



Getting Started with Rubrics

Create a New Rubric

To access the Rubric Wizard, click **Lessons, Units, and Rubrics** from the top navigation bar.



Click the **Go to the Rubric Wizard** link.



To create a new rubric, type the title for your lesson in the text field and choose the number of columns, and then click the **Create New Rubric** button.

Rubric Wizard

New Rubric Title:

Columns:

Add to Folder: **Create New Rubric**

(optional)

OR

Adapt a rubric: **Adapt Sample Rubric**

You will see a blank rubric consisting of one row and the number of columns that you selected.

Rubric Wizard
2009 Assessment Rubric

[All Rubrics](#) |
 [1 Build Rubric](#) |
 [2 Publish](#) |
 [3 Usage Details](#)

Directions: To enter original content into the blank text boxes of a given row, click in the box and begin typing. You can also import content from other rubrics you have created by selecting them from the pull-down menu near the top of the page titled My Rubrics. [Help on this Page](#)

Created: 08.21.2009 01:23:00 PM (EDT)

Import Content From: OR

Levels	Level 1	Level 2	Level 3	Level 4
Criteria	enter optional heading [Delete Column] [Insert Column]	enter optional heading [Delete Column] [Insert Column]	enter optional heading [Delete Column] [Insert Column]	enter optional heading [Delete Column] [Insert Column]
<input type="text" value="[Insert row]"/>				

Add Content

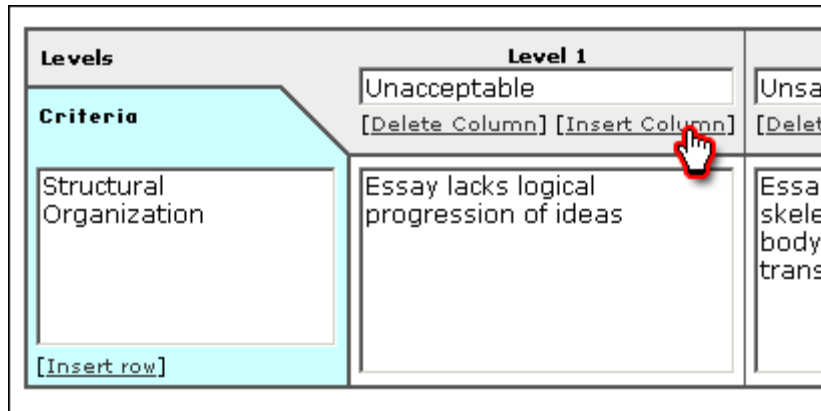
To enter original content into the blank text boxes of a given row, click in the box and begin typing.

Levels	Level 1	Level 2	Level 3	Level 4
Criteria	Unacceptable [Delete Column] [Insert Column]	Unsatisfactory [Delete Column] [Insert Column]	Satisfactory [Delete Column] [Insert Column]	Outstanding [Delete Column] [Insert Column]
Structural Organization	Essay lacks logical progression of ideas	Essay includes brief skeleton (introduction, body, conclusion) but lacks transitions	Essay includes logical progression of ideas aided by clear transitions	Essay is powerfully organized and fully developed
<input type="text" value="[Insert row]"/>				

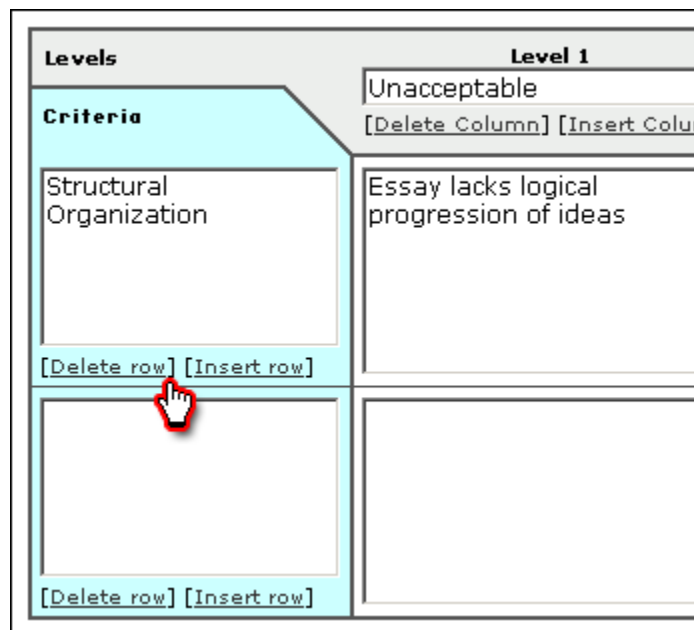
To add additional rows, click the **Insert Row** link located below the criterion text box of a row. The new row will appear below the existing row.

