Instructional Materials Evaluation Criteria – Medical Assistant Rubric

(includes Medical Terminology, Medical Office Management, Anatomy & Physiology, Clinical & Laboratory Procedures

Title _____ **ISBN#** _____

Established Track Record? YES ☐ NO ☐
If yes, please list research source(s):

Meets National Standards? YES ☐ NO ☐

BENCHMARK I – Medical Terminology.

Standard I: Medical Terminology. Students will interpret and apply medical terminology.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
01.01-Identify basic structure of medical words.			
01.02-Apply word building and definitions.			

Standard II: Medical Abbreviations. Students will interpret and apply medical abbreviations.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
02.01-Interpret medical abbreviations.			
02.02-Apply medical abbreviations.			

BENCHMARK II – Medical Office Management.

Standard I: Medical Office Management. Students will explore the medical assistant profession and its role in the health care setting.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage

01.01-Identify career opportunities.			
01.02-Adopt characteristics needed for a quality medical assistant.			
01.03-Outline work related skills.			
01.04-Differentiate between administrative and clinical skills.			
01.05-Outline workplace dynamics in a healthy care setting.			
01.06-Briefly explain the history of medicine.			
01.07-Identify allied health professions and credentialing requirements.			
01.08-Categorize medical practice career specialists.			

Standard II: Medical Law & Ethics. Students will analyze the legal and ethical issues that impact the medical office.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
02.01-Identify legal guidelines/requirements for health care.			
02.02- Evaluate medical ethics and related issues.			
02.03- Apply risk management processes.			
02.04- Differentiate between ethics and etiquette.			
02.05- Interpret medical law terminology.			
02.06- Outline the purpose of the medical practice act.			

Standard III: Basic Computer Knowledge. Students will apply the skills necessary to utilize computer applications commonly used in a health care setting.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage

03.01-Generate a patient record.			
03.02-Prepare a billing statement.			
03.03-Complete an insurance form.			
03.04-Demonstrate computer literacy.			

Standard IV: Office Environment. Students will identify procedures that contribute to a pleasant and safe environment.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
04.01-Adopt appropriate professional appearance.			
04.02-Collect new patient data.			
04.03-Demonstrate the following: • **Opening and closing the office.** • **Greeting and responding to the patient.** • **Escorting and instructing the patient.**			
04.04-Develop a plan on how to solve the following problems: • **Late appointment.** • **Angry patient.** • **The talking patient.** • **Missed appointment.**			
04.05-Identify the following scheduling techniques: • **Streaming scheduling.** • **Establish the matrix.** • **Wave scheduling.** • **Modified wave scheduling.** • **Double booking.** • **Group scheduling.** • **Open office hours.**			

Standard V: Communication. Students will apply effective communication principles in health care settings.			
Objectives	**Covered Yes/No**	**Comments on Coverage**	**Percentage of Coverage**
05.01-Identify importance of oral, written and nonverbal communication.			
05.02-Schedule appointments by phone.			
05.03-Demonstrate methods of receiving, placing and recording calls: • **Triage phone calls.** • **Answer the office telephone.** • **Receive, evaluate and record a phone message.** • **Make referrals by phone.**			
05.04-Identify letter styles and their usages.			
05.05-Describe the essential components of a letter.			
05.06-Evaluate appropriate professional behaviors.			
05.07-Adopt a personal maturity in coping with current social issues.			
05.08-Contrast sympathy vs. empathy.			
05.09-Develop effective listening skills.			
05.10-Outline the steps of the grieving process.			
05.11-Demonstrate the following: • **Open and sort business correspondence.** • **Compose, develop and**			

address business correspondence. • Demonstrate proofreading skills. • Describe the parts of speech.			
05.12-Describe defense mechanisms.			

