

**TABLE 6.4 ACADEMIC SOFTWARE EVALUATION RUBRIC**

SOFTWARE:

DESCRIPTION:

VENDOR:

COST:

NOTES ON ITS USE:

Please rate the features below for each piece of software. Next to each of the items in the rubric, check the box that best reflects your opinion.

*EVALUATION CRITERIA*

<i>Software Feature</i>	<i>1 Poor</i>	<i>2 Below Average</i>	<i>3 Average</i>	<i>4 Above Average</i>	<i>5 Excellent</i>
<b>Documentation</b>	Documentation is excessively technical and/or difficult to follow	Documentation is generally understandable but not very user-friendly	Documentation is easy to follow and understand; includes all necessary components	Clear documentation that is logical and easy to follow	Very clear, easy-to-read, logical, and complete documentation
<b>Site license</b>	No licensing available	Site licenses are available but limited or expensive options	Site licensing available at reasonable cost	Special, low site licensing pricing for education	Educators may use for free without a site license
<b>Installation</b>	Complex to install; poor installation instructions	Installation somewhat difficult; instructions minimal	Installation process typical; instructions fairly clear and complete	Easy to install; clear, easy-to-understand instructions	Self-installing; step-by-step installation included
<b>Technical support</b>	No toll-free telephone support available	No local support; phone support available for an hourly fee	Local support and phone support available for modest fee	Local tech help available for modest fee; no-charge phone support	Local help and toll-free support readily available at no charge

**EVALUATION CRITERIA**

<i>Software Feature</i>	<b>1</b> <i>Poor</i>	<b>2</b> <i>Below Average</i>	<b>3</b> <i>Average</i>	<b>4</b> <i>Above Average</i>	<b>5</b> <i>Excellent</i>
<b>Help features</b>	No online or text-based help available	A Read-Me text file is included; no online help	Both online and text help available on CD	Online help is content-sensitive and provides clear assistance; text included	Automatic online help available for every feature; supplementary text help included
<b>Grade level</b>	Not suitable for intended grade level	Some features unsuitable for intended grade level	Majority of features suitable for intended grade level	Most features appropriate and suitable for intended grade level	All features both suitable and appropriate for grade level
<b>Competencies</b>	Does not address target competencies	Few competencies addressed; many ignored	A majority of the competencies are addressed	Most of the desired competencies are addressed	All of the target competencies and others are addressed
<b>Active learning</b>	Interaction is passive; no active learning encouraged	Interaction mostly passive; a few active learning opportunities included	Interaction offers average active learning opportunities; some activities too passive	Good active interaction provided through a majority of the software	Students are actively engaged during all components of software
<b>Save features</b>	Students cannot interrupt and save work	Student work can be saved on an external disk but it cannot be reused	Students may save their work to continue working on it in the future	Automatically saves the student's work when the program is closed	Both automatically and manually, student's work can be saved and restarted at the same point later
<b>Hardware compatibility</b>	Works on relatively few available computers; requires additional hardware	Works on several machines; requires upgrades to some available computers	Will work on most machines with minimal or no hardware upgrades or additions	Works on most available machines without hardware upgrades or additions	Works on all machines available without hardware upgrades or additions
<b>Cost</b>	High cost relative to features	Somewhat expensive relative to features	Average cost for features offered	Reasonably priced with numerous features for the cost	Special low pricing for educational users for abundant features

**Total the score for each piece of software. Compare the scores. The piece of software with the highest score is your best choice.**