

Projects		Level of Performance				Feedback	
Outcome	Components	Beginning	Developing	Accomplished	Exemplary	Score	Comments
<b>Forms Survey</b>	<b>Forms Creation</b>	Forms document has been created with assistance.	Forms document has been created with some assistance	Forms document was created with some guidance	Forms document was created with No assistance.		
	<b>Forms Formatting</b>	Forms was created using one type of survey question	Forms was created using two different types of survey questions	Forms was created using four different types of survey questions with some branching.	Forms document was created with 5+ types of survey questions with Branching		
	<b>Forms Styling</b>	Form was created with no styling that represented the topic	Form was created with little styling that represented the topic	Form was created with styling	Form was created with styling that represented the topic		
<b>Word Poster</b>	<b>QR Code</b>	Was not able to include the QR Code to the Form	Was able to add the QR code with assistance	Was able to add the QR code with some direction	Was able to add the QR code with no assistance		
	<b>Visual Appearance</b>	Poster did not represent the topic being surveyed and was lacking visual components	Poster had limited representation of the topic and had some visual components	Poster represented the topic and was visually appealing	Poster represented the topic, what questions might be included in the survey and was visually appealing		
	<b>Exported</b>	File was not able to export to PDF	File was able to export to PDF with assistance	File was able to export to PDF with some Guidance	File was exported to PDF correctly.		
	<b>Printing</b>	Was not able to print document	Was able to print document with some assistance	Was able to print document with limited guidance	Was able to print document on Own		
<b>Email</b>	<b>Correct Email Address</b>	Was not able to send to the correct mailing group	Was able to send to the correct mailing group with assistance	Was able to send to the correct mailing group with some guidance	Was able to send to the correct mailing groups in the BCC field and the correct email in the To field		
	<b>Subject Line</b>	Subject line was not used	Subject line was not relevant to the survey	Subject line was used and relevant to the survey	Subject line was used and encouraged user to open email		
	<b>Greeting</b>	No Greeting was used	Greeting was used but not formatted	Greeting was used and formatted correctly	Greeting was used, formatted correctly & was professional		
	<b>Body Paragraph</b>	No Paragraph was used	Body paragraph was used to inform the reader	Body paragraph was used to give details about the survey to the reader	Body paragraph was used to give details to the reader and included a call to action		
	<b>Link</b>	Link to survey was not included in the email	Link to survey is present but was a broken link and does not link to survey	Link to survey was included in the email	Link to survey was included in the email and was clickable		
	<b>Attachment</b>	There was no attachment on the email	Poster was attached to the email as a shared link	Poster was attached to the email in Word Format	Poster was attached to the email as a PDF/Image		
	<b>Signature</b>	There was no signature line used to close the email	There was a name used to close the email	There was an appropriate signature line used in the email	There was an appropriate and formatted signature line used in the email with a call to action		

<b>Excel Document</b>	<b>Sorted</b>	Was not able to sort the data by age/grade	Was able to sort the data by age/grade with assistance	Was able to sort the data by age/grade	Was able to sort the data by age/grade and apply conditional formatting to the cells	
	<b>Functions</b>	Was not able to use functions to analyze my data	Was able to use functions with assistance to analyze my data	Was able to use functions to analyze my data	Was able to use functions to analyze my data and record the information on a separate sheet	
	<b>Graphs</b>	Was not able to create graphs and visuals using Excel	Was able to create graphs and visuals using excel with assistance	Was able to create graphs and visuals with excel	Was able to create graphs and visuals with excel and change the formatting to include Titles, legends and labels.	
	<b>Graphs</b>	No Graphs	1-3 Graphs	3- 9 Graphs	10+ Graphs	
<b>PowerPoint Presentation</b>	<b>Title</b>	No Title was included in the presentation	Title was included in the presentation	Title, Date and name was included in the presentation	Title, Date, Name and visual was included in the presentation	
	<b>Slides</b>	Less than 3 slides were used in the presentation	3-6 Slides were used in the presentation	6-12 Slides were used in the presentation	12+ Slides were used in the presentation	
	<b>Graphs</b>	Was not able to include graphs and visuals created with my data	Was able to include graphs and visuals created with my data from excel with assistance	Was able to include graphs and visuals created with my data	Was able to include graphs and visuals with my data that were animated and fit my theme	
	<b>Transitions</b>	No Transitions were used in my Presentation	2-3 transitions were used in my presentation	3-4 types of transition was used in my presentation and all slides had a transition	1-2 types of transition was used in my presentation and all slides had a transition	
	<b>Exported</b>	File was not able to export to PDF	File was able to export to PDF with assistance	File was able to export to PDF with some Guidance	File was exported to PDF correctly.	
<b>Website</b>	<b>Title</b>	No Title was included on page on website	Title was included on website	Title, Date and name was included on website	Title, Date, Name and visual was included on website	
	<b>Graphs</b>	Was not able to include graphs and visuals created with my data	Was able to include graphs and visuals created with my data from excel with assistance	Was able to include graphs and visuals created with my data	Was able to include graphs and visuals with my data that were formatted to fit my theme	
	<b>Description</b>	No description was included on my website	Limited descriptions were used on my website	Descriptions were used on my website	All graphs and visuals had a description on my website	
	<b>Files</b>	No Files were on my website	Some files were added to the website with assistance	Some files are on the website	All files are uploaded to my website with descriptions.	
					Total Score	0
					Potential Score	108
					Percentage	0.0%