



ETT 229 Project 4: Create a Assessment Rubric Using Microsoft Excel

Section A: Project Overview

Purpose: This project is designed to introduce you to the spreadsheet interface within Microsoft Excel through the creation of an assessment rubric. Through the successful completion of the rubric assignment, the learner will demonstrate the ability to perform the following tasks within Excel:

- Modify page margins and page layout modes.
- Insert headers and footers.
- Modify font styles and font colors.
- Modify the fill color and borders of cells.
- Modify cell alignment.
- Insert a cell summary calculation.
- Insert a drop-down value list into a cell.

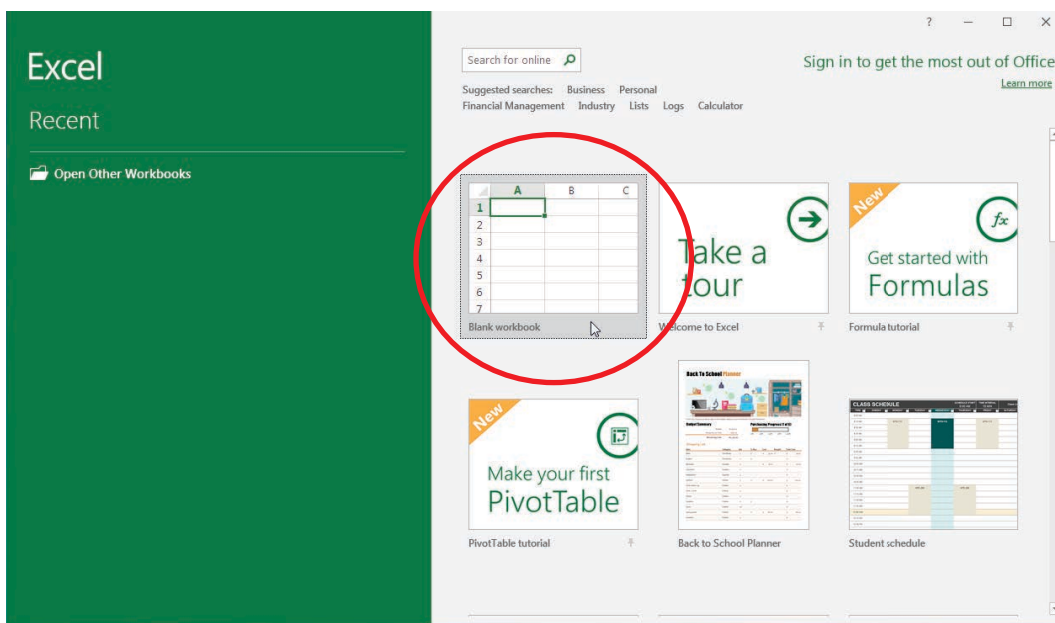
Assignment Submission: All assignments must be submitted via Blackboard. (Please use the Assignment link within this project's Blackboard folder to submit your assignment.) Label your file using the following format: ETT229_Lastname_Rubric (example: ETT229_Jones_Rubric.xlsx)

Assignment Grading: Please review the grading rubric shown below. Before submitting your project, review the rubric to ensure that you have met all requirements.

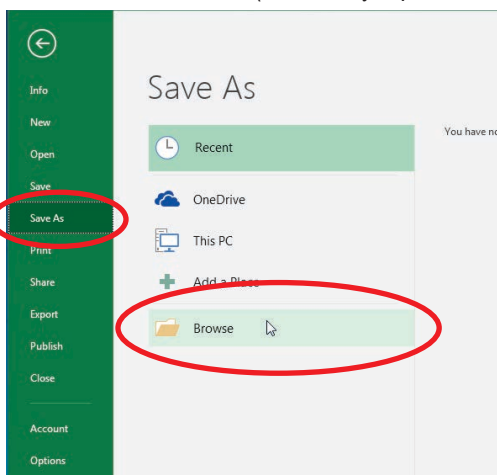
Grading Rubric for Project 4: Assessment Rubric	
File Management: <ul style="list-style-type: none"> Document is saved and named correctly, then uploaded via the correct assignment link. 	10 points
Document Formatting: <ul style="list-style-type: none"> The spreadsheet has 0.75" margins on all sides. The spreadsheet is horizontally oriented and scaled to fit 1 page wide by 1 page tall. A custom header includes the following text in 10-point Arial font: <ul style="list-style-type: none"> First section: Year and semester. Second section: ETT 229 Section # (with correct section number). Third section: Student name. Columns A-G have a width of 22 with Arial 10-point font and Wrap Text alignment. Column H is at the default width with Arial 10-point font and Wrap Text alignment. Cells A2:B5 have a row height of 50 and alignment of Wrap Text, Top Align, and Centered. The rubric's cells contain fill color and borders when indicated in Job Aid. The drop-down list of defined values is correctly created with values of 1-4. A sum formula has been correctly added to cell H6 and is centered and bolded. 	70 points
Content: <ul style="list-style-type: none"> All content uses correct spelling and grammar, and is professional in tone. Content mainly follows directions given in the job aid, but student has obviously put effort into customizing the content. 	20 points
TOTAL	100 points

Section B: Create and save a new document

- 1) Launch Microsoft Excel (the Office 365 version for Microsoft Windows; do not use the “Office Online” app), then create a new blank document.

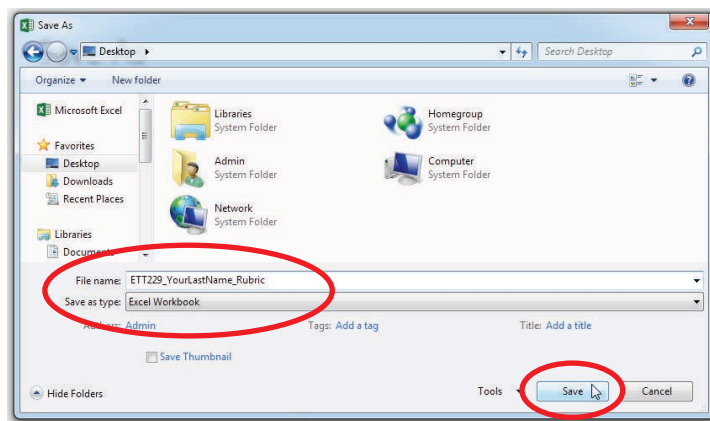


- 2) Click on the **File** menu (at the very top of the screen), then choose **Save As...** then **Browse**.



