**Productivity Software Evaluation Rubric**

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| **SOFWARE:**  **DESCRIPTION:**  **VENDOR: COST:**  **NOTES ON USE:** |

*Please rate the features below for each piece of software. Next to each of the items in the rubric, check the box that best reflects your opinion.*

**EVALUATION CRITERIA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SOFTWARE FEATURE** | **1**  **Poor** | **2**  **Below Average** | **3**  **Average** | **4**  **Above Average** | **5**  **Excellent** |
| **Documentation** | Documentation is excessively technical and/or difficult to follow | Documentation is generally understandable but not very user-friendly | Documentation is user-friendly and reasonably easy to follow | Clear documentation that is logical and easy to follow | Very clear, user-friendly documentation that leaves no questions |
| **Technical Support** | No local or toll-free telephone support available | No local support; phone support available for an hourly fee | Local tech support and phone support available for modest fees | Local tech help available for modest feel no-charge phone support | Local help and toll-free support readily available at no charge |
| **Multiple Users** | Cannot be used by more than one user | Usable by multiple users if per-user licensing is purchased | Payment of relatively small fee allows multiple users | No additional fee but allows addition of up to 10 users | Comes with permission for multiple users |
| **Help Features** | Few or no help features available | Help limited to a Help or Read-Me file on installation CD | Clicking a help button provides on-screen-assistance with common problems | Help button is context sensitive and provides clear help | Highlighting and clicking area of difficulty brings up a related Help feature. |
| **Tutorials** | No tutorials provided | Tutorials may be ordered for a fee | Limited tutorial provided on CD or may be requested without charged | Tutorials offered as an online option or CD | Extensive online and CD-based tutorials provided |
| **Administrative Features** | Lacks some of the commonly included basic features | Only basic features are included | Basic features and additional features are included | Includes most of the features desired | Comprehensive features included |
| **Multiple Platforms** | Works on only one operating system | Although purchased for one platform, versions for other platforms may be purchased | Program will run on multiple operating systems; features may vary with platform | May be sued on multiple platforms; features similar although not identical | May be used on multiple platforms with consistent features across platforms |
| **Conversion/Import/Export Features** | No provision for conversion between software | Cannot be imported or exported or imported into other programs be can be converted into a few of the more popular formats | Con be converted, imported, or exported into programs by major vendors | Easily converted into common formats; maintains most format features | Fully compatible via conversion, import, and export with all vendors |
| **All Needed Applications (If a Suite or Integrated Software)** | Missing many applications that are needed | Some need applications missing from package | Most of the expected applications are included and compatible with each other | All basic applications included and fully integrated | Includes applications beyond those needed; full integration within suite and compatible with other vendor software |
| **Hardware Compatibility** | Requires upgrades fro some hardware to work on all machines | Requires limited upgrades to some machines | Will work on most machines without upgrades | Works acceptable on all machines without upgrades | Maximum performance with no hardware upgrades required on any machines |
| **Cost** | Expensive when compared to other vendors | Cost is relatively high when compared to other vendors | Average cost | Reasonable priced; includes some discounts | Special pricing for educational users. |

Taken from: Lever-Duffy, J., & McDonald, J. B. (2011). *Teaching and Learning With Technology* (4th ed., p. 188). Boston: Pearson.

**Academic Web Site Evaluation Rubric**

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| **DEVELOPER’S NAME:**  **URL:**  **AREA/CONTENT OF SITE:**  **PURPOSE:** |

*Using each of the criteria below, evaluate the usefulness of this website for teaching and learning. For each dimension in the rubric, check the box that best reflects your opinion. Select web sites that score 4 or higher in most of the dimensions.*

