Notebook Rubric

Notebook Requirements	25 pts.	50 pts.	75 pts.	100 pts.
List Incorrect Terms **or** **Terms You Don't Know**	No missing terms are listed in the beginning of the notebook	Some missing terms are listed in the beginning of the notebook as a reference	Most of the missing terms are listed in the beginning of the notebook	All missing terms are listed in the beginning of the notebook based on what you don't understand, or got incorrect during testing
Create a Table of Contents	No table of contents is created	Very few unfamiliar terms are listed in the table of contents	Some unfamiliar terms are listed in the notebook alphabetically as a reference	All unfamiliar terms are listed alphabetically as a reference, and all pages are numbered in the table of contents
Answer Table of Contents Terms Alphabetically **Make Page #s**	No missing terms are alphabetically listed and answered correctly at all	Very few missing terms are alphabetically listed and answered correctly in great detail	Some missing terms are alphabetically listed and answered correctly in great detail	All missing terms are alphabetically listed based on the table of contents and answered correctly in great detail as a reference according to page #
Neatness & Organization	No terms are listed on correct page #s, alphabetically,, and are clearly written	Very few terms are listed on correct page #s, alphabetically,, and are clearly written	Most of the terms are listed alphabetically, and are clearly written	All terms are listed on correct page #s, alphabetically, and are clearly written

Notebook Set up Steps

Note: This option is also available in soft copy if you wish to use the program you're being licensed in. However, you are responsible to save and maintain this file as a reference. Meaning you can do it in Word | PowerPoint | Excel
If it is lost it doesn't exist

Step 1 ……….Gather your incorrect answers, and list them from either direct testing or www.Gmetrix.net (left side of notebook)

Step 2 ………..Make a Table of Contents and list the specific core at the top (ex. Core 1 Table of contents) Alphabetize the terms listed that you don't know

Step 3……..….Answer the terms you don't know alphabetically matching your table of contents in the direct order listed in your notebook directly from training or from www.Support.Office.com   Please number *ALL* your pages and Table of Contents

There are random notebook checks throughout all marking periods, and your notebook is used as an alternate form of formative assessment. Construct it well, and work to the best of your ability please to receive credit.

Respectfully, Mr. Riese