

Name: _____ Period: _____ Date: _____

MS Word Rubric (Office Specialist Activities)

Total Points Earned is 16 with 2 Bonus Points available. [Formula 16/16 X 6.25 = 100%]

Number of Activities complete: _____

CATEGORY	4	3	2	1	Score
Activities	Completed all MS Word Activities before due date.	Completed all MS Word Activities by the due date.	Completed all MS Word Activities using all due date extensions.	Did not complete all MS Word Activities.	
Content/ Accuracy	Completed all MS Word Activities with no errors.	Most of the MS Word Activities completed, were without errors. After adult feedback.	Some of the MS Word Activities completed, were without errors.	Each of the Word Activities contained one or more errors.	
Graphics/Pictures	All Graphics & logos were placed and sized properly.	Few Graphics & logos were placed and sized properly.	Some Graphics & logos were placed and sized properly.	Graphics do not go with the accompanying text or appear to be randomly chosen.	
Use of Class Time	Used time well during each class period. Focused on getting the activities done. Did not distract others. Helped others.	Focused on getting activities done, but was occasionally distracted or distracted others.	Difficulty in focusing on getting activities done, often distracted/ distracted others.	Did not use class time to focus on the activities and needed numerous reminders to get back to work.	
Bonus Points (1 point each)				SUBTOTAL	
Bonus 1	Student remained after-school on occasion seeking extra help.				
Bonus 2	Student contacted teacher via email, after/during class to communicate concerns with performance and progress.				
TOTAL					

Notes: