

SCHOOL DAZE CHECKLIST

Check your work

1. Your document is saved in the correct folder (Digital Tools>Excel) and is correctly named (School Daze).
2. Your name and period # are in a one-line header (View>Header/footer)
3. Work fits on one page – no blank 2nd page – and is Landscape orientation
4. You have a 4 year college budget with at least 9 cost items
5. Your costs increase by 4% each year (correct formula applied)
6. \$ currency format has been appropriately applied
7. AutoSum has been used for totaling
8. A design format has been applied
9. WordArt for the college name and degree title
10. Graphics of your college around the page, aesthetically applied.
11. You completed the [Learning Log](#)

Standards-Based Rubric

DESIGN ATTAINMENT	Exemplary	Accomplished	Developing	Beginning
Technical Quality	All well composed	Mostly well composed	Somewhat composed	Composition inconsistent or not attempted
POINTS AVAILABLE	10	8	6	4
QUALITY OF PRODUCTION	Exemplary	Accomplished	Developing	Beginning
Message Conveyance	Always held my interest	Mostly held my interest	Somewhat held my interest	Uninteresting throughout
POINTS AVAILABLE	10	8	6	4
TOTAL SCORE				