

## Open Ended Essay Response Rubric

Response Type	Response Description	Comments
Well Written Response	Clearly demonstrates an understanding of the performance objectives. Can accurately describe to a colleague how to use Microsoft OneDrive by providing the necessary details. All five steps are discussed including Accessing, Downloading, Uploading, Sharing, and Collaborating.	
Response with needed clarity or details	The description does not accurately or clearly state how to accomplish the performance objectives. Not all of the five steps are discussed. For example, but not limited to, missing the description of collaboration.	
Total Points:		