths of functions are correct.	One or less functions have errors.	
Excel - chart		Chart is of correct type for the data.	Chart uses the correct range.	Chart uses the correct range, has a title, and titles on the axes.	
Excel - borders				Spreadsheet has at least one border	