

**LOC3d – DIGITAL SKILLS FOR LOGBOOK**

<b>Student Name</b>		<b>Matric No.:</b>
<b>Lecturer Name</b>		
<b>Course Code</b>		
<b>Topic</b>		

<b>Traits:</b>	<b>1 = Poor</b>	<b>2 = Fair</b>	<b>3 = Good</b>	<b>4 = Excellent</b>	<b>Tools</b>	<b>Marks</b>
<b>Consistency in reporting in the logbook</b>	Does not demonstrate consistency in reporting	Demonstrate consistency in reporting, with lags	Demonstrate high consistency in reporting in the logbook	Demonstrate extreme consistency and systematic in reporting in the logbook		
<b>Basic digital literacy</b>	No evidence or familiarity with digital devices and/or platforms.	An ability to use common digital devices and/or platforms is evident.	Appropriate applications to create and effectively communicate are selected and used; common digital education and social communication platforms are used; current basic digital tools are used.	Fluency in using common digital education and social communication platforms is demonstrated; digital media is designed; fluency in using current digital tools, including identifying errors or misleading information, is apparent.		
<b>Information structures</b>	No evidence of employing appropriate information formats, collections, systems, and applications.	Basic features and functions of common information formats, collections, systems, and applications are articulated; the ability to search collections and systems using keywords and simple search strategies is demonstrated.	It is evident that information formats, collections, systems, and applications that best match the relevant information needs have been selected and used; the ability to search collections and systems using advanced iterative search strategies are demonstrated.	Applications to create and organize content into appropriate information formats and systems are used; the ability to search collections and systems using advanced iterative search strategies are demonstrated and information are organized and disseminated systematically		

Traits:	1 = Poor	2 = Fair	3 = Good	4 = Excellent	Tools	Marks
<b>Research as Inquiry / problem solving</b>	There is no evidence of research as an iterative process of inquiry.	There is evidence that a problem has been defined or a question has been posed.	The ability to locate and evaluate relevant information about the defined problem or question posed is evident.	An appropriate scope for an investigation is defined, and/or ideas gathered from multiple sources are analyzed, evaluated, and synthesized to draw reasonable conclusions.		
<b>Efforts to improve skills by using a variety of electronic resources to advance professional or personal life</b>	Cannot use technology to complete assignments. Does not understand how to use technology to assist in completion of assignments	Demonstrates an understanding of how to use technology to assist in completion of assignments but does not use technology to complete assignments	Demonstrates an ability to use technology to complete assignments or improve skills, upon instructions.	Demonstrates an initiative to use and develop new technology skills to complete assignments or improve skills. Independently demonstrates the ability to use multiple types of hardware or software		
<b>Total Marks:</b>						<b>/ 20</b>
<i>Converted Marks into 10%</i>						<i>/ 10</i>