Standard VI: Medical Records Management. Students will perform clerical functions in a medical office setting.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
06.01-Distinguish between subjective and objective information.			
06.02-Maintain patient charts.			
06.03-Organize alphabetical and numerical filings.			
06.04-Apply basic knowledge and skill of medical dictation.			
06.05-Demonstrate ability to type 25 wpm.			
06.06-Demonstrate ability to transcribe medical dictation.			

Standard VII: Office Finances. Students will perform bookkeeping and financial functions in a medical office setting.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
07.01-Prepare a bank deposit.			
07.02-Describe a bank statement.			
07.03-Post entries on a day sheet.			
07.04-Perform accounts receivable and payable procedures.			
07.05-Review accounting procedures.			
07.06-Write a check.			

07.07-Establish and maintain a petty cash fund.			
07.08-Explain the considerations for determining medical fees.			
07.09-Prepare and describe the following: • **Ledgers, record charges and credits.** • **Patient ledger card.** • **Patient itemized monthly statement.**			

Standard VIII: Insurance/Coding. Students will perform proper insurance, coding and billing procedures.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
08.01-Prepare insurance claims.			
08.02-Determine procedural and diagnostic coding.			
08.03-Complete an HCFA insurance form.			
08.04-Identify the terms associated with insurance.			

Standard IX: Employment-Seeking Skills. Students will apply the skills necessary for securing employment.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
09.01-Demonstrate appropriate professional attributes.			
09.02-Demonstrate job readiness skills.			
09.03-Describe workplace dynamics.			
09.04-Prepare a resume.			

09.05-Write a cover letter.			
09.06-Write a follow-up letter.			

BENCHMARK III – Anatomy and Physiology.

Standard I: Students will describe the anatomy and physiology of each body system, disease processes and diagnostic treatment modalities.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
01.01-Identify the layers of the skin (epidermis, dermis, subcutaneous layer) and appendages (nails, sweat [sudoriferous] glands, oil [sebaceous] glands, hair).			
01.02-Describe pathologies of the integumentary system: athlete's foot, hives, herpes, melanoma, decubitus ulcers, acne, warts, pediculosis, rash, lesions and ringworm.			
01.03-Identify the functions of the integumentary system: protection against water loss, protection against infection, vitamin D production, sensory organ, absorption of medications, excretion of water and salts, temperature regulation, protection again UV light.			
01.04-Describe the process and stages of wound healing.			
01.05-Describe the symptoms of inflammation (redness, swelling, heat, and pain), why inflammation occurs, and the role of histamine.			

Standard II: Musculoskeletal System.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
02.01-Identify the functions of the skeletal system: hematopoiesis (blood cell production), structure, support, muscle attachment and movement, mineral storage.			
02.02-Identify basic bones of the skeleton: cranium (frontal, parietal, occipital, temporal, maxillae, mandible), vertebrae (cervical, thoracic, lumbar), sternum, xiphoid process, ribs, humerus, radius, ulna, carpals, metacarpals, phalanges, pelvis (Ilium, ischium, pubis), femur, tibia, fibula, tarsal's, metatarsals and phalanges).			
02.03-Identify the following fractures: simple (closed), compound (open), greenstick, impacted, comminuted, spiral, and Colles.			
02.04-Describe pathologies of the skeleton: osteoarthritis, rheumatoid arthritis, osteoporosis, scoliosis, congenital hip dysplasia, carpal tunnel syndrome, bursitis, gouty arthritis, sprains and fatty emboli.			
02.05-Identify the major functions of muscles: heat production, movement, structure, protection.			
02.06-Differentiate between cardiac (striated, involuntary, intercalated disks, found in the heart), smooth (no striations, involuntary, found in			

hollow organs like the stomach), and skeletal muscles (striated, voluntary, found along the bones).			
02.07-Differentiate between tendons and ligaments.			
02-08-Identify muscles including: deltoid, gluteus, rectus femoris, vastus lateralis, and diaphragm.			
02.09-Identify and describe pathologies of the muscular system including: strains, sprains, atrophy, tendonitis, and fibromyalgia.			

