

		First Name	Business and Personal Finance Rubric: Microsoft Excel Spreadsheet			
		Ungraded	3 Points/Proficient	2 Points/Needs Improvement	1 Point/Failing	Teacher Eval
A.1 Actively and critically reading, listening, and observing. A.2 Asking appropriate questions. P.1 Assimilating and organizing information. P.3 Drawing inferences and making conclusions.	Inputting Text Information and Formulas	1. Correct input of text 2. All text placed in correct cells 3. Correct application of Excel formulas 4. Consistent formatting of text 5. Correct title and file name	1. Correct input of text 2. Correct application of Excel formulas 3. Consistent formatting of text 4. Correct title and file name	1. Correct input of text 2. Correct application of Excel formulas 3. Consistent formatting of text	Typed part of the assignment	
A.1 Actively and critically reading, listening, and observing.	Proofreading	0 - 1 uncorrected errors	2 - 3 uncorrected errors	4 - 5 uncorrected errors	7 or more uncorrected errors	
C.1 Doing, writing, and speaking clearly and purposely for a variety of audiences	Completeness	Completed in allotted time	75% completed	50% completed	Less than 50% completed	
C.3 Using technology to present information.	Application of Technology	Information is accurately entered into MS Excel as per instructions; Hardcopy is submitted and is accurate.	Information is accurately entered into MS Excel as per instructions; Hardcopy is submitted and is mostly accurate.	Information is accurately entered into MS Excel as per instructions. Hardcopy is submitted and is mostly accurate. Presentation is sub-standard.	Information is not accurately entered into MS Excel as per instructions. Presentation is sub-standard.	
P.1 Assimilating and organizing information.	Organizational Skills	Begins task immediately	At task with minimum delay	At task with some delay	At task with major delay	
					Grade	
Grade Scale	4 = A	3 = B	2 = C	1 = D-F		