

# CHARTING CHECKLIST

The goal of using a chart is to communicate information in a very visual manner so that it is easy for others to understand. Use the following table to rate charts that are intended to convey a message.

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<b>5 = Superb!</b>	<b>4 = Good</b>	<b>3 = Satisfactory</b>	<b>2 = Needs Improvement</b>	<b>1 = Unsatisfactory</b>
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- My chart is labeled with a clear action statement.
- My chart includes the name of the district, school (and any other other group), and year that indicates the data displayed.
- The labels of the x and y axes are clearly communicated, both in conceptual design and in visual style.
- Essential (and only essential) information is included in the chart.
- The chart conveys the information that my audience will be looking for.
- The data on the chart can be easily interpreted by the audience within a few seconds, not minutes.
- This chart avoids the combined use of red and green, blue and yellow, and blue and green.
- The lettering of this chart is kept large and bold, and matches the font size and style in the remaining pages/slides of my document.
- The chart used is the best type of chart to display this kind of data.
- The page on which the chart resides includes some narrative information about the data.

*Prepared by Debbie Tschirgi, Educational Technology Director, ESD 112*

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