**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*** 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) \_\_\_\_\_\_\_\_\_\_\_\_\_