MS Office Evaluation Rubrics #1

Business Technology Education Department
Maria V. Campano

A

Page(s) content is **complete** and **meets all the assignment requirements**; including hyperlinks work; graphics are properly displayed; layout is appropriate for the content; color choices blend and/or contrast; fonts are consistent, font size is appropriate and font face is appropriate for offline and/or online reading (sans-serif where appropriate); assignment information is provided; page(s) is/are free of spelling and grammar errors; and content does not infringe on copyright laws; formulas are present and correctly used; Etc. Etc.

B

Page(s) content is **complete** and **meets most the assignment requirements**; including hyperlinks work; graphics are properly displayed; layout is appropriate for the content; color choices blend and/or contrast; fonts are consistent, font size is appropriate and font face is appropriate for offline and/or online reading (sans-serif where appropriate); assignment information is provided; page(s) is/are free of spelling and grammar errors; and content does not infringe on copyright laws; formulas are present and correctly used; Etc. Etc.

C

Page(s) content is **complete** and **meets some the assignment requirements**; including hyperlinks work; graphics are properly displayed; layout is appropriate for the content; color choices blend and/or contrast; fonts are consistent, font size is appropriate and font face is appropriate for offline and/or online reading (sans-serif where appropriate); assignment information is provided; page(s) is/are free of spelling and grammar errors; and content does not infringe on copyright laws; formulas are present and correctly used; Etc. Etc.

D

Page(s) content is **complete** and **meets few the assignment requirements**; including hyperlinks work; graphics are properly displayed; layout is appropriate for the content; color choices blend and/or contrast; fonts are consistent, font size is appropriate and font face is appropriate for offline and/or online reading (sans-serif where appropriate); assignment information is provided; page(s) is/are free of spelling and grammar errors; and content does not infringe on copyright laws; formulas are present and correctly used; Etc. Etc.

F

Assignment is **not complete** (50-99% built).

I

Assignment is not complete (**under 50% built**).

Z

Assignment does not exist (**not collected**).