

## Rubric Template Assignment

Considering what you learned about creating Rubrics and what you learned about Excel, use excel to create a Rubric Template.

Use the Spreadsheet on Page 2 as a guide to creating your own Rubric Template

1. In Cell A1 – Make sure your own name appears
2. In Cells A3-A7 Name the categories
3. In Cells B2-E2 Create Headings and Specify Points Earned for meeting criteria
4. In Cell F8 – enter a formula that will total the points
5. In Cell F9 – since the Maximum Points for this Rubric is 20, enter a formula that will convert that to a numeric grade based on 100%
6. In Cell F10 – enter a formula that will assign a letter grade based on the scale listed below.
7. Save the file as YourLastName10.xls and submit as an email attachment.

100	=	A
90-94	=	A-
87-89	=	B+
84-86	=	B
80-83	=	B-
77-79	=	C+
74-76	=	C
70-73	=	C-
67-69	=	D+
64-66	=	D
60-63	=	D-

	A	B	C	D	E	F
1	Name: Enter your own name					
2		Enter Heading and Enter Heading and Enter Heading and Enter Heading and Points Earned Points Earned Points Earned Points Earned Points Earned				
3	Category 1					
4	Category 2					
5	Category 3					
6	Category 4					
7	Category 5					
8				Total Points Earned		Enter formula
9				Total Points Converted to % of 100		Enter formula
10				Grade Converted to Letter Grade		Enter formula