

<b>Team Number</b>	6	<b>Team Name</b>	Q4		
<b>Student Name</b>	Carolyn Chong	<b>macid</b>	chongce		
<b>Student Name</b>	Kevin Ly	<b>macid</b>	lyk2		
<b>Student Name</b>	Wenqiang Chen	<b>macid</b>	chenw25		
<b>Student Name</b>	James Anthony	<b>macid</b>	anthonjb		
<b>Spelling and Grammar</b>				<b>Mark</b>	<b>Out Of</b>
Each mistake takes 5% off to a maximum of 15% (ignore the first two errors).					
Total				15	15
<b>Style</b>					
Paragraph structure and subsection structure (logical grouping of ideas)				5	5
Concisely expressed ideas (not wordy – not overly technical)				3	3
Flow between paragraphs and sections				2	2
Adequate number of figures and other visuals				5	5
“Pointers” in the document to help navigate through				5	5
Total				20	20
<b>Overall Opinion of Content and Originality</b>					
Would a user be able to learn the software (within the specified scope) from the manual?				5	5
Is the presentation professional, interesting and entertaining, easy to read?				10	10
Is the document complete (within the stated scope)?				5	5
Originality – shows some thought has gone into the document, shows creativity				14	15
Total				34	35
<b>Report Components</b>					
Title Page, legal and copyright information				3	3
Table of Contents, list of tables, list of figures				3	3
Introduction - purpose, scope (is it a “getting started” manual, or a basic overview, or just showing certain advanced features?), background (on the application domain), roadmap, correct length				3	3
Installation instructions including required OS and lists of required hardware and software				3	3
Instructions for installing, opening, saving, closing files				3	3

Instructions for inputting data, for calculating something, for outputting data	3	3
Step-by-step instructions are well done – should be imperative commands	3	3
Definitions are introduced as appropriate and properly defined	3	3
Troubleshooting section, Simple tasks, complex tasks, frequently asked questions	3	3
If there are dangers of writing over data (or similar concerns) safety precautions and warnings are given	3	3
Total	30	30
<b>Total Mark</b>	99	100