

CBA Use of Technology Rubric (with comments)

Performance Dimensions	N/A	Not Met	Met	Exceeds	Comments
Appropriate Use of Technology					
<i>Understand purpose</i> of tools and how to <i>use</i> them correctly					
<i>Match</i> the proper <i>tool(s)</i> to the <i>problem</i>					
<i>Integrate</i> various <i>tool</i> as needed					
Explore & use strategies to <i>learn application features/functions</i>					
Demonstrate knowledge of good <i>social media</i> and <i>digital business ethics</i>					
Fundamental Business Tools					
Word Processing					
<i>Apply formatting</i> features to create professional documents					
Use <i>Spelling & Grammar check</i> appropriately					
Make use of <i>Citations/References function</i>					
Use <i>Review features & functions</i> appropriately, as needed					
Spreadsheets/Statistical Applications					
Demonstrate correct use of <i>application Functions</i>					
<i>Format</i> spreadsheets and data effectively					
Generate suitable <i>Pivot charts & Pivot tables</i> for data					
Create <i>effective data displays</i> (charts, tables, and graphs)					
Use <i>Add-ins</i> as needed (e.g., Solver and Data Analysis Toolpak)					
Use <i>project-specific features</i> (Modeling/data mining etc.)					
Presentation (PowerPoint /Prezi)					
Demonstrate appropriate <i>design fundamentals</i> (layout, storyboarding, font size, colors, and transitions)					
Create <i>aesthetically pleasing</i> presentation (graphics, colors, balance of text and visuals)					
Integrate <i>external media</i> and software					
Develop <i>appropriate output</i> (slides/notes etc.)					
Databases					
Create <i>tables</i> effectively					
<i>Import</i> and <i>export data</i> correctly					
<i>Query</i> databases to create <i>reports</i>					
Web Technology					
<i>Evaluate</i> web and mobile sites for <i>appropriate design</i>					
<i>Apply</i> knowledge of <i>Search Engine Optimization</i>					
<i>Use social media</i> appropriately for business					
Collaboration and Communication					
Demonstrate ability to <i>schedule</i> events and meetings					
Set up and use <i>group editing</i> of files (OneDrive/Google Docs)					
Use <i>virtual meeting & collaborative software</i> (Skype/Webex)					
Professional Networking and Branding					
Develop a professional <i>LinkedIn account</i>					
Use <i>social media, blogs, and microblogs</i> effectively					
Technology Security					
Manage accounts effectively (e.g., passwords)					
<i>Backup data</i> appropriately and <i>use version control</i> as needed					
<i>Update</i> applications as needed					
Demonstrate need for and use of <i>licensing agreements</i>					
Classroom Etiquette					
Develop <i>personal responsibility</i> in use of technology					
<i>Use technology appropriately</i> in classroom					