

Chapter**3****Introducing
Microsoft Publisher****Chapter
Assessment**
 Rubric
IP 3-3
3 Independent Practice (page 147)**Create Community Service Web Pages**

Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Brainstorm at least five community organizations to present on a Web site.			
Research your school's requirements for community service to write the content for a home page.			
Gather information about each organization and its volunteer requirements. Write the content for a page on each organization.			
Create a master page to apply design elements to all pages.			
Design a home page and a page for each of the five organizations.			
Create a table of contents. Create hyperlinks to link between the pages.			
Use Web Page Preview to test your hyperlinks.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and publish or print your work.			