Scoring Guide for Case 6, Task 4: Develop an Online Training Module

Name: Date:

Course & Section:

Deliverable: **Online training module with script**

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| --- | --- | --- | --- |
| Specific Evaluation Criteria and Required Elements | Your Score | CriterionWeight | Total |
| Includes a brief introduction to the training module that identifies the purpose of the training, shows an outline of the module, and presents other preliminary information that users will need to successfully complete the training. Includes periodic advance organizers that notify the user when one topic is completed and a new topic will begin. New topics are effectively introduced. |  | x 3 |  |
| Features an appropriate organizational pattern. Content is effectively chunked into manageable sections. |  | x 2 |  |
| Includes accurate, direct instructions and appropriate warnings, cautions, and notes to help users learn how to perform the tasks easily and safely. |  | x 3 |  |
| Features animation, sound, and interactive elements (such as brief quizzes to check understanding) to help users learn the material. Includes clear, detailed notes to the designer indicating how elements should be designed.  |  | x 4 |  |
| Uses effective design elements — such as white space, lists, graphics, and headings — to help make training easy to follow. |  | x 3 |  |
| Includes a script to accompany the video display. Audio content complements and reinforces what the user will see onscreen. Script also includes directions to speaker detailing how to deliver the content. |  | x 4 |  |
| Contains no typos or errors in spelling, punctuation, or grammar.  |  | x 1 |  |
| Total Points for Assignment(100 points possible) |  |
| Comments:  |

What Your Scores Indicate

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| --- | --- | --- |
| Score | Key Word | Comments |
| 5 | Outstanding | Demonstrates a **high degree of competence**, sustained control, and mastery of the element. May have occasional minor flaws. |
| 4 | Strong | Demonstrates **clear competence**. An element with a score of 4 is not as skillfully controlled as an element with a score of 5 and may contain minor flaws that can be fixed or overcome without much trouble. |
| 3 | Adequate | Demonstrates **adequate competence** and control but with occasional lapses in quality. |
| 2 | Limited | Demonstrates **some competence** but is clearly flawed. A score of 2 indicates more frequent or more apparent lapses than those described for a score of 3. |
| 1 | Flawed | Demonstrates **serious weaknesses**. |
| 0 | Missing | Required element is not included. |