

Grading Rubric
Unit 6: Microsoft PowerPoint ~ Multimedia Presentations

Name _____

Mod _____

Final Grade: _____

Category	4 Excellent	3 Very Good	2 Good	1 Satisfactory	0 Unsatisfactory
Classroom Behavior	Excellent behavior in the lab.	Very Good behavior in the lab.	Good behavior in the lab.	Satisfactory behavior in the lab.	Unsatisfactory behavior in the lab.
Follows Directions	Follows the rules of the lab consistently.	Follows the rules of the lab most times .	Follows the rules of the lab sometimes .	Follows the rules of the lab only once in a while .	Does not follows the rules of the lab.
Slide Layout	Successfully followed all the guidelines for each slide of the presentation.	Followed most of the guidelines for each slide of the presentation. Missed at least 1 requirement.	Followed some of the guidelines for each slide of the presentation. Missed at least 2 requirements.	Infrequently followed the guidelines for each slide of the presentation. Missed at least 3 requirements.	Did not follow the guidelines for each slide of the presentation. Missed more than 3 requirements.
Special Effects	Transitions, sounds, and animation were used correctly and effectly to make the presentation Interesting.	Transitions, sounds, and animation were used correctly and effectly most of the time to make the presentation Interesting.	Transitions, sounds, and animation were used correctly and effectly some of the time to make the presentation Interesting.	Transitions, sounds, and animation were used infrequently and did not make the presentation Interesting.	No Transitions, sounds, or animation were used in the presentation.
Grammar, sentence structure and punctuation	Excellent use of spelling and punctuation throughout the brochure.	Good use of spelling and punctuation throughout the brochure.	Fair use of spelling and punctuation throughout the brochure.	Inaccurate use of spelling and punctuation throughout the brochure.	Poor use of spelling and punctuation throughout the brochure.
Oral Presentation	Used an appropriate voice level that was clear and included additional information to enhance the presentation.	Used an appropriate voice level that was clear most of the time and included some additional information to enhance the presentation.	Used an appropriate voice level that was clear some of the time and included little additional information to enhance the presentation.	Infrequently used an appropriate voice level that was clear and included very little additional information to enhance the presentation.	Voice was not clear and no additional Information was used to enhance the presentation.
Score					