

## Assignment 1

20 points possible

### Form: Able to navigate to and complete a form.

Weight 25%

Exceeding Expectations 5 points

Completed form on time and showed thoughtfulness in responses.

Meeting Expectations 4 points

Completed form on time and provided responses. OR completed after the deadline with thoughtful responses.

Minimally Meeting Expectations 3 points

Completed form after the deadline and provided minimal responses.

Approaching Expectations 2.5 points

Completed form but did not respond to all questions.

Not Attempted 0 points

Not Attempted.

### OneDrive/Word: Able to use digital media for creative self-expression. Able to use OneDrive as a cloud storage.

Weight 25%

Exceeding Expectations 5 points

Able to creatively use editing tools and have thoughtful and insightful responses.

Meeting Expectations 4 points

Able to use editing tools and provide responses.

Minimally Meeting Expectations 3 points

Used some editing tools and minimally responded to questions.

Approaching Expectations 2.5 points

No editing tools used and incomplete responses.

Not Attempted 0 points

Not Attempted.

### Teams: Able to navigate digital software for the purpose of submitting school work.

Weight 25%

Exceeding Expectations 5 points

Uploaded correct Word file on time and used the "Turn-In" button to confirm submission

Meeting Expectations 4 points

Uploaded the correct Word file and used the "Turn-In" after the deadline.

Minimally Meeting Expectations 3 points

Uploaded the correct Word file but did NOT "Turn-In"

Approaching Expectations 2.5 points

Able to upload, but uploaded an incorrect file.

Not Attempted 0 points

Not Attempted.

### OneNote: Demonstrates proficiency with multiple tools.

Weight 25%

Exceeding Expectations 5 points

Able to use all tools while showing creativity and insight in responses.

Meeting Expectations 4 points

Able to use all tools well in OneNote. Showed some creativity in responses.

Minimally Meeting Expectations 3 points

Used tools to minimally complete the task.

Approaching Expectations 2.5 points

Attempted to use tools but struggled to complete the task.

Not Attempted 0 points

Not Attempted.