

UNIT 2 Computer Hardware and Software Project 1



Rubric
U2P1_IP4

4 Independent Practice (page 68)

Manage Your Files

Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Draw a flowchart showing how files and folders are categorized on your home or school computer			
Determine if this is the best possible arrangement and how it might be improved			
Create a new organizational chart which includes the changes you see fit			
Share your chart with a classmate			
Use correct spelling, punctuation, and grammar			
Edit to make your list clear and free of errors			