Rubric: Technological Proficiency -Graduate-[December 2022]

Apply the technological knowledge and skills to achieve the expected outputs.

Student Name or Initials: _____   **Date:** _____

Instructor/Rater: _____   **Rating Total:** _____

Criteria	Unsatisfactory 1	Below Expectations 2	Meets Expectations 3	Above Expectations 4	Outstanding 5	Score
Computer Literacy	Does not demonstrate a basic understanding of internet /computer terminology.	Uses internet/computer terminology inconsistently. Cannot locate/ store/retrieve files	Uses common internet/computer terminology at a basic level. Demonstrates the ability to open/close specific programs and efficiently store/retrieve files from multiple storage devices	Accurately uses appropriate internet/computer terminology. Demonstrates the ability to install/uninstall appropriate computer software for a specific assignment	Demonstrates sophisticated understanding of technology systems	
Electronic or online communication tools	Cannot use any electronic communication or course tools.	Uses email but does not use any other electronic communication or course tools	Uses email or other electronic tools to communicate with others	Effectively uses email or other electronic tools to communicate with others. Occasionally uses electronic course tools, such as registration or course management programs	Demonstrates the ability to identify and resolve errors causing disconnection or weak signals when using online communication tools	
Research and Information Fluency	Cannot use basic search engines	Can use basic search engines but cannot use library resources	Demonstrates a basic ability to navigate the internet and library resources to locate information weakly related to the task	Demonstrates a basic ability to navigate the internet and library resources to locate information related to the task	Can use the internet, library resources, or proprietary databases at an advanced search level	
Use of a variety of electronic resources to enhance employment skills.	Does not understand the value of using technology to assist in the completion of assignments	Cannot use Microsoft Office such as Word, PowerPoint, Excel.	Can use Microsoft Office at a basic level	Can use Microsoft Office at an advanced level.	Can use programming languages such as R, Python, or other software such as SPSS, Eviews	