First Name

Business and Personal Finance Rubric: File Organization

		4 Points/Advanced	3 Points/Proficient	2 Points/Needs Improvement	1 Point/Failing	Teacher Eval
retrieve information. P.1 Assimilating and organizing information. C.3 Using technology to present information.		Folders ... logical names that reflect their content	Most files and folders contain short, logical names that reflect their content	Some files and folders contain short, logical names that reflect their content	Files and folders are not named, or do not contain short, logical names that reflect their content	
A.4 Using appropriate technologies to locate and retrieve information. P.1 Assimilating and organizing information. C.3 Using technology to present information.	**File and Folder Organization**	Folders have a clear and consistent organizational system, and all files are in their correct folders	Most folders have a clear and consistent organizational system, and most files are in their correct folders	Some folders have a clear and consistent organizational system, and some files are in their correct folders	Files and folders are present, but lack a clear and consistent organizational system	
A.2 Asking appropriate questions. P.4 Creating and designing unique solutions to problems and challenges.	**Completeness**	Completed in allotted time	75% completed	50% completed	Less than 50% completed	
C.3 Using technology to present information.	**Application of Technology**	Student's folder reflects a thorough understanding of file organization.	Student's folder reflects a basic understanding of file organization.	Student's folder reflects an incomplete understanding of file organization.	Student's folder reflects no understanding of file organization.	
P.1 Assimilating and organizing information	**Organizational Skills**	Begins task immediately	At task with minimum delay	At task with some delay	At task with major delay	
					Grade	

| Grade Scale | | 4 = A | 3 = B | 2 = C | 4 = D-F | |