**EVALUATION CRITERIA**

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| --- | --- | --- | --- | --- | --- |
| **DIMENSION** | **1**  **Poor** | **2**  **Below Average** | **3**  **Average** | **4**  **Above Average** | **5**  **Excellent** |
| **Goal** | Goal of this web site unclear and confusing | Conflicting themes make site’s goal uncertain | Goal is clear, but site contains some unrelated or distracting elements | Clear purpose and goal; some elements seem unnecessary | Goal and purpose of site clear with no distracting elements |
| **User Friendliness** | Unwelcoming to users | Does not evoke a welcoming message | Welcomes visitors but does not appear friendly | Welcoming and appears friendly | Exciting, welcoming, and very user-friendly |
| **Design** | Poorly organized; contains obvious errors; loads slowly; difficult to read | Organization somewhat confusing; some errors; loads slowly | Organization acceptable; no obvious errors; loads adequately; easy to read | Good organization; no errors; loads quickly; easy to read | Excellent organization; free of errors; loads quickly and clearly; all elements easy to read |
| **Navigability** | Difficult to find and follow site navigation | Navigation links visible but somewhat confusion | Navigation links clear and readily available | Navigation links clear and logical; site map included | Navigation logical and clear; site map and search engine available. |
| **Authority** | Unclear who the teacher is and what class the site relates to | Teacher name and contact included, but sufficient class information lacking | Teacher name, contact information, and come class information included | Teacher name, contact information, full class information included | Teacher provides all necessary information to student, parent, and community visitors |
| **Dates** | No dates evident | Site contains some dates | Site contains both creation and update information but no dates related to class activities | Site contains creation and update information and some dates relating to class activities | Site contains dates for creation, update, and all class activities |
| **Content** | Content limited and lacks relevance to students and parents | Content appears relevant, but quantity limited in student needs | Content is adequate in relevance and quantity to meet student needs | Content in relevant and quantity is sufficient for student needs | Content is on target and provides excellent coverage to meet student needs |
| **Links** | Few relevant working links | Adequate number of links, but many no longer functional | Sufficient number of links, all functional | A good variety of useful, active links | Links off connection to a wide variety of excellent sites. |
| **Handicapped Access** | No options available for handicapped | Some pages on site offer text-only | Site offers text-only on all pages | Site offers clear options for handicapped | Site includes handicapped options on all pages and links to support software |

Taken from: Lever-Duffy, J., & McDonald, J. B. (2011). *Teaching and Learning With Technology* (4th ed., p. 280). Boston: Pearson.

**Academic Software Evaluation Rubric**

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| **SOFWARE:**  **DESCRIPTION:**  **VENDOR: COST:**  **NOTES ON USE:** |

*Please rate the features below for each piece of software. Next to each of the items in the rubric, check the box that best reflects your opinion.*

**EVALUATION CRITERIA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SOFTWARE FEATURE** | **1**  **Poor** | **2**  **Below Average** | **3**  **Average** | **4**  **Above Average** | **5**  **Excellent** |
| **Documentation** | Documentation is excessively technical and/or difficult to follow | Documentation is generally understandable but not very user-friendly | Documentation is user-friendly and reasonably easy to follow | Clear documentation that is logical and easy to follow | Very clear, user-friendly documentation that leaves no questions |
| **Site License** | No licensing available | Site license are available but limited or expensive options | Site licensing available at reasonable cost | Special, low site licensing pricing for education | Educators may use for free without a site license |
| **Installation** | Complex to install; poor installation instructions | Installation somewhat difficult; instructions minimal | Installation process typical; instructions fairly clear and complete | Easy to install; clear, easy-to-understand instructions | Self-installing; step-by-step installation included |
| **Technical Support** | No local or toll-free telephone support available | No local support; phone support available for an hourly fee | Local tech support and phone support available for modest fees | Local tech help available for modest feel no-charge phone support | Local help and toll-free support readily available at no charge |
| **Help Features** | No online or text-based help available | A Read-Me text file is included; no online help | Both only and text help available on CD | Online help is context-sensitive and provides clear assistance; text included | Automatic online help available for every feature; supplementary text help included |
| **Grade Level** | Not suitable for intended grade level | Some features unsuitable for intended grade level | Majority of features suitable for intended grade level | Most features appropriate and suitable for intended grade level | All features both suitable and appropriate for grade level |
| **Standards** | Does not address target standards | Few standards addressed; many ignored | A majority of the standards are addressed | Most of the desired standards are addressed | All of the target standards |
| **Active Learning** | Interaction is passive; no active learning encouraged | Interaction mostly passive; a few active learning opportunities included | Interaction offers average active learning opportunities; some activities too passive | Good active interaction provided through a majority of the software | Students are actively engaged during all components of software |
| **Save Features** | Students cannot interrupt and save work | Student work can be saved on an external disk, but it cannot be reused | Students may save their work to continue working on it in the future | Automatically saves the student’s work when the program is closed | Both automatically and manually, student’s work can be saved and restarted at the same point later. |
| **Hardware Compatibility** | Works on relatively few available computers; requires additional hardware | Works on several machines; requires upgrades to some available computers | Will work on most machines with minimal or no hardware upgrades or additions | Works on most available machines without hardware upgrades or additions | Works on all machines available without hardware upgrades or additions |
| **Cost** | High cost relative to features | Somewhat expensive relative to features | Average cost for features offered | Reasonable priced with numerous features for the cost | Special low pricing for educational users for abundant features. |

