

ORGL 3400 Excel Assignment Rubric

No.	Criteria	Excellent (20)	Good (10)	Not Acceptable (0)	Subtotals
1	Headings and titles are set up nicely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Column widths are appropriately formatted to make data readable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	All calculations are done using appropriate Excel formulas (not manual)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Calculated Results/Graphs are correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Overall layout is as instructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				Total	

Key:

Excellent – No errors or recommendations

Good – Very few (1-2) errors; few recommendations

Fair – Multiple (3-4) corrections or recommendations

Not acceptable – Five or more corrections or recommendations