Levels	Level 1
Criteria	Unacceptable [Delete Column] [Insert Column]
Structural Organization	Essay lacks logical progression of ideas
<input type="text" value="[Insert row]"/>	

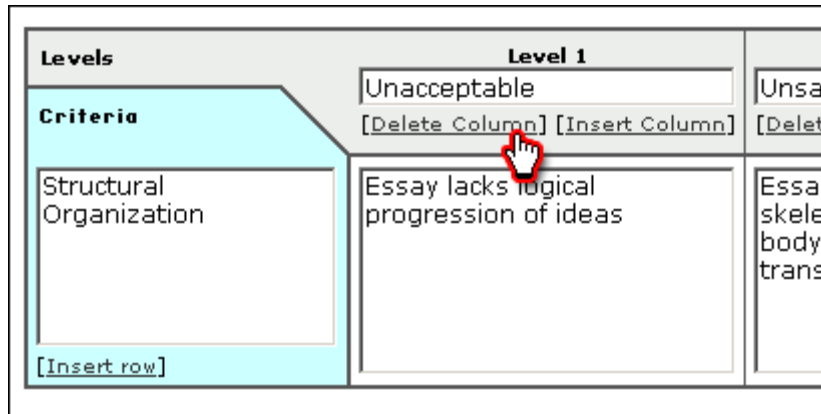
To add additional columns, click the **Insert Column** link located beneath each column heading. The new column will be added to the right of the column where you clicked the link.



To delete rows, click the **Delete Row** link located below the criteria box of a row.

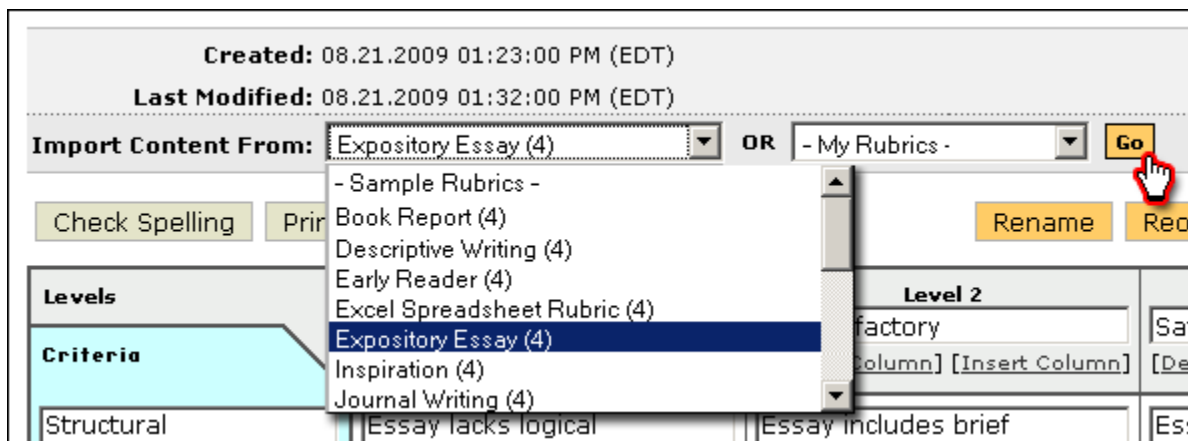


To delete columns, click the **Delete Column** link located beneath each column heading.

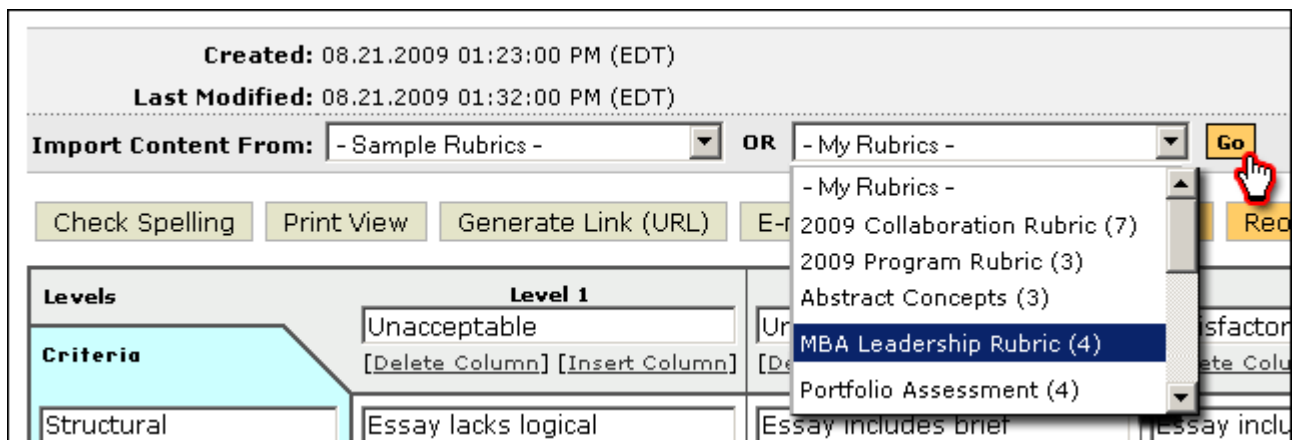


Import Content from Other Rubrics

To import content from a sample rubric, select a rubric from the **Sample Rubrics** pull-down menu near the top of the page, and then click the **Go** button.



