

TEC 937- Evaluation Rubric
Mac OS X
FILES

	5	4	3	2	1
Clipboard	All items are copied, pasted, and/or moved as directed		75% of the items are correctly copied, pasted and/or moved		25% of the items are correctly copied, pasted, and/or moved
Draw	All lines and shapes are drawn and layered as directed		Objects are drawn but not layered		Objects are drawn but not modified or layered
Echo.wav	The sound file is created as directed				
Evaluation	The responses provided are well-thought out and constructive		The responses provided show a lack of forethought and effort.		The responses are little forethought and are not constructive
File14.wav	A sound is recorded as directed				
File2.jpg	The screen capture is completed as directed				
Formatting	All text is formatted as directed		Some of the formatting is missing or done incorrectly		Only a few items are formatted correctly
Graphic.jpg	The graphic is saved correctly as a JPEG file				
History	The margins, orientation and numbering of the document have been modified as directed and the file is locked		The margins, orientation, and numbering are mostly correct but the file is not locked		The file is not locked and much of the formatting is either incorrect or not completed as directed
Journal	Subjective journal entries show evidence of serious forethought and all other entries are completed as directed	Subjective journal entries show evidence of some fore-thought and all other entries are completed as directed	Subjective journal entries show only adequate forethought and not all of the entries are completed as directed	Subjective journal entries display a lack of forethought and many of the other entries are not completed correctly	Subjective journal entries show lack of effort and most entries are either missing or done incorrectly
Margins	The margins and indents are completed correctly		The margins and indents are 75% correct		The margins and indents are 25% correct
Paint	All graphics are completed as directed		75% of the items are completed as directed		25% of the items are completed as directed
Project	The project is curriculum-based and displays a deep understanding of the features of OS X and how they can impact the classroom		The project is curriculum-based but lacks a deep understanding of the how the features of OS X can benefit the instructional process		The project is not curriculum based and/or it shows a lack of effort in demonstrating an understanding of OS X in education
Replace	Words are replaced as directed				
Shirley.mp3	The sound file is saved as an MPEG file				
Sound	Two sounds are correctly inserted into a word processing document				
Tabs	Tabs are all set correctly as directed		The tabs are set correctly but the Format Painter is not used correctly		

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5

4

3

2

1

Thesaurus	Words are replaced as directed				
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FOLDERS

Column View	The contents are in column view and the folders have been named and/or deleted as requested				
Delete	Specific files are deleted as directed				
Drop Box	A drop box is created with the correct permissions established				
Icon View	The size of the icons and color have been changed as directed				
List View	The listing has been set up as directed with the additional data items included				
Organization	The folder structure is set up as directed				