Standard III: Circulatory System (including Cardiovascular and Immune Systems).

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
03.01-Identify the general functions of the circulatory systems: transportation of nutrients and wastes, transportation of heat, transportation of oxygen and carbon dioxide, transportation of hormones, antibodies, and enzymes.			
03.02-Identify structures (septum, myocardium, inferior and superior vena cavae, right atrium, tricuspid valve, right ventricle, pulmonary semi lunar valve, pulmonary trunk, pulmonary arteries, lungs, pulmonary veins, left atrium, bicuspid [mitral] valve, left ventricle, aortic semi lunar valve, aorta) and function of the heart.			
03.03-Describe the following routes of circulation: • **Systemic (oxygenated blood**			

pumped through the body – blood is pumped by the left ventricle, aortic semi lunar valve, aorta, arteries, capillaries, veins, vena cava, right atrium). • **Pulmonary (deoxygenated blood pumped from the heart to the lungs for gas exchange and oxygenated blood pumped from the lungs back to the heart; right ventricle, pulmonary semi lunar valve, pulmonary arteries, lungs, pulmonary veins, left atrium).** • **Coronary (oxygenated blood is pumped from the left atrium into the aorta and leaves through the very first branches, the coronary arteries, which lead to the myocardium).**			
03.04-Locate the major arteries (aorta, carotid, radial, brachial, femoral) and veins (jugular, inferior vena cava, superior vena cava) of the systemic circulatory system.			
03.05-Describe the structures and functions of arteries (outer layer connective tissue; middle layer – thick smooth muscle; inner layer – endothelium; take blood away from the heart), capillaries (single layer endothelium; gas and nutrient exchange between the blood and body cells), and veins (same layers as the arteries but thinner; inner endothelial layer modified with			

valves to prevent backflow of blood; take blood towards the heart).			
03.06-Describe pathologies of the cardiovascular system including: aneurysm, embolus, angina pectoris, myocardial infarction, arteriosclerosis, atherosclerosis, cardiac arrest, cerebrovascular accident (CVA – stroke), hypertension, murmur, phlebitis, thrombophlebitis and varicose veins.			
03.07- List the functions of the lymphatic system: transport excess tissue fluid to the blood vessels, immunity.			
03.08- Describe the functions of the major structures of the immune system: tonsils (lymphatic tissue in the pharynx which helps to remove pathogens from food and air), and lymph nodes (masses of lymphatic tissue which filters pathogens from lymph).			
03.09- Describe the Lines of Defense including the physical/chemical barrier, nonspecific immunity, and specific immunity.			
03.10- Describe the components and functions of the immune system: antigen – foreign protein which stimulates the immune response, antibody – protein made by the body to protect against antigens, T-cells – responsible for CMI or cell mediated immunity, and B-cells – responsible for AMI or antibody (humeral) mediated immunity.			

03.11- Differentiate between active and passive immunity.			
03.12- Describe pathologies of the immune system including: autoimmune disorders, HIV, AIDS, mononucleosis, chronic fatigue syndrome, Hodgkin's Disease, and system lupus erythema.			

Standard IV: Respiratory System.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
04.01-Identify structures (nose, nasal cavity, pharynx, epiglottis, larynx, trachea, bronchi, bronchioles, lungs, alveoli) and their functions (warm, moisten and filter air, sound production, carbon dioxide-oxygen gas exchange) of the respiratory system.			
04.02-Describe pathologies of the respiratory system including: upper respiratory infection (URI), laryngitis, lung cancer, post nasal drip (PND), pneumonia, sudden infant death syndrome (SIDS), sinusitis, tuberculosis (TB), asthma, bronchitis, emphysema, chronic obstructive pulmonary disease (COPD), epistaxis and influenza.			
04.03-Describe the common signs and symptoms of respiratory distress: dyspnea (pursed lip breathing), tachypnea, wheezing.			

