

## Fillable Scenario Evaluation Rubric PDF

### OVERVIEW – How to Use



*Note: This overview provides instructions for use with Adobe Acrobat Reader. Other PDF reader programs or apps may not function in the same manner.*

#### **How to Use the Fillable Scenario Evaluation Rubric PDF**

- The Scenario Evaluation Rubric – PDF Form is a fillable form that can be saved and printed. Areas of the form that can be edited (filled out) are highlighted.
- Click on the highlighted field you would like to fill in.
- Highlighted fields have limited character spaces.
- The “Score” fields (boxes) will only accept the entries of “1”, “2” or “3” or may be left blank
- There are informational pop-ups (indicated by with small “?”’s) available throughout the form. By placing the cursor over a “?” additional information pertaining to that field will be displayed.
- Clicking on the “Save Form” button will prompt you to save the file. The file may be saved at a location of your choice.  
*NOTE: Be sure to rename the file with a unique file name (e.g., Team Leader name).*
- Clicking on the “Clear Form” button will clear all entries made without saving the information.
- To print a form, from the main menu tool bar, select “File”, then “Print”.