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## CANDIDATE GRADESHEET

**Name** \_\_\_\_\_ **Class Time:** \_\_\_\_\_

**ID #:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

<b>Project</b>	<b>Points Possible</b>	<b>Points Earned</b>
<b>WORD:</b>	~~~~~	~~~~~
Shelly Cashman Project (Textbook Project 1) <b>No Rubrics for Shelly Cashman Projects</b>	100	
Class Calendar (submit rubric)	200	
Newsletter (submit rubric)	200	
Mail Merge (submit rubric)	200	
<b>Total WORD Points:</b>	<b>700</b>	
<b>EXCEL:</b>	~~~~~	~~~~~
Shelly Cashman project (Textbook Project 1) <b>No Rubrics for Shelly Cashman Projects</b>	100	
Fundraising Project (submit rubric)	350	
Students + Teachers Collecting and Graphing Data (team project) (submit rubric)	500	
Interactive Puzzle with EXCEL (MUST be graded from desktop)	100	
<b>Total EXCEL Points:</b>	<b>1,050</b>	

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<b>POWERPOINT:</b>	~~~~~	~~~~~
Shelly Cashman (Project 1) <b>No Rubrics for Shelly Cashman Projects</b>	100	
Copyright and Fair Use Guidelines (submit rubric)	200	
Resources (Education/Professional) for Teachers (submit rubric)	200	
Creating a Quiz using PowerPoint (MUST be graded from desktop)	200	
<b>Total PowerPoint Points:</b>	<b>700</b>	
<b>Misc. Assignments:</b>	~~~~~	~~~~~
Email Assignment (Send/Open/Print an Attachment) (To be graded from portfolio)	100	
Create an Online Exam or Quiz (submit directions/rubric)	100	
Download <b>five</b> lesson plans and <b>two</b> rubrics for your grade/discipline (submit rubric)	200	
Teacher Interview Assignment (submit rubric)	200	
Interactive Activity Assignment (submit directions/rubric)	100	
Develop a List of Online Resources for Teachers in Your Field (submit rubric)	200	
Portfolio (Content and Organization) (Instructor will grade using rubric)	200	
<b>Total Misc. Assignment Points:</b>	<b>1,100</b>	

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<b>Exams:</b>	~~~~~	~~~~~
Exam 1 (Lessons 1-4/Chs. 1-6)	400	
Skills Test # 1 Microsoft WORD	200	
Exam 2 (Lessons 5-8/Chs. 7-12)	400	
Skills Test # 2 Microsoft EXCEL	200	
Final <i>Teach a Lesson or Concept</i> Presentation and Slideshow	600	
<b>Total Exam Points:</b>	<b>1,800</b>	
<b>Total Points Possible</b>	<b>5,350</b>	

\*\*To calculate your final grade, divide the points you have earned by the total points possible.

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## Candidate's Attendance Record

Name \_\_\_\_\_

ID #: \_\_\_\_\_ Email Address: \_\_\_\_\_

According to the attendance policy, as stated in the course syllabus, your fourth absence will drop your final grade one letter. Your fifth absence will drop the final grade again one letter. A sixth absence will lower the grade yet again by one letter. If a seventh absence is obtained, you will receive a failing grade for the semester. Additionally, two (2) instances of tardiness will equal one absence.

If you enter the classroom after the instructor has recorded the attendance, it is your responsibility to speak with the instructor **immediately after class** so your attendance will be properly recorded. Failure to do so may result in a recorded absence when you were actually tardy.

Falsified excuses for absences will result in the student being dropped from the class with an F. The instructor **does** verify **all** medical and UCA athletic department letters.

Grades for withdrawals or drops (by instructor **or** student) are always calculated as of the drop date (points earned/points possible). If a student misses three consecutive classes without emailing or calling the instructor, that student will be automatically dropped from the class with the grade he/she has earned as of the drop date.

I have developed this form for you to record your own attendance. Sometimes I think that students really aren't aware that they have missed so many classes. Let's see if this helps this semester.

<b>Date</b>	<b>Absent or Tardy?</b>	<b>Note:</b>