

Source:

<http://www.winona.edu/AIR/resourcelinks/Basic%20Information%20Technology.doc>

Basic Information Technology Skills Rubric

Student _____ Course _____ Date _____

Intended Outcome: the student will use information technology to prepare written documents, communicate with others, and locate and retrieve information.

Performance Area	Rating = 3	Rating = 2	Rating = 1	Score
Word Processing	The student demonstrates competency in basic word processing skills (types the assigned document, checks spelling and grammar, and makes necessary edits/revisions).	Although the student performs basic word processing tasks overall, he/she needs to improve in one or more skills areas.	The student exhibits limited word processing skills, and requires remediation to perform basic tasks.	
Internet Use	The student demonstrates competency in basic Web search engine skills (explores Internet resources, conducts a detailed search for information on the assigned topic, and downloads necessary files).	Although the student performs basic Web search engine tasks overall, he/she needs to improve in one or more skills areas.	The student exhibits limited Web search engine skills, and requires remediation to perform basic tasks.	
Use of E-mail	The student demonstrates competency in basic e-mail skills (sends/receives written communications and transmits information via e-mail attachment).	Although the student performs basic e-mail tasks overall, he/she needs to improve in one or more skills areas.	The student exhibits limited e-mail skills, and requires remediation to perform basic tasks.	
Total				
Overall Score = Total/3				