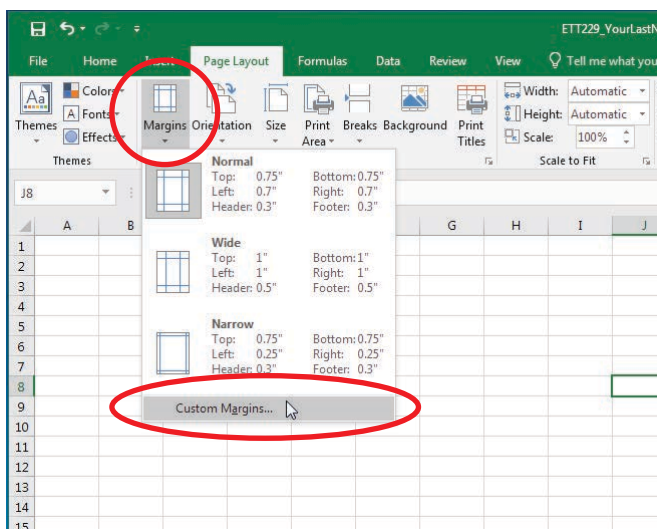
- 3) Type in the file name, using the format **ETT229_Lastname_Rubric**. Save the document to a convenient location (such as your Desktop or a project folder), leaving the file format as the default **.xlsx** file.

Be sure to SAVE your project periodically throughout the remaining steps of this exercise!

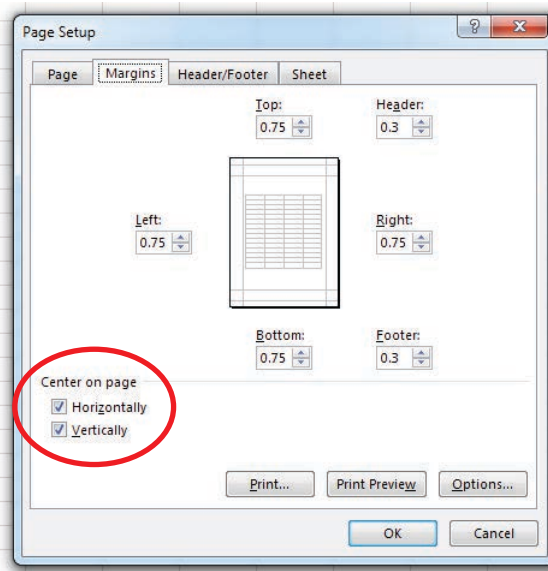


Section C: Modify the Page Layout options

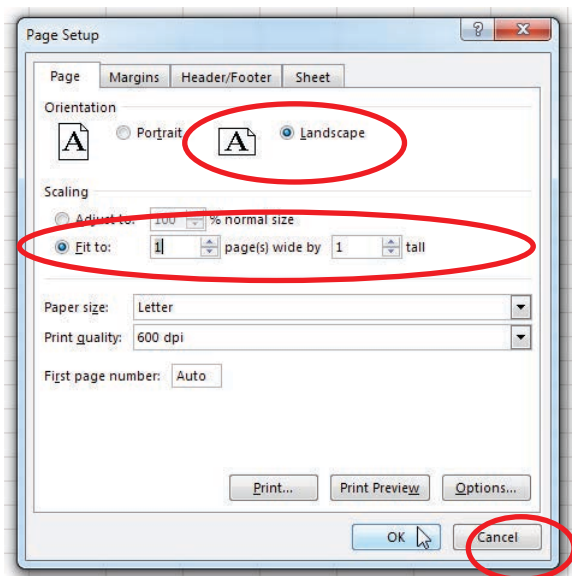
- 4) From Excel's **Page Layout** tab, select **Margins** then click **Custom Margins**.



- 5) In the Page Setup dialog box, enter "0.75" into the Top, Right, Bottom, and Left entry fields. Then click the **Horizontally** and **Vertically** boxes in the **Center on page** portion. **Do not close the dialog box!**

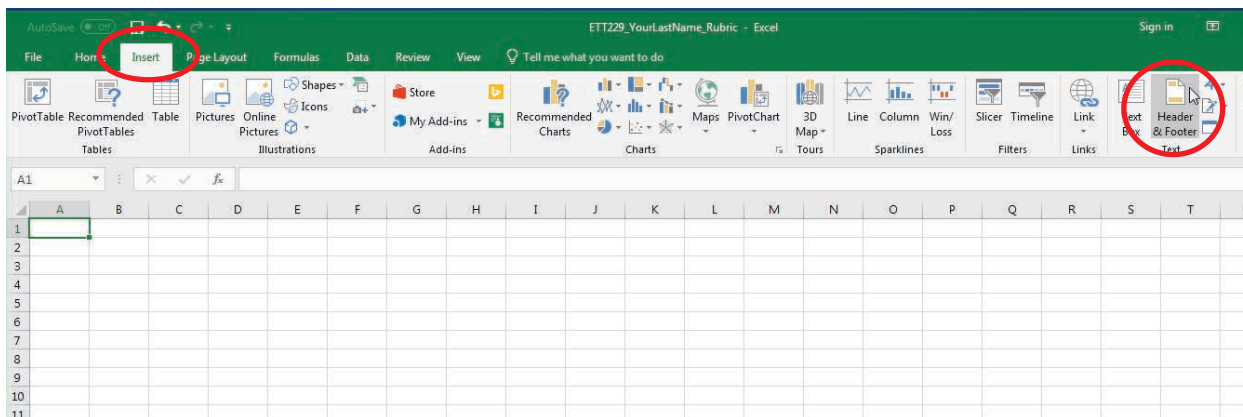


- 6) With the Page Setup dialog box still open, click on the **Page** tab. In the Orientation group, click the **Landscape** button. Next, click the **Fit to** button in the Scaling group. (Leave it at the default of 1 page(s) by 1 tall.) Click **OK**.