To import content from another rubric you have created, select it from the **My Rubrics** pull-down menu near the top of the page, and then click the **Go** button.



Select the rows you wish to import, and then click the **Apply Changes** button.

Import Criteria from Rubric "Expository Essay"

Levels	1	2	3	4
Criteria <input type="checkbox"/> Select All				
<input type="checkbox"/> Structural Organization	Essay lacks logical progression of ideas	Essay includes brief skeleton (introduction, body, conclusion) but lacks transitions	Essay includes logical progression of ideas aided by clear transitions	Essay is powerfully organized and fully developed
<input type="checkbox"/> Understanding of Material	Apparent misunderstanding of material	Limited understanding of material displayed by vague, unclear language	Developing understanding of material	Clear understanding of material displayed by clear, concrete language and complex ideas
<input checked="" type="checkbox"/> Focus	Essay addresses topic but loses focus by including irrelevant ideas	Essay is focused on topic and includes few loosely related ideas	Essay is focused on the topic and includes relevant ideas	The essay is focused, purposeful, and reflects clear insight and ideas
<input type="checkbox"/> Mechanics	Frequent errors in spelling, grammar, and punctuation	Errors in grammar and punctuation, but spelling has been proofread	Occasional grammatical errors and questionable word choice	Nearly error-free which reflects clear understanding and thorough proofreading
<input checked="" type="checkbox"/> Support	Few to no solid supporting ideas or evidence for the essay content	Some supporting ideas and/or evidence for the essay content	Support lacks specificity and is loosely developed	Specific, developed details and superior support and evidence in the essay content

Print Your Rubric

To view a printable version of your rubric, click the **Print View** button located at the top or bottom of your rubric. To print this view, click **File** in the menu bar of the print view window and select **Print**.

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Import Content From: OR

Levels	Level 1	Level 2	
Criteria	Unacceptable [Delete Column] [Insert Column]	Unsatisfactory [Delete Column] [Insert Column]	Satisfactory [Delete Colu
Structural	Essay lacks logical	Essay includes brief	Essay inclu

2009 Assessment Rubric - Print View - Mozilla Firefox

File Edit View History Bookmarks Tools Help

- New Window Ctrl+N
- New Tab Ctrl+T
- Open Location... Ctrl+L
- Open File... Ctrl+O
- Close Ctrl+W
- Save Page As... Ctrl+S
- Send Link...
- Page Setup...
- Print Preview
- Print... Ctrl+P**
- Import...
- Work Offline
- Exit

Print Rubric

Unacceptable

Essay lacks logical progression of ideas

Email Your Rubric

Click the **Email** button located at the top or bottom of your rubric.

Select the person you would like to send your lesson to through the Message Center by clicking the **Select Recipients** button or type an external e-mail address in the To: External recipients (outside e-mail) field to send the rubric to someone outside of TaskStream.

If you are sending the rubric through the Message Center and would like to allow the recipient to copy a version of the rubric into his/her own Rubric Wizard, make sure the box is checked to **Allow TaskStream recipients to copy this rubric for editing**.

You can include a personal message with your rubric. When you are finished, click the **Send** button to send a link to your rubric.

Search by Member Name:

Member Locator Expand areas, make selections	Search results Check all that apply	Selected Member(s) Uncheck to remove from list
<input type="button" value="+ Expand"/> <input type="button" value="- Collapse"/> <input type="checkbox"/> <input type="button" value="Include inactive subscribers"/>	<input type="checkbox"/> <input type="button" value="Select All"/> <input checked="" type="checkbox"/> Maria Gonzalez <input type="checkbox"/> Lucy Moore <input type="checkbox"/> Chris Student	<input type="button" value="Cancel"/> <input type="button" value="Save and Close"/> <input checked="" type="checkbox"/> Maria Gonzalez
Select Categories/Local Area <ul style="list-style-type: none"> <input type="checkbox"/> My Organization <input type="checkbox"/> Education <input type="checkbox"/> Faculty <input type="checkbox"/> Students 		
Select TaskStream Program		

Select internal recipients: (TaskStream subscribers)	<input type="button" value="Click Select Recipients"/> <input type="button" value="Select Recipients"/> <input checked="" type="checkbox"/> Allow TaskStream recipients to copy this rubric for editing.
Enter external recipients:	<input type="text"/> Separate multiple addresses with a comma.
Your email address:	<input type="text" value="chris.student@taskstream.com"/> Must be a valid e-mail address if sending to external recipients <input checked="" type="checkbox"/> Send a copy to this e-mail address
Add a personal message: (Optional)	<input type="text" value="I'm sending you a copy of my rubric for use with your program assessment."/>
<input type="button" value="Cancel"/> <input type="button" value="Send"/>	