Standard V: Digestive System.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
05.01-Describe the general functions of the digestive system: ingestion, digestion, absorption, and excretion.			
05.02-Describe the physiology of alimentary canal organs (mouth, pharynx, esophagus, stomach, small intestines, large intestines, rectum, anus) and their role in digestion.			
05.03-Describe the physiology of the accessory organs: salivary glands (saliva), pancreas (digestive enzymes), liver and gallbladder (bile).			
05.04-Describe pathologies of the digestive system including: inguinal hernia, irritable bowel syndrome, color cancer, hiatal hernia, diverticulitis, ulcers, hemorrhoids, hepatitis, Crohn's disease, appendicitis and cirrhosis.			

Standard VI: Nervous System.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
06.01-Describe the general functions of the nervous system: sensation, interpretation, and movement by conduction of impulses.			
06.02-Identify the following			

components of the nervous system: brain, spinal cord, cerebrospinal fluid (CSF), meninges (dura mater, arachnoid mater, pia mater), and neuron.			
06.03-Identify the following brain structures and their functions: cerebrum (frontal, parietal, occipital, temporal lobes), cerebellum, midbrain, brain stem (medulla, pons), and hypothalamus.			
06.04-Differentiate between the CNS and PNS.			
06.05-Describe the autonomic nervous system including the sympathetic parasympathetic divisions.			
06.06-Describe pathologies of the nervous system including: Alzheimer's, Parkinson's, Bell's Palsy, amyotrophic lateral sclerosis (ALS), epilepsy, headaches, meningitis, herpes zoster, MS, spina bifida, hydrocephalus, hemiplegia, paraplegia, quadriplegia, Reye's Syndrome and sciatica.			

Standard VII: Endocrine System.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
07.01-Describe the general functions of the endocrine system: regulate growth, development, maturation, and chemical balance by the production of hormones.			
07.02-Describe what a hormone is			

and how it works.			
07.03-Describe the major locations, secretions (hormones) and functions of the following glands: pituitary (growth hormone, ACTH, TSH, oxytocin), thyroid (thyroxine), pancreas (islet cells of Langerhans – insulin, glucagon), adrenal glands (cortisol, adrenaline, noradrenaline), ovaries (estrogen, progesterone), and testes (testosterone).			
07.04-Describe pathologies of the endocrine system including: Diabetes Mellitus, Type 1, Diabetes Mellitus Type 2, hypothyroidism, gigantism, dwarfism, Cushing's syndrome, Addison's Disease and hyperthyroidism.			

Standard VIII: Reproductive System (Male and Female)

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
08.01-Describe the functions of the reproductive systems: production of gametes (egg and sperm) by the gonads and to produce hormones to help in the maturation process.			
08.02-Describe the structures of the female reproductive system (ovaries, uterine tubes [Fallopian tube]), uterus [cervix, endometrium], vagina) and their functions.			
08.03-Diagram the typical 28-day menstrual cycle including the hormones FSH, LH, estrogen, and progesterone, and the effects on the			

endometrium and the ovaries.			
08.04-Describe the structures of the male reproductive system (testes, scrotum, epididymis, vas deferens, prostate gland, and urethra) and their functions.			
08.05-Describe pathologies of the reproductive system including: ovarian cysts, amenorrhea, dysmenorrheal, premenstrual syndrome (PMS), menopause, pelvic inflammatory disease (PID), cervical cancer, endometriosis, fibroids, ovarian cancer, breast cancer, epididymitis, impotence, and testicular cancer.			
08.06-Describe the following procedures: vasectomy, circumcision testicular self exam (TSE), breast self exam (BSE) and dilation and curettage (D&C).			

Standard IX: Cell and Tissue Structure. Students will identify the structures and functions of the cell and tissues.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
09.01-Describe the differences between the outcomes of mitosis and meiosis in terms of chromosomes and cell numbers.			
09.02-Identify the transport mechanisms of diffusion, osmosis and filtration.			
09.03-Identify the levels of organization (chemicals-organelles-			

cells-tissues-organs-organ systems-organisms).			
09.04-Identify the general structure and functions of the 4 basic tissue types (epithelial – coverings and linings, connective – support and structure, muscular – movement, and nervous – interpretation and nerve impulse conduction).			

