Google Slides Customized Assessment

This assessment can either be administered as a live test (proctor goes through the skills and asks learner to demonstrate knowledge of each one) or via a more project-based assessment. For example, a learner could create a Slides presentation and share it with the proctor, who goes through and evaluates how well the finished project shows understanding of each skill. There are two rubric versions: one designed for a desktop computer and another for the mobile app.

Desktop Computer Version

Skill	Pass (1)	Fail
Open a new or existing Google Slides presentation	Student is able to open a new presentation in their Drive, or, navigate to open an existing presentation.	Student is unable to open a new presentation and/or open an existing presentation in their Google Drive
Share a Presentation	Student is able to share a presentation via email, and via link.	Student is unable to share a presentation via email and/or link.
Identify parts of the Google Slides screen [slide navigation pane], [slide pane], [notes], [shortcut toolbar], and [scroll bars]	Student is able to identiy, navigate to, and use the [slide navigation pane], [slide pane], [notes], [shortcut toolbar], and [scroll bars]	Student is unable to identify, navigate to, and/or use the [slide navigation pane], [slide pane], [notes], [shortcut toolbar], and [scroll bars]
Insert, duplicate, and delete slides	Student is able to insert, duplicate, and delete slides.	Student is unable to insert, duplicate, and/or delete slides.
Apply or change a theme	Student is able to apply and/or change a theme.	Student is unable to apply and/or change a theme.
Use zoom control	Student is able to navigate to, and utilize, the zoom controls.	Student is unable to navigate to, or utilize, the zoom controls.
Insert items into a presentation, resize, and adjust them (video, chart, pictures, clip art, screenshots)	Student is able to insert, resize, and adjust items in a presentation. Items include: video, chart/table, pictures, clip art, and screenshots.	Student is unable to insert, resize, or adjust items in a presentation.

Add a textbox, adjust it, resize it, or delete it	Student is able to add a textbox, adjust its size, resize it, and delete it.	Student is unable to add a textbox, adjust the size, resize, or delete it.
Change the view (normal view, grid view, presenter view)	Student is able to change the view of the presentation to normal view, grid view, and presenter view.	Student is unable to change the view of the presentaiton to normal view, grid view, or presenter view.
Insert, delete, and move slides using slide navigation pane	Student is able to insert, delete, and move slides using the slide navigation panel.	Student is unable to insert, delete, or move slides using the slide navigation panel.
Play a slideshow, advance through the slides, and end slideshow (using screen toolbar features)	Student is able to play a slideshow, advance through the slides, and end the slideshow, using the screen toolbar features.	Student is unable to play a slideshowm advance through the slides, or end the slideshow, using the screen toolbar features.
Save a presentation as a .ppt, .pdf, .png, etc.	Student is able to save the presentation, and change the format to .pptm .pdf, etc.	Student is unable to save the presentation, or change the format.

Skill	Great (2)	Fair (1)	Poor (0)
Manage text [insert], [delete], [copy, cut and paste], [drag and drop], [format], and [spellcheck].	Student is able to manage text, including skills: [insert], [delete], [copy, cut and paste], [drag and drop], [format], and [spellcheck].	Student is able to manage 3-4 of the following skills: [insert], [delete], [copy, cut and paste], [drag and drop], [format], and [spellcheck].	Student is unable to manage more than 2 of the following skills: [insert], [delete], [copy, cut and paste], [drag and drop], [format], and [spellcheck].
Apply and customize slide transitions [select], [preview], [adjust speed]	Student is able to apply and customize slide transitions, including: [select], [preview], [adjust speed]	Stiudent is mostly able to utilize two of the follow skills: [select], [preview], [adjust speed]	Student is unable to apply or customize slide transitions.

Understand the basics of Google Slides etiquette [limited text], [big font], [limited pictures], [text that stands out on background], [clear titles]	Student understands 4-5 of the basics of Google Slide etiquette, including: [limited text], [big font], [limited pictures], [text that stands out on background], [clear titles]	Student understands 2-3 of the basics of Google Slides etiquette, including: limited text, text that stands out on background, and/or clear titles.	Student understands less than 2 of the basics of Google Slide etiquette: [limited text], [big font], [limited pictures], [text that stands out on background], [clear titles]

Mobile App Version

Skill	Pass (1)	Fail (0)
Open a new or existing Google Slides presentation	Student is able to open a new presentation in their Drive, or, navigate to open an existing presentation.	Student is unable to open a new presentation and/or open an existing presentation in their Google Drive
Share a Google Slides presentation	Student is able to share a presentation via email, and via link.	Student is unable to share a presentation via email and/or link.
Identify and navigate to parts of the Google Slides screen (slide navigation pane, slide pane, notes, top toolbar, and bottom toolbar)	Student is able to identiy, navigate to, and use the [slide navigation pane], [slide pane], [notes], [top toolbar], and [bottom toolbar]	Student is unable to identiy, navigate to, and use the [slide navigation pane], [slide pane], [notes], [top toolbar], and [bottom toolbar]
Insert, duplicate, and delete slides	Student is able to insert, duplicate, and delete slides.	Student is unable to insert, duplicate, and delete slides.
Apply or change a theme	Student is able to apply and/or change a theme.	Student is unable to apply and/or change a theme.

Insert items into a presentation, resize, and adjust them (images, charts, links)	Student is able to insert, resize, and adjust items in a presentation. Items include: [images], [charts], and [links].	Student is unable to insert, resize, and adjust items in a presentation. Items include: [images], [charts], and [links].
Add a textbox, adjust it, resize it, or delete it	Student is able to add a textbox, adjust its size, resize it, and delete it.	Student is unable to add a textbox, adjust its size, resize it, and delete it.
Insert, delete, and move slides using slide navigation pane	Student is able to insert, delete, and move slides using the slide navigation panel.	Student is unable to insert, delete, and move slides using the slide navigation panel.
Play a slideshow, advance through the slides, and end slideshow (using screen toolbar features)	Student is able to play a slideshow, advance through the slides, and end the slideshow, using the screen toolbar features.	Student is unable to play a slideshow, advance through the slides, and end the slideshow, using the screen toolbar features.
Save a presentation as a .pptx	Student is able to save the presentation as a .pptx.	Student is able to save the presentation as a .pptx.

Skill	Great (2)	Fair (1)	Poor (0)
Manage text (insert, delete, copy, cut and paste, drag and drop, format, and spellcheck)	Student is able to manage text, including skills: [insert], [delete], [copy, cut and paste], [drag and drop], [format], and [spellcheck].	Student is able to manage 3-4 of the following skills: [insert], [delete], [copy, cut and paste], [drag and drop], [format], and [spellcheck].	Student is unable to manage more than 2 of the following skills: [insert], [delete], [copy, cut and paste], [drag and drop], [format], and [spellcheck].

Understand the basics of Google Slides etiquette (limited text, text that stands out on background, clear titles)	Student understands 4-5 of the basics of Google Slide etiquette, including: [limited text], [big font], [limited pictures], [text that stands out on background], [clear titles]	Student understands 2-3 of the basics of Google Slides etiquette, including: limited text, text that stands out on background, and/or clear titles.	Student understands less than 2 of the basics of Google Slide etiquette: [limited text], [big font], [limited pictures], [text that stands out on background], [clear titles]

Passing Grade: 12/14 points (85%)