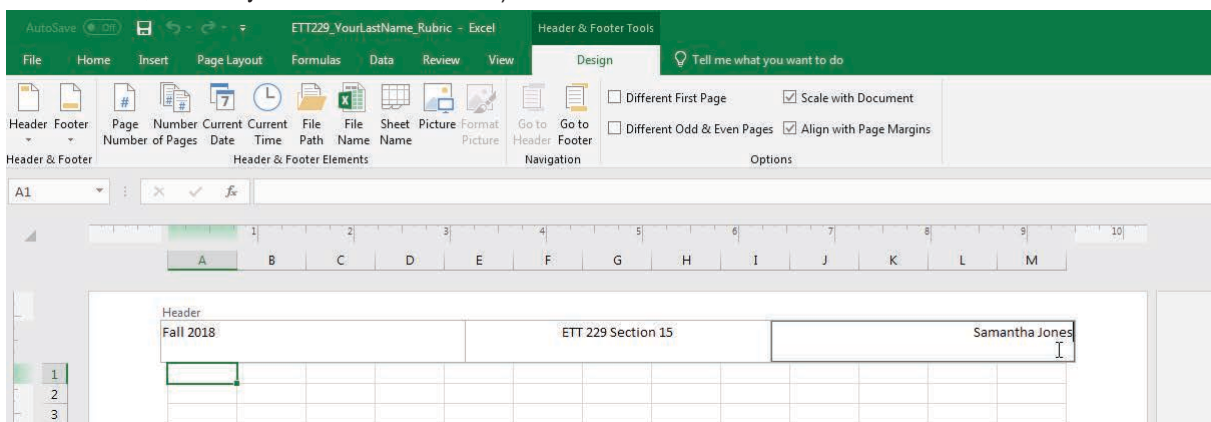


Section D: Create a header and customize text elements

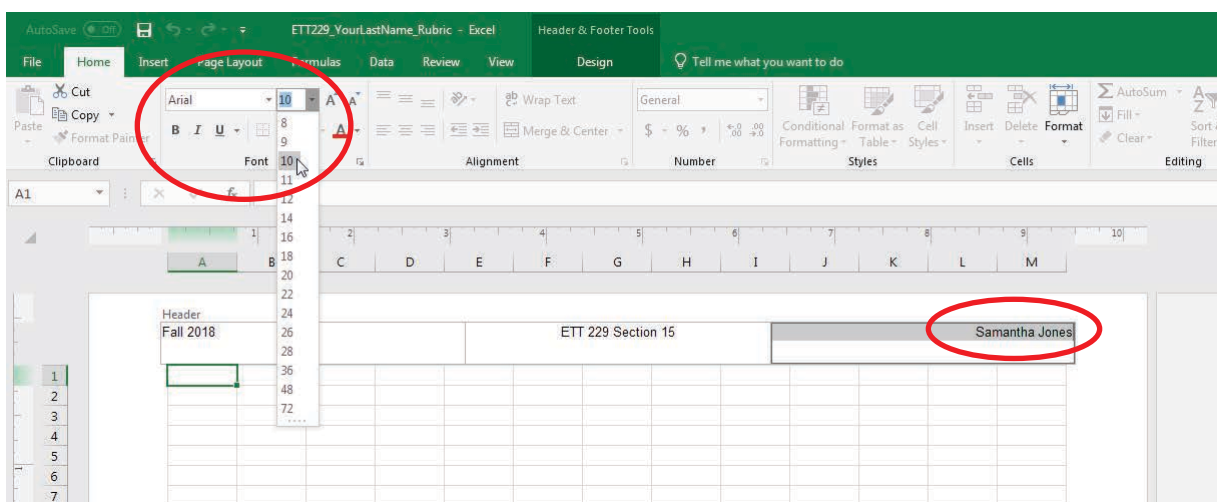
- 7) From Excel's **Insert** tab, click the **Header and Footer** button.



- 8) Type the semester, your class information, and your name into the three header sections (as in the example shown below, but with your current information).

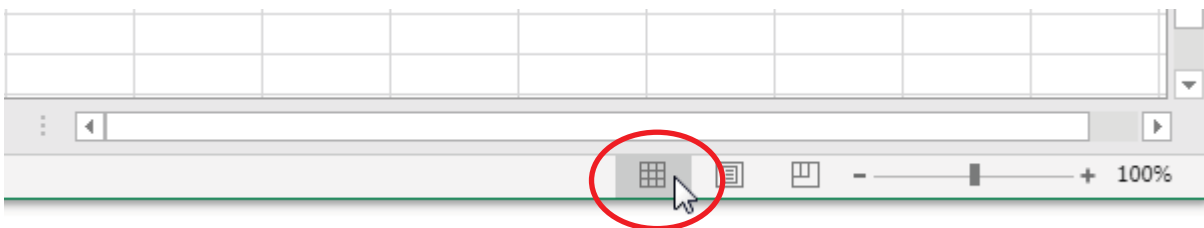


- 9) Click-and-drag with your mouse to highlight the semester information in the first section of the header. From the **Home** tab, set the **font** as "Arial" with a **size** of 10 points. Repeat this process on the other text in the header (your class and section number, and your name). When you're done, click on any of the cells within the spreadsheet to stop editing the header.

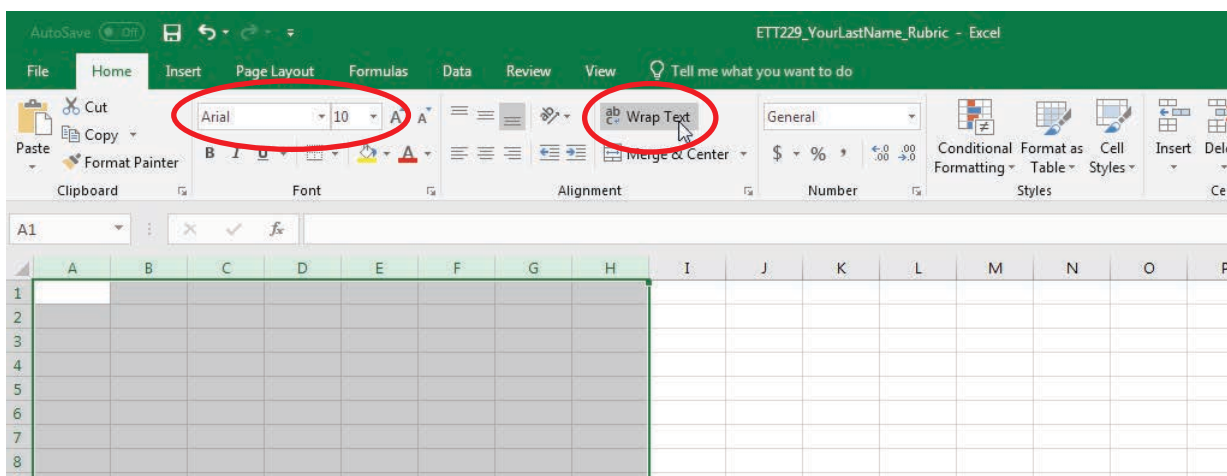


Section E: Modify the spreadsheet's column and row sizes

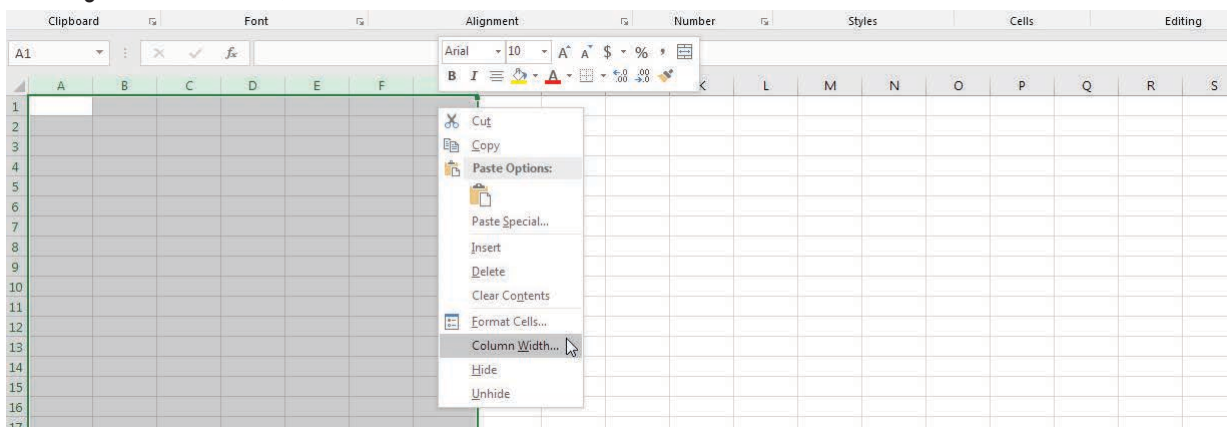
- 10) At the bottom edge of Excel's interface, you'll see a series of small icons that represent different View options. Click on the **first View button** to enter the "Normal" view.



