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| --- | --- | --- | --- |
|  | Not meeting requirements | Approaching requirements | Meeting requirements |
| Scope | -little to no content is related to the topic-content covers little to no subtopics-little to no detailed information is present -introductory materials are absent or contain little to no detail  | -most content is related to the topic-content is somewhat comprehensive and covers some subtopics-some detailed information is present - introductory materials are present including some detail | -all content is related to the topic-all content is comprehensive and covers a wide range of subtopics-detailed information is present-source contains detailed introductory materials |
| Currency | -content is not current or relevant -content information is not recent |  -most content is current and relevant -most content information is recent | -content is current and relevant -content information is recent |
| Accuracy | -content contains little to no factual information -content is supported by little to no official identified sources-source contain little to no detailed section for acknowledgments | -content contains some factual information supported by some official identified sources-source contains section for acknowledgments | -content contains factual information supported by various official identified sources-source contains detailed section for acknowledgments  |
| Format | -content and layout is organized in an illogical manner-format interferes with the purpose-source is missing table of contents-source is missing index and glossary-illustrations are dated and photos are unclear | -content and layout is organized in a somewhat logical manner-source includes table of contents-source contains an index and glossary-illustrations are somewhat dated and photos are somewhat clear | -content and layout is organized in a logical manner-source includes detailed and easy-to-use table of contents-source contains an easy-to-use detailed index and glossary-illustrations are current, clear and appropriate to the topic |