|  |  |  |  |
| --- | --- | --- | --- |
| 100-93 points | 92-85 | 80-65 | Incomplete/0 |
| Students worked hard and completed all three projects in given time a lot appropriate for individual student.  Projects met all requirements for a 100.  Or points deducted for minor mistakes. | Student was only able to complete 2 of the projects in teacher’s timeline.  Projects met all requirements for 93.  Or points deducted for minor mistakes. | Only one project was completed and none of the other projects were attempted. (Judged on bases on individual student’s ability)  Projects met all requirements for 80.  Or points deducted for minor mistakes and time wasted (See participation rubric) | Student was in school and did not make use of the time frame.  Student did not attempt to complete assignment at all. |
|  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Teacher will have students follow along with a software demo.  Students will have time at end of class to explore templates and a quick creative challenge.  Participation Grade/No formal assignment | **FLYER PROJECT**  **(Difficulty \*\*)**  Students will have class period to type three paragraphs, add three pictures, and a list. Students will follow direction sheet for basic formatting | **TABLE PROJECT**  **(Difficulty \*)**  Students will be challenged to create two tables. One for productivity schedule. One of their choice.  Average Time 25 minutes | **MLA Formatting Project (Difficulty \*\*)**  Students will follow direction sheet to type a simple report in MLA Formatting. The report is provided for students. As the main focus is FORMATTING in word. | CATCH UP DAY  THIS IS LAST DAY TO FINISH ASSIGNMENTS.  NEXT WEEK NEW UNIT BEGINS |

MICROSOFT WORD UNIT Summary: This simple unit will have students review the basics in word by completing three projects. One project is a creative flyer with formatting basics, one project is using tables, and finally a formal assignment focusing on MLA formatting. For the nature of the class, students will be expected to complete what they can during the unit. Each lesson was designed to be completed in one class period. However, this is NOT always possible because of various learning styles. Students will do their best to keep up with the work load and tasks provided on each paper. A makeup day on Friday will be provided for all students. Students who finish early, will be provided a challenge game on Friday.

Sample Grading Rubric