

Individual Contribution

Student _____ Date _____

Introduction to Excel

Scoring Standard: Student will complete activities 1-3 as instructed.

Scoring Guide

| Criteria | Rating | Comments |
|--|-----------|----------|
| 1. The student has completed activity one independently and perhaps has assisted another student’s learning by guiding them (not doing the work for them). | 4 3 2 1 0 | |
| 2. The student has completed activity two independently and perhaps has assisted another student’s learning by guiding them (not doing the work for them). | 4 3 2 1 0 | |
| 3. The student has completed activity three independently and perhaps has assisted another student’s learning by guiding them (not doing the work for them). | 4 3 2 1 0 | |
| 4. The student has applied knowledge and experience from other applications to learn how to use a spreadsheet. | 4 3 2 1 0 | |
| 5. The student has applied critical thinking skills to understand how work can be made more efficient, not only in this assignment, but in the work place. | 4 3 2 1 0 | |
| 6. The student contributed to a positive learning environment. | 4 3 2 1 0 | |
| 7. The student followed all of the instructions completely and without rushing. | 4 3 2 1 0 | |
| 8. | 4 3 2 1 0 | |

Teacher _____ Date _____