

# Class Report Rubric

Use this rubric to evaluate your post and ensure that it meets required standards for publishing. **Please print this out, fill it out, and hand it in before submitting your post for publication, making sure everything meets standards.** If necessary, you'll receive it back with notes for revision and editing.

Name: _____	Missing/ Unacceptable	Needs Work	Meets Standard	Exceeds Standard
Date Assigned: _____				
Date Submitted: _____				
<b>COMPONENTS</b>				
Report was submitted within one week of assigned date				
Report includes all of the assigned date's class leaders				
Report title has the month and day (for example, <i>April 4th</i> )				
Report category is correct				
<b>CONTENT</b>				
Report accurately describes topics covered in class				
Content is mostly or entirely free of spelling, grammatical, and other errors				

## Notes