

Assignment 3 - Training Manual

Course: INFO8940-22S-Sec1-Collaborative Environment Proces

Criteria	Accomplished 5 points	Proficient 4 points	Prospering 3 points	Competent 2 points	Beginner 1 point	Not Evidenced 0 points	Criterion Score
Knowledge and Understanding	Outstanding handling of material	Excellent demonstration of knowledge /understanding of material	Very Good demonstration of knowledge /understanding of material	Good (Progressing as expected) knowledge /understanding of material	Fair knowledge /understanding of material	Unsatisfactory knowledge /understanding demonstrated	/ 5
Handling of Data	Outstanding and effective use of data	Excellent and effective use of data	Very good and effective use of data	Good use of data	Beginner level use of data (Limited)	Unsatisfactory level or no use of data (Not Evidenced)	/ 5

Criteria	Accomplished 5 points	Proficient 4 points	Prospering 3 points	Competent 2 points	Beginner 1 point	Not Evidenced 0 points	Criterion Score
Manual Fully covers the step-by-step instructions - all required elements - table of contents, description - clear instructions - language related to taxonomy, graphics, index - 20 page minimum	All elements present	Most Elements present, needs some correction	Some elements present; section incomplete	Some attempt made; many aspects ineffective, absent	Barely noticeable at all; most elements missing, not recognizable; confusing	Missing/Not found or not relevant to the material	/ 5

Criteria	Accomplished 5 points	Proficient 4 points	Prospering 3 points	Competent 2 points	Beginner 1 point	Not Evidenced 0 points	Criterion Score
Manual Formatted to required specifications - style set, headers, footers, captions, colors - consistent use of paragraphs, lists, count ranges - formatting that supports patterns and importance of information	All elements present	Most Elements present, needs some correction	Some elements present; section incomplete	Some attempt made; many aspects ineffective, absent	Barely noticeable at all; most elements missing, not recognizable; confusing	Missing/Not found or not relevant to the material	/ 5

Criteria	Accomplished 5 points	Proficient 4 points	Prospering 3 points	Competent 2 points	Beginner 1 point	Not Evidenced 0 points	Criterion Score
Troubleshooting 5 elements of troubleshooting and software explained and formatted	All elements present	Most Elements present, needs some correction	Some elements present; section incomplete	Some attempt made; many aspects ineffective, absent	Barely noticeable at all; most elements missing, not recognizable; confusing	Missing/Not found or not relevant to the material	/ 5

Criteria	Proficient 4 points	Prospering 3 points	Competent 2 points	Beginner 1 point	Not Evidenced 0 points	Criterion Score
Originality	Demonstrates Excellent insight and creativity	Demonstrates Very Good insight and creativity	Demonstrates Good insight and individual thought	Demonstrates Limited evidence of insight and creativity	Evidence of thought or originality Unsatisfactory	/ 4
APA Formatting, Citations, References	APA formatting is included and fully accurate	APA formatting is included and mostly accurate	APA formatting is included and adequately accurate	APA formatting is included but requires improvements	Missing/Not found or not relevant to the material	/ 4

Criteria	Prospering 3 points	Competent 2 points	Beginner 1 point	Not Evidenced 0 points	Criterion Score
----------	------------------------	-----------------------	---------------------	---------------------------	-----------------

Criteria	Prospering 3 points	Competent 2 points	Beginner 1 point	Not Evidenced 0 points	Criterion Score
Structure	Very good structure and easily understood	Good structure and understood	Beginner level attempt to structure	Evidence of understanding of how to structure not found	/ 3
Quality	Submission is fully free of spelling, grammar and formatting errors	Submission is mostly free of spelling, grammar and formatting errors	Submission contains multiple instances spelling, grammar and formatting errors	Overall submission quality is Unsatisfactory	/ 3

Criteria	Competent 2 points	Beginner 1 point	Not Evidenced 0 points	Criterion Score
Title Page	Included, detailed and error free	Included with errors or missing details	Missing/Not found or not relevant to the material	/ 2
Table of Contents	Included, detailed and error free	Included with errors or missing details	Missing/Not found or not relevant to the material	/ 2

Total

/ 43

Overall Score

Level 5

37 points minimum

Level 4

28 points minimum

Level 3

19 points minimum

Level 2

10 points minimum

Level 1

0 points minimum