

Technological Literacy Assessment Rubric *Student Name:*

Course Name/#:

Deliverable Components	4 Above Proficient	3 Proficient	2 Approaching Proficient	1 Below Proficient	0 No Attempt						
Data Managing <ul style="list-style-type: none"> Student's name is properly displayed in deliverable Course is identified as directed by instructor File is saved in correct file format (e.g. report_FirstLast.docx) 	Has all elements <input type="radio"/>	Missing one element <input type="radio"/>		Missing two elements <input type="radio"/>	Has none of the elements <input type="radio"/>						
References <ul style="list-style-type: none"> There are appropriate number of references as determined by the instructor All references are listed in APA or MLA style, as directed by the instructor References are embedded as determined by instructor 	Has all elements <input type="radio"/>	Missing one element <input type="radio"/>		Missing two elements <input type="radio"/>	Has none of the elements <input type="radio"/>						
Assignment Content <ul style="list-style-type: none"> Evidences effective research Student achieved purpose of assignment Correct audience targeted 	Has all elements <input type="radio"/>	Missing one element <input type="radio"/>		Missing two elements <input type="radio"/>	Has none of the elements <input type="radio"/>						
Communication <ul style="list-style-type: none"> Assignment successfully transmitted (e.g. Blackboard, email) Student evidences retrievability of file (file opens when loaded) 	Has all elements <input type="radio"/>			Missing one element <input type="radio"/>	Has none of the elements <input type="radio"/>						
Layout <ul style="list-style-type: none"> Headings/subheadings reflect logical structure Consistent visual theme Appropriate font color and size Animations are used appropriately as directed by instructor 	Has all elements <input type="radio"/>	Missing one element <input type="radio"/>	Missing two elements <input type="radio"/>	Missing three elements <input type="radio"/>	Has none of the elements <input type="radio"/>						
Embedded Objects - Deliverable contains accessible objects: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="radio"/> Pictures</td> <td><input type="radio"/> Video</td> </tr> <tr> <td><input type="radio"/> Audio File</td> <td><input type="radio"/> Animation</td> </tr> <tr> <td><input type="radio"/> Hyperlink</td> <td><input type="radio"/> Other (per instructor)</td> </tr> </table>	<input type="radio"/> Pictures	<input type="radio"/> Video	<input type="radio"/> Audio File	<input type="radio"/> Animation	<input type="radio"/> Hyperlink	<input type="radio"/> Other (per instructor)	Has three or more elements <input type="radio"/>	Has two elements <input type="radio"/>	Has one element <input type="radio"/>	Unsuccessful attempt <input type="radio"/>	No attempt <input type="radio"/>
<input type="radio"/> Pictures	<input type="radio"/> Video										
<input type="radio"/> Audio File	<input type="radio"/> Animation										
<input type="radio"/> Hyperlink	<input type="radio"/> Other (per instructor)										
Conventions <ul style="list-style-type: none"> Phrases are appropriate length for medium Punctuation is appropriate Grammar usage is appropriate Spelling is accurate 	Has all elements <input type="radio"/>	Missing one element <input type="radio"/>	Missing two elements <input type="radio"/>	Missing three elements <input type="radio"/>	Has none of the elements <input type="radio"/>						

• **Total** (per instructor) _____