

## Designing Effective Projects: Examining Rubrics Sample Checklist

### Sample Checklist

This sample checklist is from the unit plan, [Red Light Green Light](#).

### Multimedia Presentation Checklist

Our Names: \_\_\_\_\_

#### Written Content

- We used a storyboard to organize our thoughts.
- We have a title slide that clearly states our topic.
- We included the names of everyone in our group.
- Information is correct.
- Sources are cited.
- We have listened to suggestions from the teacher or a friend.
- We addressed the Essential and Unit questions.

#### Layout and Design

- The words on our slides are easy to read.
- Graphics enhance our presentation and are easy to see.
- Pictures have a caption.
- We have animation effects that enhance the presentation.
- The presentation contains all the necessary transitions for the viewer to navigate through the presentation. All transitions work properly.
- There is enough time to read and see everything on the slides.

#### Mechanics

- There are no mistakes in mechanics.
- Words are spelled correctly.

#### Resources

- We used books, magazines, or the computer to find information.
- We looked at maps and drawings to find information.
- We made a list of things we planned to use in the project.

#### Technology

- We each took turns navigating on the computer, (using the mouse, typing, inserting graphics and photos, etc.).
- We were able to do research on the Internet using the online encyclopedia and visiting recommended Web sites.
- We have all practiced presenting our project using eye contact and an expressive voice.
- We remembered to save our work to the desktop folder.