

Technology Literacy Rubric for CGA Students

Student's Name: _____

Professor's Name: Professor Mary A. Malinconico

Category	Poor 1 Point	Good 5 Points	Excellent 10 Points
Basic Interface	Student has difficulties finding and launching applications such as Adobe Photoshop, and Macromedia Flash, including the use of the Dock and Application Folder.	Student has basic a understanding finding and launching applications such as Adobe Photoshop, and Macromedia Flash, including the use of the Dock and Application Folder.	Student has mastered finding and launching applications such as Adobe Photoshop, and Macromedia Flash, including the use of the Dock and Application Folder.
Internet	Student has difficulties understanding the purpose and capabilities of the Internet.	Student has basic understanding of and the ability to surf the net, use search engines, social bookmarking, social networking, email, chat, blogging, and wikis.	Student has mastery of the Internet: surfing, use Of search engines, social bookmarking, social networking, email, chat, blogging, and wikis.
Email	Student has difficulties understanding the purpose and capabilities of communication using an Email tool.	Student has a basic understanding the purpose and capabilities of communication using an Email tool.	Student has mastered understanding the purpose and capabilities of communication using an Email tool.
Email Proper Use	Student has difficulties understanding and using proper email techniques such as addressing, composing and sign an email as a formal tool of communication. Student used email slang in email communications with Professors.	Student has a basic understanding and using proper email techniques such as addressing, composing and sign an email as a formal tool of communication. Student limits the used of email slang in email communications with Professors.	Student has mastered the use and understands the proper email use and techniques such as addressing, composing and sign an email as a formal tool of communication. Student doe not used email slang in email communications with Professors.
Searching the Internet	Student has difficulties selecting and using a Search tool, such as Google, to search for related information to use in class.	Student has a basic understanding of selecting and using a Search tool, such as Google, to search for related information to use in class.	Student has mastered the use and understanding of selecting and using a Search tool, such as Google, to search for related information to use in class.
File Management	Student has difficulties opening and saving files on different locations such as the local hard drive, network drive or USB flash drives.	Student has a basic understanding of opening and saving files on different locations such as the local hard drive, networks drive or USB flash drives.	Student has mastered the use and understanding of opening and saving files on different locations such as the local hard drive, network drive or USB flash drives.

File Organization	<p style="text-align: center;">Poor</p> <p>Student has difficulties creating, maintaining and organizing files on their personal USB Drive. Student does not use folders or subfolders to organize their different work or projects.</p>	<p style="text-align: center;">Good</p> <p>Student has a basic understanding of creating, maintaining and organizing files on their personal USB Drive. Student does not use folders or subfolders to organize their different work or projects.</p>	<p style="text-align: center;">Excellent</p> <p>Student has mastered the understanding of creating, maintaining and organizing files on their personal USB Drive. Students do not use folders or subfolders to organize their different work or projects.</p>
Naming Structures	<p style="text-align: center;">Poor</p> <p>Student has difficulties naming files and using proper file extensions.</p>	<p style="text-align: center;">Good</p> <p>Student has a basic understanding of naming files and using proper file extensions.</p>	<p style="text-align: center;">Excellent</p> <p>Student has mastered naming files and using proper file extensions</p>
Podcasting/ Audio Files	<p style="text-align: center;">Poor</p> <p>Students have difficulties downloading and listening to instructional/educational podcasts from Professor's Web Site.</p>	<p style="text-align: center;">Good</p> <p>Students have a basic understanding downloading and listening to instructional/educational podcasts from Professor's Web Site.</p>	<p style="text-align: center;">Excellent</p> <p>Students have mastered an understanding downloading and listening to instructional/educational podcasts from Professor's Web Site.</p>