Standard X: Body Plane, Cavities, and Directional Terms. Students will describe body planes and cavities.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
10.01-Describe body planes (frontal (coronal), sagittal, transverse, horizontal).			
10.02-Locate body cavities and the organs they contain: cranial – brain; spinal or vertebral – spinal cord; thoracic – heart and lungs; abdominal – liver, most of the intestines, stomach, gallbladder, spleen, kidneys; and pelvic – urinary bladder and internal reproductive organs.			
10.03-Define directional terms: medial, lateral, proximal, distal, inferior, superior, anterior, ventral, dorsal, and posterior.			
10.04-Identify the four major abdominal quadrants and the organs in each quadrant. • **Right upper quadrant (RUQ) – liver, gallbladder, right kidney.** • **Left upper quadrant (LUQ) –**			

stomach, spleen, pancreas, left kidney. • Right lower quadrant (RLQ) – appendix, right ovary. • Left lower quadrant (LLQ) – left ovary.			

BENCHMARK IV. Clinical and Laboratory Procedures.
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Standard I: Vital Signs. Students will collect baseline information and compare it to normal values.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
01.01-Demonstrate ability to measure and read oral temperatures.			
01.02-Demonstrate ability to measure adult height and weight.			
01.03-Demonstrate ability to measure pulse and respiration.			
01.04-Demonstrate ability to measure blood pressure.			
01.05-Explain terms, normal values and abnormalities associated with vital signs.			

Standard II: Pharmacology and Administration of Medications. Students will describe the classification of drugs, their actions and common side effects.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
02.01-Perform dosage calculations.			
02.02-Identify drug classifications.			
02.03-Maintain medication and immunization records.			
02.04-Demonstrate ability to utilize the Physician's Desk Reference.			

02.05-Apply pharmacology principles to prepare and administer medications. • **Demonstrate ability to administer oral medications.** • **Demonstrate ability to prepare an injection from a vial and an ampule.** • **Demonstrate ability to administer intradermal, subcutaneous and intramuscular injections through simulation.**			

Standard III: Physical Exams. Students will acquire the skills necessary to accurately organize the patient history and prepare the patient for the physical examination.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
03.01-Demonstrate ability to obtain accurate patient history and assessment.			
03.02-Demonstrate ability to obtain height, weight and head-circumference for an infant.			
03.03-Demonstrate ability to drape and position patients for common diagnostic procedures.			
03.04-Set up and assist with physical examination.			
03.05-Demonstrate ability to administer procedures for the ear.			
03.06-Demonstrate the ability to measure vision.			
03.07-Determine color vision acuity, using the Ishihara method.			
03.08-Screen visual acuity, using the Snellen eye chart.			

03.09-Demonstrate appropriate use of crutches, cane, walker and wheelchair.			

Standard IV: Basic Concepts of Asepsis and Sterilization. Students will analyze disease transmission and apply disease prevention principles.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
04.01-Demonstrate aseptic hand wash.			
04.02-Demonstrate surgical hand wash.			
04.03-Demonstrate how to sanitize and disinfect instruments.			
04.04-Demonstrate how to wrap instruments for autoclave.			
04.05-Prepare and operate the autoclave.			
04.06-Apply Standard Precautions.			
04.07-Describe principles of infection control. • **Identify the various classifications of microbes including viruses, bacteria, protozoa, and fungi.**			

Standard V: Assist with Basic Minor Surgery. Students will apply sterile techniques and demonstrate assisting with minor surgery.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
05.01-Identify instruments by name, use and category.			
05.02-Demonstrate opening a sterile pack.			
05.03-Prepare patient for minor			

surgery.			
05.04-Apply sterile gloves.			
05.05-Demonstrate ability to assist with minor surgery.			
05.06-Demonstrate a sterile dressing change.			
05.07-Demonstrate suture removal.			
05.08-Assemble a basic suture tray.			

