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## CANDIDATE GRADE SHEET

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

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

Project	Points Possible	Points Earned
<b>WORD:</b>	~~~~~	~~~~~
Shelly Cashman Project (Textbook Project 1) <b>No Rubrics for Shelly Cashman Projects</b>	100	
Newsletter	200	
Class Calendar	200	
Mail Merge	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	300	
Gradebook	500	
Interactive Puzzle with EXCEL	100	
<b>Total EXCEL Points:</b>	<b>1,000</b>	
<b>POWERPOINT:</b>	~~~~~	~~~~~

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

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<b>Exams:</b>	~~~~~	~~~~~
Exam 1 (Ch. 1-6) Includes Microsoft WORD	600	
Exam 2 (Ch. 7-12) Includes Microsoft EXCEL	600	
Final Teach a Lesson or Concept Presentation and Slideshow	600	
<b>Total Exam Points:</b>	<b>1,800</b>	
<b><u>Date</u></b> <b><u>Activity</u></b> 1. 2. 3. 4. 5. 6. 7. 8.	You will be given opportunities throughout the semester to earn bonus points for attending professional development activities, workshops, seminars, etc. You must submit documentation to your instructor within five days of the event to receive points. <b>YOU ARE RESPONSIBLE FOR RECORDING THE INFORMATION. YOUR INSTRUCTOR WILL VERIFY AND INITIAL TO VALIDATE THE POINTS.</b>	<b><u>Points Awarded:</u></b>
<b>Total Bonus Pts. Awarded</b>		
<b>Total Points Possible</b>	<b>5,300</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.

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.

Date	Absent or Tardy?	Note: