

**Vista  
Lesson****4****Before You Begin  
Reflect**

**Directions:** After you have finished the projects, 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 Word document.

	<b>Student Checklist</b>		<b>Teacher Evaluation</b>
<b>Criteria</b>	<b>Completed</b>	<b>Not Completed</b>	<b>Comments</b>
Completed Challenge Yourself Projects			
Created a Word document			
Described why it is important to keep copies of documents not saved on the computer			
Described how to back up documents that are not on your computer			