## **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.

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

## **Mobile App Version**

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

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

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

		Student understands 2-3 of	
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]	limited text, text	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%)