

Evaluation Rubric: Share files with others using Microsoft OneDrive

Criteria	Target Description	Awarded Points	Comments
Performance of Sharing a Document. (40 points)	To accomplish this task there must be no pauses. The learner should be able to share a document with a continuous, and consistent, pace to indicate Mastery. The document being shared should be the file created in Evaluation 2, and uploaded from Evaluation 3. There should be no use of the instructional videos or step by step guides to complete this task.		
Screen Recording Clarity (30 points)	Must be clear and easy to view. The video should exhibit clear navigation through the steps to complete the instructional task. If there is audio, the sound should be clear and not difficult to hear. All tasks, performed in the video, should focus on the objective and not detour to another task. Such as, reading an Email or viewing a software unrelated to the training.		
Recording Accessabilities (30 points)	When the video is accessed it should not be set to private. The video should also not be blocked, removed from its cloud storage or YouTube location, and should not require any Login method to view.		
Total Points:			