



*Welcome Note!*

## Assignment Instructions

This semester, you will have several assessment activities and you will be asked to submit material to me electronically. The instructions and scoring criteria will all be included in a Scoring Guide. You are currently looking at an example of a scoring guide.

For this Welcome Note activity, I simply want you to write a quick "welcome note" in Microsoft Word.

1. Open up your Microsoft Word software.
2. Type a simple "Hello" Dick.
3. Save the file.
4. Submit the file to me via the link in the Assessment page. If you're not sure how to submit a file, click the Help link in the assessment page.
5. **DO NOT TYPE YOUR ASSIGNMENTS INTO THE COMMENTS SECTION.**

### Keys to Success:

While this is a practice assignment, there are some things that you'll need to keep in mind for all upcoming work:

1. Spell check is your friend. Please check your spelling and grammar.
2. I can read most file types, but prefer .doc(x), .rtf or .pdf.
3. Cite your sources. It is vital that if you are taking material from a book, online, magazine, etc. that you give credit to the source.





### **Scoring Standard**

You must achieve a rating of "Yes" on the first two criteria and at least "2" on the remaining criteria to demonstrate competence.

### **Rating Scale**

3: Criterion is demonstrated in an exemplary manner; work is of the highest quality

2: Criterion is demonstrated; work is of good quality

1: Criterion is not demonstrated completely; some work needs refinement

0: Criterion is not demonstrated; work is missing, incorrect, or incomplete

Yes = 1 Point

No = 0 Points

### **Scoring Guide**

<b>Criteria</b>	<b>Ratings</b>			
• Learner has attempted to submit a file via the view/complete link.	1	0		
• Learner successfully submitted a file via the view/complete link.	1	0		
• Learner has accurately addressed all the areas of the assignment required by the instructor.	3	2	1	0
• Learner has saved the file in either .doc, .docx, .rtf, or .pdf format.	3	2	1	0
• Learner has avoided typing welcome note into the comments section.	3	2	1	0
• Written product exhibits correct and appropriate grammar, punctuation, spelling, syntax, and word usage	3	2	1	0

**Total Possible Points = 14**