

SPREADSHEET RUBRIC

Student Name: _____

Document: _____

Due Date: _____

	Excellent (20)	Satisfactory (17)	Poor (12)
Header/Footer	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Formulas	<input type="checkbox"/> All required formulas are present and correct	<input type="checkbox"/> 80% of the formulas are present and correct	<input type="checkbox"/> Less than 80% of the formulas are present and correct
Label Format	<input type="checkbox"/> All label cells are formatted correctly	<input type="checkbox"/> 80% of the label cells are formatted correctly	<input type="checkbox"/> Less than 80% of the label cells are formatted correctly
Value Format	<input type="checkbox"/> All value cells are formatted correctly	<input type="checkbox"/> 80% of the value cells are formatted correctly	<input type="checkbox"/> Less than 80% of the value cells are formatted correctly
Spelling errors	<input type="checkbox"/> 0	<input type="checkbox"/> 2-3	<input type="checkbox"/> ≥ 3
Total Points (Multiply checked cells by point value of column)			
Final Grade (Sum of total points less 3 points for each day late):			
Comments:			