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| Section | Excellent – 5 | Very Good – 4 | Average – 3 | Below Average/Not meeting – (2 – 0) |
| Content Quality | Document is written in students own words and provides exceptional and appealing descriptions of various sections | Document is written in students own words and provides very good descriptions of various sections | Document is written in students own words and creates moderate interest in the various sections | Document appears to be copied and pasted from online sources. Quality is very low. |
| Images | Images greatly enhance the overall quality of the document | Images enhance the overall quality of the document | Images somewhat enhance the overall quality of the document | Images do not enhance the overall quality of the document |
| Visual Appearance | Document has an extremely appealing layout and is very easy for the reader to navigate | Document has an appealing layout and is easy for the reader to navigate | Document has a somewhat appealing layout but sections are not always easy to navigate | Document has an extremely poor layout and is very difficult for the reader to navigate |
| Use of Styles | Styles are used effectively and creatively throughout | Styles are used effectively and somewhat creatively throughout. Some modifications to the default settings are made | Styles are used somewhat effectively throughout but are not modified to be creative | Styles are not used. |
| Spelling/Grammar | No spelling or grammar mistakes | 1 – 2 spelling or grammar mistakes | 3 - 4 spelling or grammar mistakes | Multiple spelling or grammar mistakes |
| Overall Quality of work | Student has produced an excellent document and has attempted to include multiple different features from MS Word. | Student has produced a very good document and has attempted to include some different features from MS Word. | Student has produced an average document and has only included basic requirements. | Work appears to be rushed and incomplete. Much more effort is required. |

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