**Technological Literacy Assessment Rubric *Student Name: Course Name/#:***

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| --- | --- | --- | --- | --- | --- |
| **Deliverable**  **Components** | **4**  **Above Proficient** | **3**  **Proficient** | **2**  **Approaching Proficient** | **1**  **Below Proficient** | **0**  **No Attempt** |
| **Data Managing**   * 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 | Missing one element |  | Missing two elements | Has none of the elements |
| **References**   * 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 | Missing one element |  | Missing two elements | Has none of the elements |
| **Assignment Content**   * Evidences effective research * Student achieved purpose of assignment * Correct audience targeted | Has all elements | Missing one element |  | Missing two elements | Has none of the elements |
| **Communication**   * Assignment successfully transmitted (e.g. Blackboard, email) * Student evidences retrievability of file (file opens when loaded) | Has all elements |  |  | Missing one element | Has none of the elements |
| **Layout**   * Headings/subheadings reflect logical structure * Consistent visual theme * Appropriate font color and size * Animations are used appropriately as directed by instructor | Has all elements | Missing one element | Missing two elements | Missing three elements | Has none of the elements |
| **Embedded Objects** - Deliverable contains accessible objects:   |  |  | | --- | --- | | * Pictures | * Video | | * Audio File | * Animation | | * Hyperlink | * Other (per instructor) | | Has three or more elements | Has two elements | Has one element | Unsuccessful attempt | No attempt |
| **Conventions**   * Phrases are appropriate length for medium * Punctuation is appropriate * Grammar usage is appropriate * Spelling is accurate | Has all elements | Missing one element | Missing two elements | Missing three elements | Has none of the elements |

* Total (per instructor) \_\_\_\_\_\_\_\_\_\_\_\_\_