Standard VI: CPR/First Aid. Students will obtain Cardiopulmonary Resuscitation and First Aid Certification.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
06.01-Demonstrate CPR certification on infant, child, and adult.			
06.02-Assess emergency situations.			
06.03-Demonstrate the following proper bandaging and ace wrap applications: • **Bandage in recurrent turn to finger.** • **Bandage in open or closed spiral.** • **Figure-eight bandage to hand and wrist.** • **Cravat bandage to forehead, ear and eyes.** • **Apply a triangular bandage to scalp.** • **Apply an arm sling.**			

Standard VII: Electrocardiography. Students will demonstrate how to use the electrocardiograph.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
07.01-Describe the electrical			

conduction system of the heart.			
07.02-Describe - "PQRST."			
07.03-dentify the parts of the electrocardiograph.			
07.04-Describe artifacts of an ECG.			
07.05-Describe how to prevent artifacts.			
07.06-Identify 12 leads and codings for each lead.			
07.07-Demonstrate ability to obtain a standard 12 lead ECG.			
07.08-Identify other tests used to determine heart and blood vessel function.			

Standard VIII: Laboratory Procedures. Students will learn skills necessary to perform diagnostic testing, laboratory safety procedures, and the collecting and testing of laboratory specimens.

Objectives	Covered Yes/No	Comments on Coverage	Percentage of Coverage
08.01-Urinalysis: • **Describe organs of the urinary tract.** • **Describe pathology of urinary tract.** • **Describe tests and procedures of the system.** • **Describe clean-catch midstream specimen collection instruction.** • **Demonstrate use of Multistix 10G Reagent Strips.** • **Prepare urine for microscopic exam.**			
08.02-Hematology: • **Identify components of blood and function of each.**			

• **Differentiate between plasma and serum.** • **Describe the normal values for an erythrocyte sedimentation rate; hematocrit and hemoglobin; white and red blood cell counts, and platelet counts; and differential count.** • **Locate body sites for capillary and venipuncture.** • **Demonstrate a skin puncture with a sterile lancet/autolet.** • **Demonstrate and obtain venous blood through simulation using vacuum method with multiple tubes.** • **Perform microhematocrit and glucose from finger stick.** • **Describe the functions of common laboratory tests, including Hct, CBC, PKU, FBS, GTT and Hemoccult.**			
08.03-Microbiology: • **Describe gram positive and negative bacteria.** • **Prepare a culture and describe sensitivity testing.** • **Demonstrate ability to obtain throat culture specimen.** • **Identify parts of and use the microscope.**			

MEDICAL ASSISTANT EXTERNSHIP			
Standard I: Externship. Students will successfully complete an externship.			
Objectives	**Covered Yes/No**	**Comments on Coverage**	**Percentage of Coverage**
01.01-Complete a 160 hour minimum externship.			
01.02-Externship evaluations will indicate satisfactory or higher rating.			
Standard II: Professional Attributes. Students will demonstrate professional attributes.			
Objectives	**Covered Yes/No**	**Comments on Coverage**	**Percentage of Coverage**
02.01-Demonstrate the following: • **Honesty and integrity.** • **Reliability and punctuality.** • **Appropriate communication skills.** • **Cooperation and teamwork.** • **Initiative and adaptability.**			
02.02-Externship evaluations will indicate satisfactory or higher rating.			

Curriculum Coverage					**N/A**
Content	Accurate information reflecting current knowledge. No content bias.	Some inaccuracies found, however, information reflects current knowledge. No content bias.	Many inaccuracies were found on concepts. Content bias created problems with concepts.	Major inaccuracies found in content or concepts.	
Age Appropriate	A wide range of activities to accommodate various developmental levels at a reasonable pace and depth of coverage.	Some activities are adaptable to the appropriate age level. Some cross-curricular activities are given.	Limited developmentally appropriate activities. Prerequisite skills and prior knowledge are not sufficiently developed before more complex	Age appropriate issues are not addressed. Several activities are not based on appropriate levels.	

