

Criteria	1 Improvement Needed Does not demonstrate understanding and application of the competency.	2 Emerging Demonstrates limited understanding and application of the competency.	3 Basic Demonstrates basic understanding and application of the competency, with room for improvement.	4 Proficient Demonstrates solid understanding and application of the competency.	5 Advanced Demonstrates thorough understanding and application of the competency, with some areas of excellence.
Described 3 ways using a digital calendar (e.g., Google Calendar or Microsoft Outlook) can help with weekly scheduling (3-4 sentences).					
Described 3 ways to enhance digital security when using a digital calendar (3-4 sentences total).					
Made connections to personal learning context.					