

Use this rubric when grading:

**Project E-3: Season Schedule**

Rubric Category	Possible Points	Criteria for Maximum Points
Content and Information	4	<ul style="list-style-type: none"> <li>• The student accurately input all required information into the spreadsheet.</li> <li>• The spreadsheet contains no spelling or typographical errors.</li> </ul>
Format	4	<ul style="list-style-type: none"> <li>• The cells are correctly formatted according to the assigned task.</li> <li>• Columns and rows are correctly formatted according to the assigned task.</li> </ul>
Spreadsheet Software Skills	4	<ul style="list-style-type: none"> <li>• The student has demonstrated a mastery of using spreadsheet software according to the assigned task.</li> <li>• The student has demonstrated a complete understanding of the assigned task.</li> </ul>
Planning Form	4	<ul style="list-style-type: none"> <li>• The student has completed the required planning form prior to beginning the project.</li> </ul>
<b>Total Possible Points</b>	<b>16</b>	