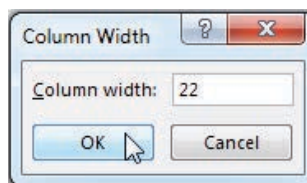
- 11) Highlight the entire first column by clicking on the letter "A" at the top of the column, then press the Shift key while clicking the "H" above the eighth column. From the **Home** tab, set the **font** to Arial with a **size** of 10 points. Then (with all 8 columns still highlighted) click the **Wrap Text** icon.



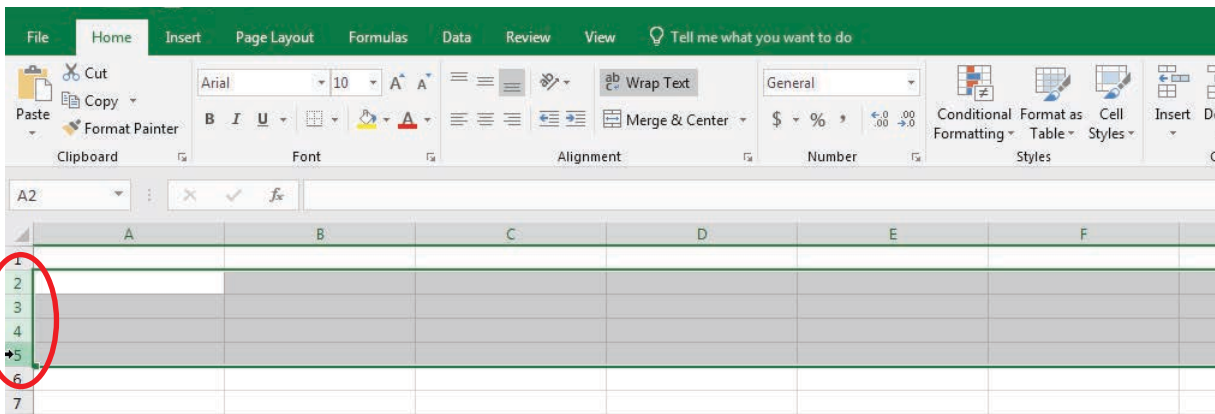
- 12) Hold down the **Control** key while you click on the letter H to *deselect* that column while leaving the first seven columns highlighted. Next, use your mouse to right-click anywhere within the highlighted region. From the resulting contextual menu, choose **Column Width...**



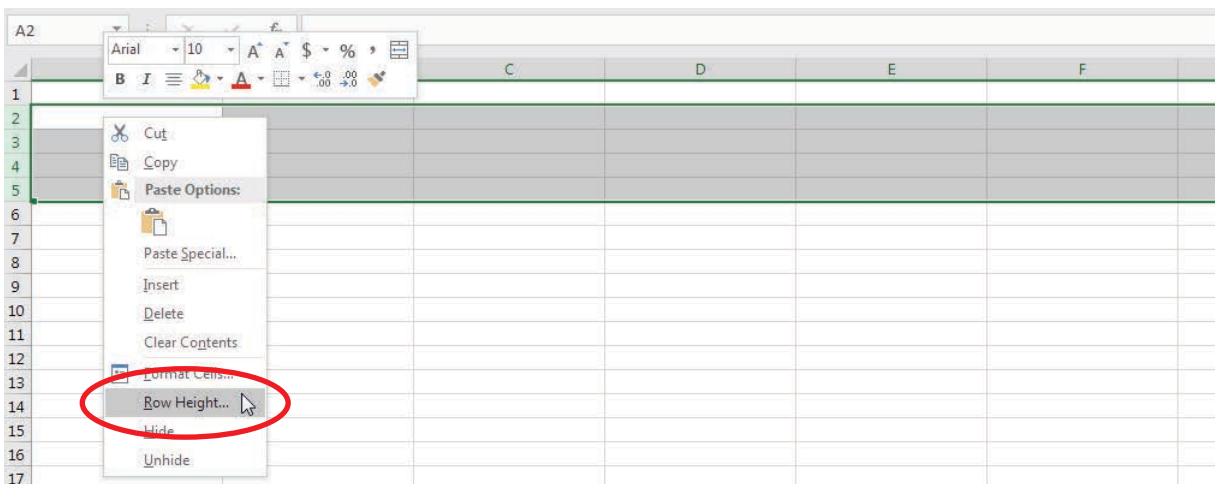
- 13) Enter "22" into the **Column Width** field, then click **OK**.



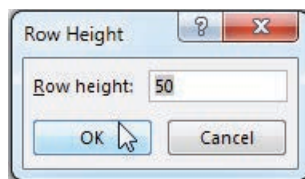
- 14) At the far-left edge of the Excel interface, click on the number “2” in front of the second row. Hold down your Shift key, then click the number “5” to highlight a block of four rows.



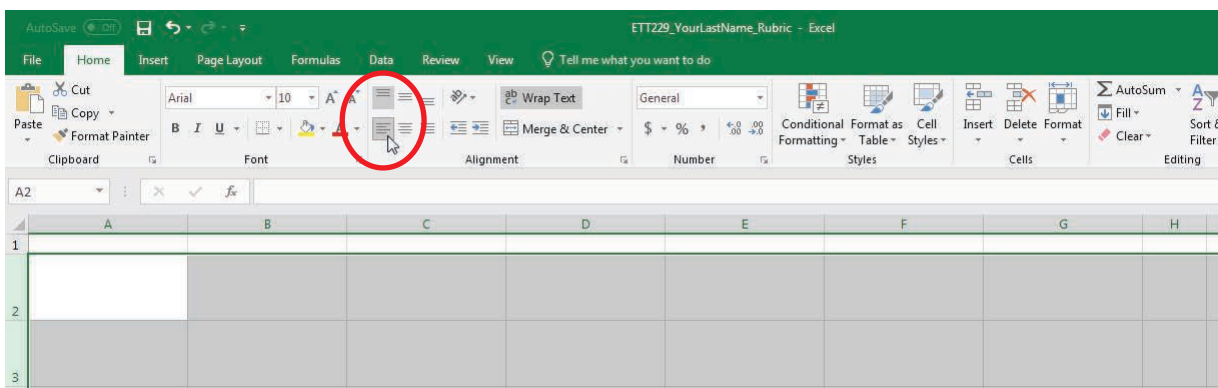
- 15) Right-click anywhere within the highlighted region. From the resulting contextual menu, choose **Row Height...**



