



	<b>Meets Expectations</b>	<b>Approaching Expectations</b>	<b>Does Not Meet Expectations</b>
<b>Workday</b>	Computer, webcam, and audio are set up with a professional background. Meeting and schedule are successfully coordinated and added to calendar.	Computer, webcam, and audio are set up but perhaps not completely. Background is professional but distracting. Meeting and schedule are coordinated but after several tries.	Computer, webcam, and audio are not set up correctly. Background is not professional. Meeting and/or schedule not coordinated successfully or did not attend.
<b>Communication</b>	Messages are professional, clear, and accurate. Agenda and report are detailed and complete. Actively participated in meeting by contributing often.	Messages are mostly professional, clear, and accurate. Agenda and report are complete. Some participation in meeting.	Messages are not professional, clear, or accurate. Agenda and report are incomplete or missing. Did not participate in meeting or did not attend.
<b>Workflow</b>	Project management tool successfully set up. Project includes discrete tasks, timeline, dependent tasks, and participants. Can update project regularly.	Project management tool is set up with basic tasks and a timeline. To-do list includes basic tasks. Can update project as needed.	To-do list is incomplete. Project management tool is not set up. Does not share project updates.
<b>Productivity and Time Management</b>	Tracks time including detailed information. Daily priorities match task/project/team priorities. Schedule shows effective time management.	Tracks time consistently. Sets daily priorities. Schedule is vague or does not match priorities.	Does not track time. Does not set priorities or priorities are not aligned with project/team goals. Does not set a schedule.
<b>Teams</b>	All phases of team collaboration are completed and collaborative task is finished. Participated actively and facilitated others' involvement.	Team collaboration is complete. Phase(s) of the collaboration process may have been skipped. Participated and did not impede others' participation.	Team collaboration is not complete or the collaboration process was not followed. Did not participate or impeded others' participation.
<b>Compliance</b>	Password manager installed. Security checklist is complete and accurate. Can identify common security risks.	Security checklist is complete. Can identify some security risks.	Security checklist is incomplete. Cannot identify security risks.
<b>Critical Thinking</b>	List of resources are credible. Solution steps are clearly and accurately outlined. Resolution is succinctly summarized.	List of resources is complete. Solution steps are outlined. Resolution is identified.	List of resources is incomplete or missing. Resolution is not identified and steps are not listed.
<b>Build Your Virtual Career</b>	Format for portfolio is clear; work portfolio is complete; work portfolio has been successfully shared and reviewed.	Format for portfolio may be clear; work portfolio is missing some information; work portfolio has been shared.	Portfolio format is unclear; work portfolio is missing various sections; work portfolio has not been shared.
<b>Remote Job Development</b>	Program outcomes for all modules have been reviewed and evaluated; agenda for meeting with Program Coordinator is clear and complete.	Program outcomes for some modules have been reviewed and evaluated; agenda for meeting with Program Coordinator is missing some information.	Program outcomes for some modules have not been reviewed or evaluated; agenda for meeting with Program Coordinator is incomplete.