

## Technological Competency Optional Outcome for the Writing Rubric

**Outcome:**

*Technology is used effectively to assist in the delivery of a written message.*

Outcome Components	Advanced 4	Proficient 3	Basic 2	Minimal 1	Not Evident/Deficient 0
Identifies appropriate technology (word processing software or other authoring platform) for communicating written message	Conversant with, is able to troubleshoot, and can operate word processing software or other authoring platforms	Conversant with, and can operate word processing software or other authoring platform	Is able to operate word processing software or other authoring platform with a minimum of help	Is not able to operate word processing software or other authoring platform without assistance	Word processing software or other authoring platform is not employed, but should have been.
Selects visuals (tables, figures, images, etc.) appropriate to assignment, medium and target audience	Selection of visuals corresponds perfectly with assignment, medium and target audience	Selection of visuals (tables, figures, images, etc.) corresponds with assignment, medium and target audience	Selection of most visuals corresponds with assignment, medium and target audience	Selection of visuals is not compatible with the audience, purpose and/or AV equipment provided	Visual selection is distracting, offensive or inappropriate and undermines the purpose of the written material
Knowledge and application of effective word processing software or other authoring platform	Applies and uses technology in a sophisticated and innovative way	Demonstrates skill in the application and use of technology	Exhibits basic skill in the application and use of word processing software or other authoring platforms	Selection of most visuals is not appropriate for assignment, medium and target audience	Cannot apply or use word processing software or other authoring platform
Technology enhances the written message	Uses technology seamlessly to maximize impact of written message	Use of technology aids in communicating the written message	Use of word processing software or other authoring platform sometimes distracts from the written message	Technology use detracts from the written message	No attempt is made to use technology to aid in the communication of the written message

By Oliver Dreon