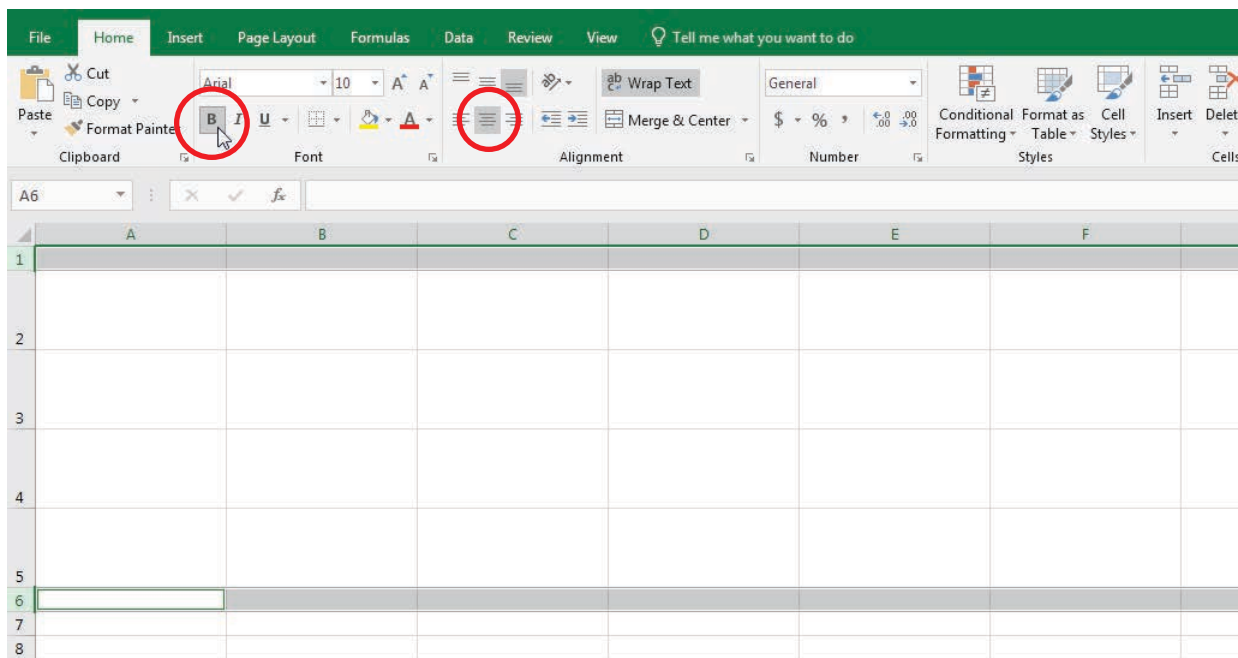
- 16) Enter “50” into the **Row Height** field, then click **OK**.



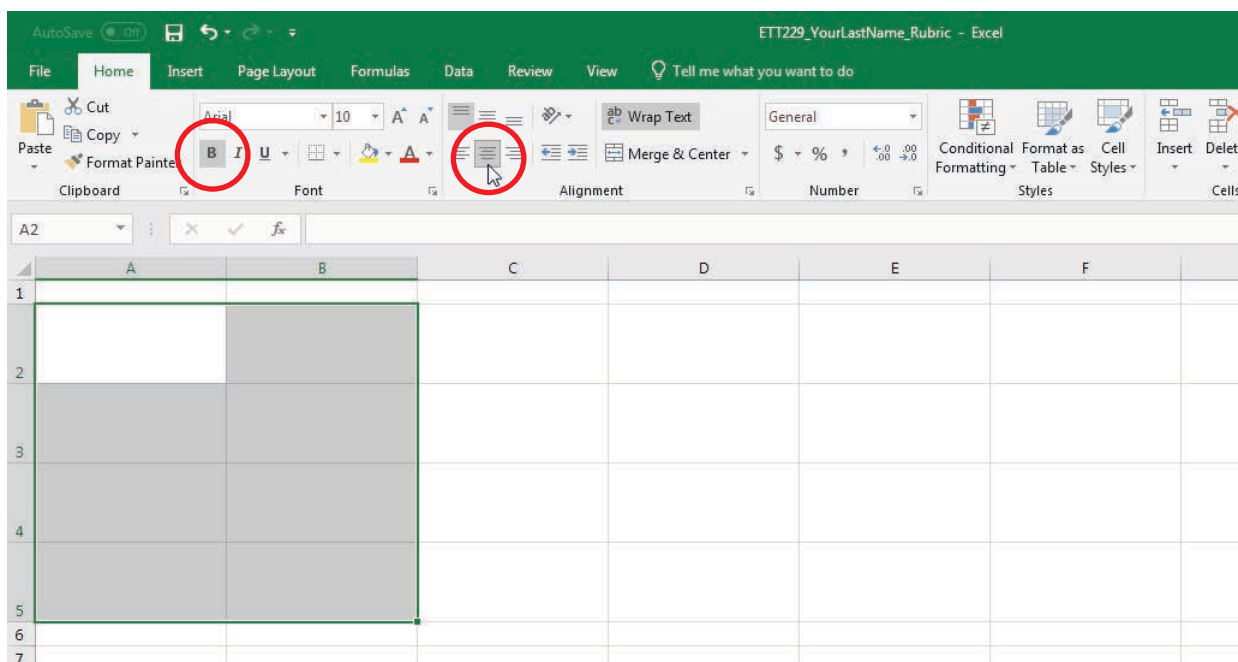
- 17) With those five rows still highlighted and the Home tab still active, click the appropriate buttons to **set the alignment** of the highlighted cells as **Top** and **Left**.



- 18) Highlight the *first* row (click the “1” at the left edge of the spreadsheet), then hold down the **Control** key as you click the sixth row. (The rows in-between should not be highlighted.) Change the **alignment** to **Center** and set the **font style** to **Bold** using the buttons shown.

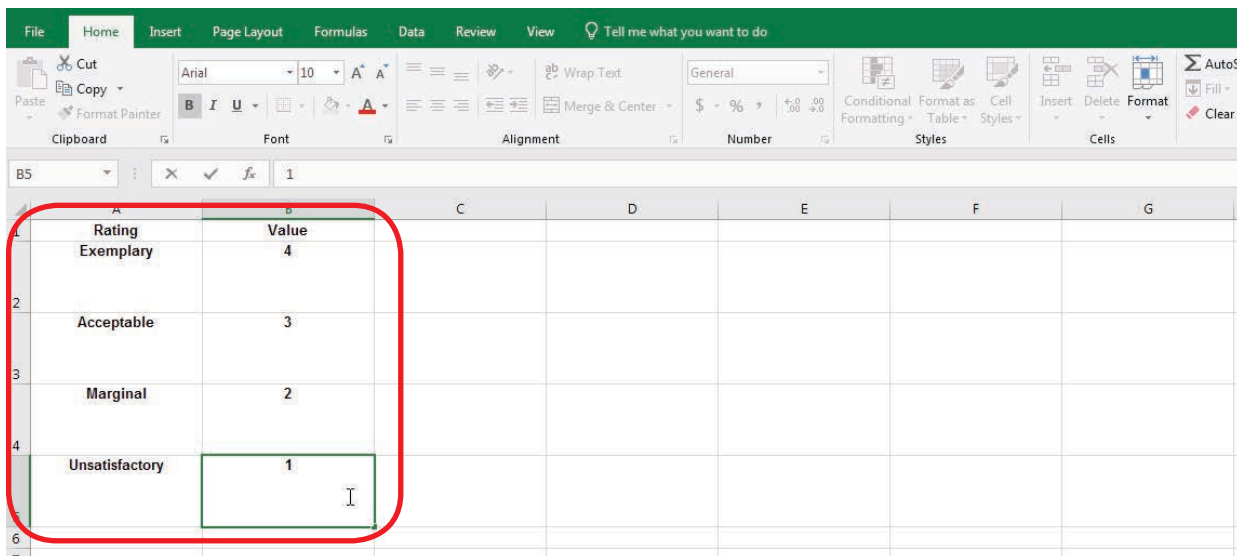


- 19) Click on cell A2, then hold down your **Shift** key as you click on cell B5. Set these eight cells as **Bold font style** with **Center alignment**.



