

Basic Pages Project Rubric

	Does Not Meet	Partially Meets	Meets	Exceeds
Student knows what a template is and how to use it	Student cannot locate templates in Pages on own and is unable to use a template when guided to it by teacher	Student can find templates or is unable to use template independently for simple formatting tasks.	Student can find templates and is able to execute simple editing tasks with little help from teacher	Student is able to design their own templates and save them as templates.
Understand how to use the inspector/formatting tools	Student is unable to locate the inspector and is unable to use the inspector features when guided to them by a teacher.	Student can access the inspector and tools but is unable to execute simple tasks (format text, add shapes, align text) without regular help from teacher.	Student can access the inspector and tools and is able to execute simple tasks (format text, add shapes, align text).	Student can access the inspector and tools and is able to execute more complicated tasks (i.e. creating columns, changing margins, changing paragraph spacing).
Be able to use the media library	Student is unable to access the media library without help from teacher.	Student can access the media library but is unable to choose appropriate media	Student can access the media library and is able to choose appropriate media	Student customizes media to make it more user friendly in the media library. For example, they create folders in iPhoto and resize images prior to using media library.