Taken from: Lever-Duffy, J., & McDonald, J. B. (2011). *Teaching and Learning With Technology* (4th ed., p. 218). Boston: Pearson.

**Classroom Management Software Evaluation Rubric**

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| **SOFWARE:**  **DESCRIPTION:**  **VENDOR: COST:**  **NOTES ON USE:** |

*To help you determine the value of a piece of classroom management software that you want to evaluate, please rate the features listed below. Next to each of the items in the rubric, check the box that best reflects your opinion.*

**EVALUATION CRITERIA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SOFTWARE FEATURE** | **1**  **Poor** | **2**  **Below Average** | **3**  **Average** | **4**  **Above Average** | **5**  **Excellent** |
| **Installation Instructions** | Minimal or missing installation instructions | Instructions poorly written and somewhat difficult to follow | Instructions fairly clear and complete | Clear and user-friendly written instructions | Step-by-step installation instructions appear when the CD is inserted |
| **Site Licensing Provisions** | No licensing available | Somewhat expensive and/or limited site licensing | Site licensing available at reasonable cost | Low licensing rates for educators | Multiple educators may use without paying a fee |
| **Technical Support** | No local or toll-free telephone support available | No local support; phone support available for an hourly fee | Local tech support and phone support available for modest fees | Local tech help available for modest feel no-charge phone support | Local help and toll-free support readily available at no charge |
| **Ease of Updates** | No provisions for updates | Must purchase new versions; most data will transfer to new version | Updates for less than cost of new version; data transferrable | Minimal fee for updates; data fully compatible | Free updates available online; seamless transfer of data |
| **Tutorials** | No tutorials provided | Tutorials may be ordered for a fee | Limited tutorial provided on CD or may be requested without charge | Tutorials offered as an online option or on CD | Extensive online and CD-based tutorials provided |
| **Multiple Platforms** | Works only on one operating system | Although purchased for one platform, versions for other platforms may be purchased | Program will run on multiple operating systems; features may vary with platform | May be used on multiple platforms; features similar although not identical | May be used on multiple platforms with consistent features across platforms |
| **Student Report Capabilities** | Can record and report out data only in form they were entered | Reports can be modified so only the data are reported out | Using templates, reports can be generated; minor modifications can be made | Customizable reports and forms can be easily created and printed | Data may be reported out in any format desired |
| **Notation Capabilities** | No provision for notations | Can attach brief notes on problems but can’t add action taken at a later time | Notes can be entered and added to later | Data entry forms include provision for unlimited comments on the problem and the actions taken | Call up record by name; click on problem type; appropriate report form appears automatically |
| **Special Needs Report Capabilities** | No capability for notes or reports | Notes limited to 10 words; may be reported out on templates provided | Notes may be made up to 50 words and printed out; supplied templates may be modified by user | Limit of 100 words; both templates and instructor-designed forms may be used for reports | Unlimited notes may be made, and desired reports can be designed and printed out |
| **Nonacademic Information Capabilities** | Cannot record or report any nonacademic data | Limited provision to record and report nonacademic data in the same form they were entered | Numerical and text data, up to 50 characters, can be entered and then selectively printed out | Numerical and text data may be entered; multiple field sizes available; various templates for reporting | Unlimited data entry capabilities; customizable reports can be printed as desired |

Taken from: Lever-Duffy, J., & McDonald, J. B. (2011). *Teaching and Learning With Technology* (4th ed., p. 194). Boston: Pearson.