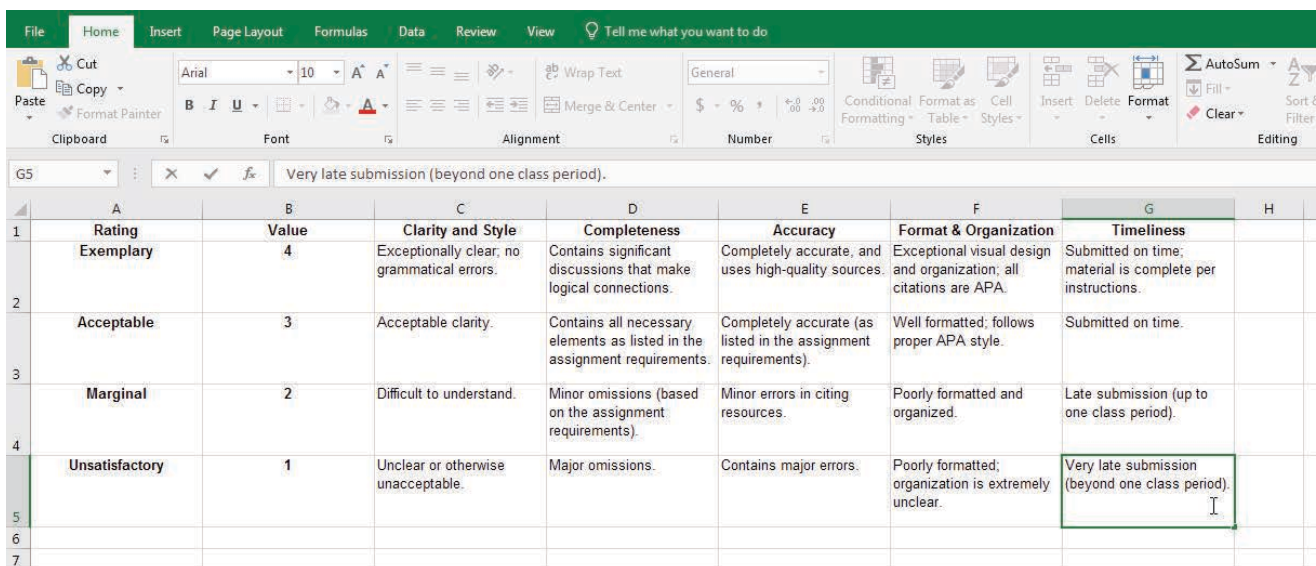
Section F: Enter your assessment criteria

- 20) Click on cell A1 then type the word “Rating.” Press the Return key to move to the next cell in that column (A2), then type the word “Exemplary.” Enter the word “Acceptable” into cell A3, “Marginal” into cell A4, and “Unsatisfactory” into cell A5. Click into cell B1, then type “Value.” In the four cells beneath, put the numbers 4 through 1 in descending order (see below).



	A	B	C	D	E	F	G
1	Rating	Value					
2	Exemplary	4					
3	Acceptable	3					
4	Marginal	2					
5	Unsatisfactory	1					

- 21) The next step calls for some creative writing. You will need to come up with **five different assessment criteria** (enter those terms in cells B1 through F1), each of which will require **four potential outcomes**. Use your lesson planning skills to determine your categories. Underneath each criterion, describe the characteristics of performances that you consider to be Exemplary, Acceptable, Marginal, and Unsatisfactory. **Be thorough!** An example is shown below, but you must define *your own* criteria and outcomes (**don't copy these**).

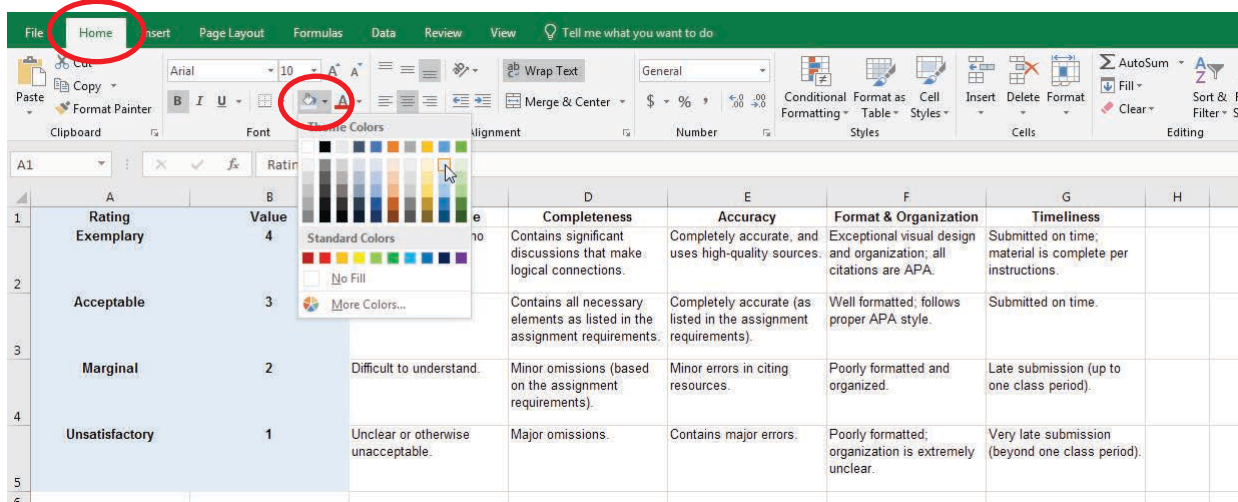


	A	B	C	D	E	F	G	H
1	Rating	Value	Clarity and Style	Completeness	Accuracy	Format & Organization	Timeliness	
2	Exemplary	4	Exceptionally clear; no grammatical errors.	Contains significant discussions that make logical connections.	Completely accurate, and uses high-quality sources.	Exceptional visual design and organization; all citations are APA.	Submitted on time; material is complete per instructions.	
3	Acceptable	3	Acceptable clarity.	Contains all necessary elements as listed in the assignment requirements.	Completely accurate (as listed in the assignment requirements).	Well formatted; follows proper APA style.	Submitted on time.	
4	Marginal	2	Difficult to understand.	Minor omissions (based on the assignment requirements).	Minor errors in citing resources.	Poorly formatted and organized.	Late submission (up to one class period).	
5	Unsatisfactory	1	Unclear or otherwise unacceptable.	Major omissions.	Contains major errors.	Poorly formatted; organization is extremely unclear.	Very late submission (beyond one class period).	