	Includes age appropriate cross-curricular references (e.g., literature, software, etc.) Content organized so prerequisite skills and knowledge are developed before more complex skills.	Some attention given to prerequisite skills and knowledge.	concepts are introduced.		
Physical Qualities					**N/A**
Durability	Materials are securely bound and reinforced.	Materials are hardbound adequately.	Materials have secure binding.	Materials have inferior binding.	
Print Size and legibility for intended grade level	Appropriate use of font size and format for intended grade level.	Font size adequate for intended grade level.	Font size and format too small or too large for age group.	Font size inconsistent.	
	Key words or phrases bold faced and/or italicized.	Some key words or phrases boldfaced and/or italicized.	Highlighting was used too much, emphasized too much information.	No key words or phrases boldfaced or italicized.	
Pictures, tables, and graphics	Appropriate and varied pictures, tables, and graphs. Graphs and tables are correctly labeled (e.g., titles, keys, labels).	Limited pictures, tables, and graphs. Some tables and graphs are not labeled correctly.	Very limited pictures, tables, and graphs.	Inappropriate pictures, tables, and graphs.	
Includes table of content, glossaries, and index	Tables of contents, indices, glossaries, content summaries, and assessment guides are designed to help teachers, parents/guardians, and students. Clearly represents concepts within the text.	Tables of contents, indices, glossaries, content summaries, and assessment guides are designed to help teachers, parents/guardians, and students, are adequate but not clearly defined concepts within the text.	Simple tables of contents, indices, glossaries, content summaries, and assessment guides are included.	Is missing one or more of the following: simple table of contents, glossaries, content summaries, assessment guides, or indices.	

Technology					**N/A**
Ease of Use	Menus are easy to read and follow.	Menus are generally easy to read and follow.	Menus are easy to read. Might have to read manual to understand operation of technology. (e.g., laser remote, software.)	Menus are not very descriptive. Hard to follow.	
	User-friendly installation requires a minimal level of computer expertise.	Installation requires little computer expertise.	Installation requires some knowledge or expertise.	Installation requires expertise.	
	Manual and directions are understandable.	Manuals and directions are simple.	Manuals are included.	No manuals or written instructional materials are provided.	
Audio/Visual attributes	High quality audio and visuals are correct and contribute to overall effectiveness of program.	Audio and visuals are of good quality. Complements program effectiveness.	Audio and visuals are acceptable. Aligned with program content.	Audio and visual defects are apparent. Distracts from program content.	
	Information is current and up-to-date.	Information is current.	Information is mostly current.	Information is out-of-date.	
Enhances learning experience	Enhances learning experience. Adds depth and diversity.	Offers some additional depth and diversity to learning experience.	Mild impact to overall learning experience.	Does not impact learning experience.	
Universal Access					**N/A**
Content accurately reflects diverse population	Provides ways to adapt curriculum for all students (e.g., special needs, learning difficulties, English language learners, advanced learners.)	Provides some ways to adapt curriculum to meet assessed special needs.	Provides limited strategies to assist special needs students.	Inappropriate strategies to assist special needs students.	
	Accurate portrayal of cultural, racial, and religious diversity in society.	Mostly accurate portrayal of cultural, racial, and religious diversity in society.	Does not address diversity in society.	Inaccurate portrayal of diverse populations and society.	
Assessment	**3**	**2**	**1**	**0**	**N/A**
Provides a variety of assessment options	Multiple measurements of individual student progress at regular intervals ensuring success of all students.	Assessment requires students to apply some concepts.	Assessment requires students to apply few concepts.	Provides only paper and pencil assessment.	