

Assignment 1 - Office 365 Boot Camp

20 points possible

Proficiency with Outlook (Part 1)

Weight 10%

Exceeding Expectations 4 points

Able to navigate Office 365 and access Outlook.

Meeting Expectations 3 points

N/A

Minimally Meeting Expectations 2 points

N/A

Approaching Expectations 1 point

N/A

Not Attempted 0 points

Did not access Outlook.

Proficiency with Forms (Part 1)

Weight 10%

Exceeding Expectations 4 points

Submitted Learning Plan through Microsoft Forms.

Meeting Expectations 3 points

N/A

Minimally Meeting Expectations 2 points

N/A

Approaching Expectations 1 point

N/A

Not Attempted 0 points

Did not submit Learning Plan.

Proficiency with OneDrive (Part 2)

Weight 10%

Exceeding Expectations 4 points

Synced OneDrive to device, correctly named Word document and saved it to OneDrive.

Meeting Expectations 3 points

Did not do one of the tasks required during Part 2 of the assignment.

Minimally Meeting Expectations 2 points

Did not do some of the tasks required during Part 2 of the assignment.

Approaching Expectations 1 point

Did not do most of the tasks required during Part 2 of the assignment.

Not Attempted 0 points

Did not create a Word document in OneDrive.

Proficiency with Word (Part 2)

Weight 10%

Exceeding Expectations 4 points

Used a variety of formatting tools within Word to personalize work. (ex: font colour, font style, lists, borders, images, etc.)

Meeting Expectations 3 points

Experimented with a variety of formatting tools within Word. (ex: font colour, font style, lists, borders, images, etc.)

Minimally Meeting Expectations 2 points

Used some basic formatting tools within Word. (ex: font colour, font style, lists, etc.)

Approaching Expectations 1 point

Used only one formatting tool within Word. (ex: font colour, font style, etc.)

Not Attempted 0 points

Formatting was left as default.

Reflective Capacity (Part 2)

Weight 50%

Exceeding Expectations 4 points

Demonstrated exemplary reflective capacity in every response to the questions in Part 2.

Meeting Expectations 3 points

Demonstrated strong reflective capacity in most responses to the questions in Part 2.

Minimally Meeting Expectations 2 points

Demonstrated some reflective capacity in responses to the questions in Part 2.

Approaching Expectations 1 point

Could have spent additional time reflecting on the questions in Part 2.

Not Attempted 0 points

Did not follow instructions or correctly respond to the questions in Part 2.

Proficiency with Teams (Part 3)

Weight 10%

Exceeding Expectations 4 points

Attached Word document to Teams assignment and turned in on time.

Meeting Expectations 3 points

May have attached Word document to Teams assignment but did not click the button to turn it in.

Minimally Meeting Expectations 2 points

May have turned in Teams assignment without attaching Word document.

Approaching Expectations 1 point

N/A

Not Attempted 0 points

Did not upload or turn in anything.