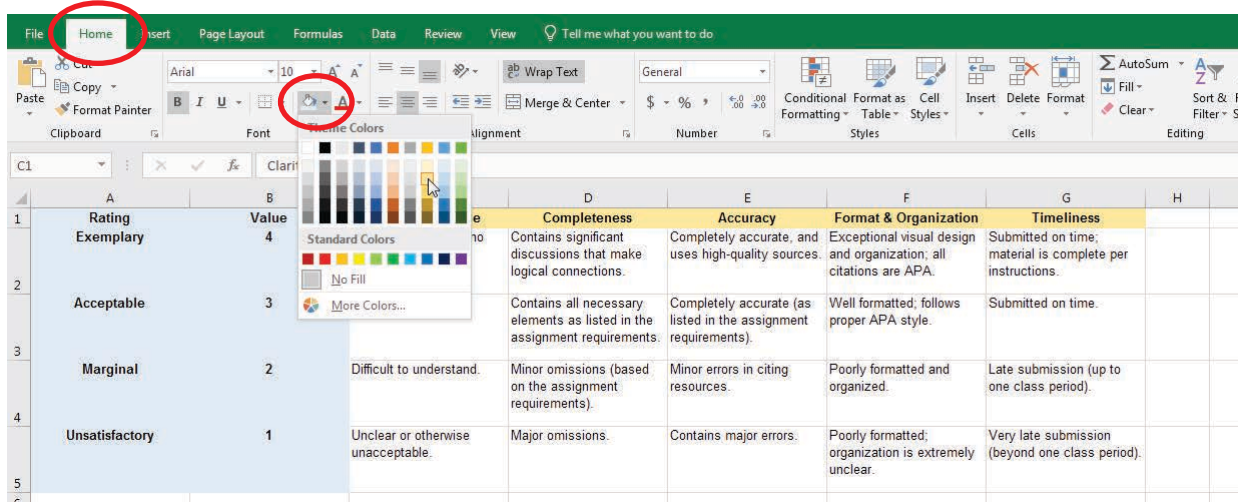
- 22) Click and drag your mouse to highlight the cells from A1 through F5. From the **Review** tab, click on **Spelling** to run the spell check function.

Section G: Modify cell borders and colors

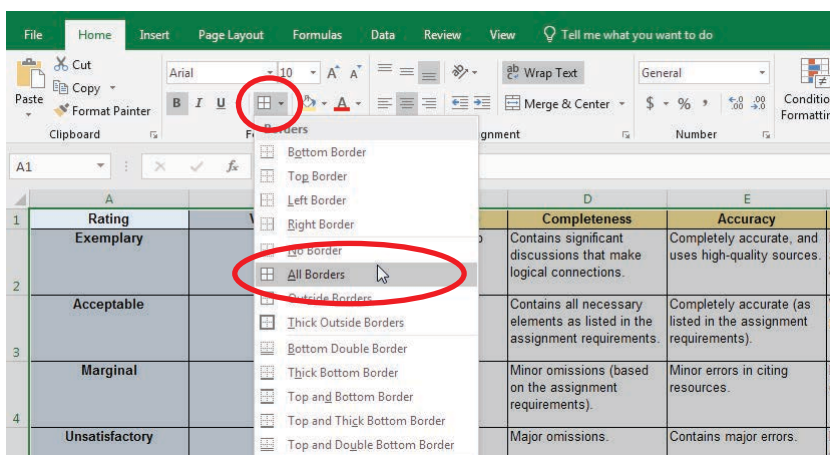
- 23) Select cells A1 through B5 by click-dragging your mouse. From the **Home** tab, click on the **Fill Color** button (it looks like a paint can). A color palette will appear. **Select a light color** to fill the cells.



- 24) Select cells C1 through G1 by click-dragging your mouse. From the **Home** tab, click on the **Fill Color** button then **select a different light color** to fill the cells.

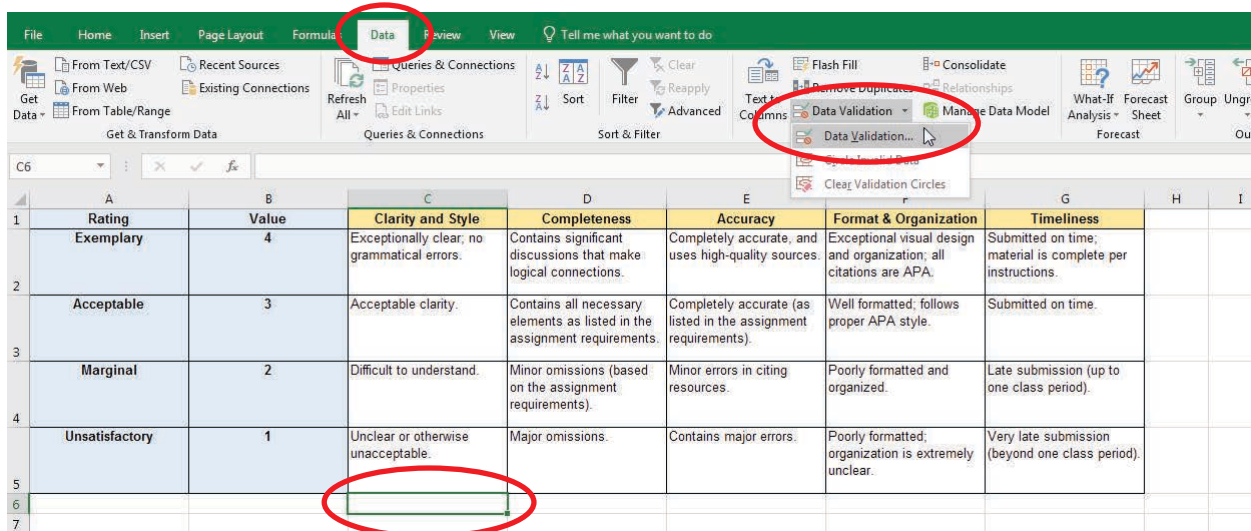


- 25) Apply cell borders to your rubric by **selecting cells A1 through G5**, then using the drop-down arrow from the **Home** tab's **Cell Border** tool to select the **All Borders** option.



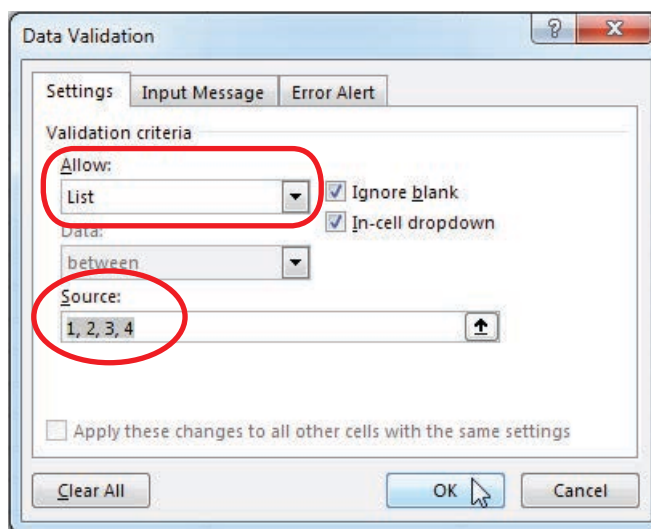
Section H: Insert a drop-down list of defined values into a cell

- 26) Drop-down menus make it easy to select from a set of restricted values. To add a drop-down menu to your rubric, **click on cell C6** then click on Excel's **Data tab**. Use the **Data Validation tool's** drop-down arrow to select **Data Validation**.



- 27) In the Validation Criteria section, select **List** from the **Allow:** drop-down menu. Then, **enter the values “1, 2, 3, 4”** into the **Source** box. Click **OK**.

- 28) With cell C6 still selected, look closely at the cell's bottom-right corner. You will see a black square known as the “Fill Handle.” When your mouse hovers over the fill handle, it will become a black cross. Click and hold on the fill handle, then drag it to the right to copy your drop-down menu into cells D6 through G6.



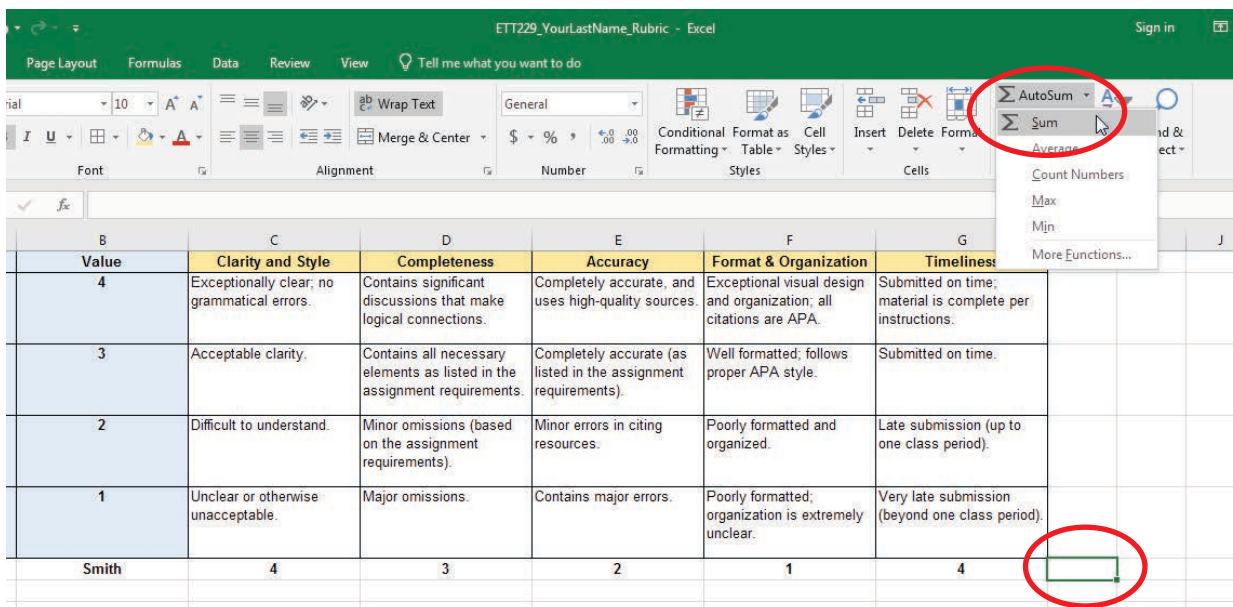
1	Unclear or otherwise unacceptable.	Major omissions.	Contains major errors.	Poorly formatted; organization is extremely unclear.	Very late submission (beyond one class period).

- 29) Test your drop-down menus by selecting one number in each cell.

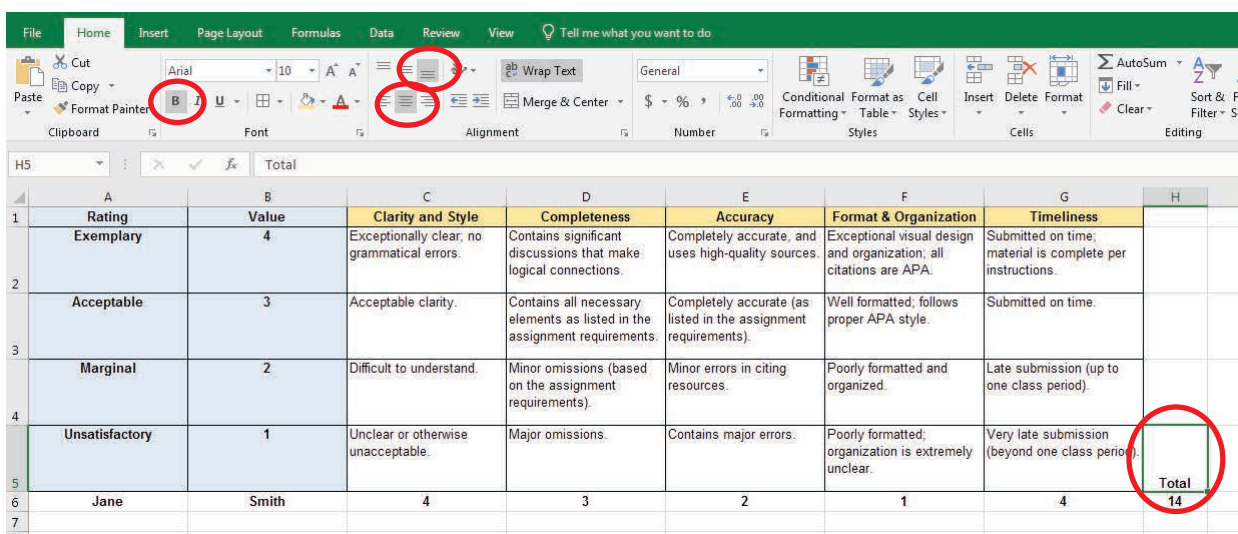
1	Unclear or otherwise unacceptable.	Major omissions.	Contains major errors.	Poorly formatted; organization is extremely unclear.	Very late submission (beyond one class period).
	4	3	2	1	4

Section I: Insert a summary formula

- 30) Select cell A6 then enter a fictitious student's first name (such as "Jane"). Press the Tab key to move to cell B6, then enter a fictitious last name (such as "Smith").
- 31) Select cell H6, then from the **Home** tab, click the drop-down arrow next to the **Sum** button and choose **Sum**.



- 32) If you had already entered test values in cells C6:G6, the Sum function probably selected them automatically. If it did not, edit the formula inside cell H6 to read **=SUM(C6:G6)**
- 33) Hold down the **Shift** key then press the **Return (Enter)** key to confirm the new formula *and* move up one cell. Type in the word **"Total"** then click the **Home** tab's **Bold**, **Center Text**, and **Bottom Align** buttons.



- 34) Save your file one last time. You're done!

End of Job Aid