

Rubric Wizard

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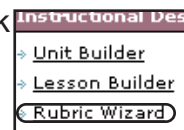
Rubric Wizard

As you create learning activities, you must determine how you will assess the responses to the tasks you assign. The performance criteria that you identify define the expectations for submitted work with regard to the activity. These criteria will serve to guide your students as they work. Essentially, the establishment of assessment criteria helps to focus all involved on the required task, while establishing a sense of knowing, understanding, and ownership of the learning process. Thus, assessing learning should be a fundamental part of the curriculum development process.

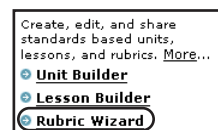
Assessments should be closely tied to standards and objectives. Once you decide which standards are being met and what you want students to be able to do as a result of this activity, you must determine how you will measure the learning that has taken place. For performance-based tasks, we suggest using a grading rubric to measure learning.

Getting Started

To access the Rubric Wizard, click the **Rubric Wizard** link on the left menu bar or on the home Page.



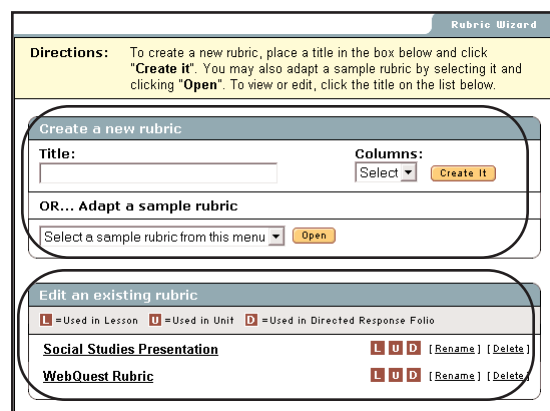
Left Menu Bar



Home Page

Rubric Wizard Home Page

The Rubric Wizard home page contains two areas. In the upper section, you can create a new rubric from scratch or adapt a sample rubric from TaskStream’s library of rubrics. Your personal library of rubrics which you have created or adapted is displayed in the lower section. If the rubric is a part of a lesson, unit, and/or directed response folio, you will see relevant icons which identify the particular document to which the rubric is attached.



Rubrics and Folio Assessment Programs

If you have created a Directed Response Folio template and have chosen to use a rubric as the evaluation method, you will not be able to edit the structure of the selected evaluation rubric (i.e. add/remove rows or columns) once evaluations using that rubric have begun.

As an author participating in a Folio Assessment Program, any rubric you submit as part of your DRF requirement for evaluation will automatically be locked. When a rubric is locked, it cannot be edited.



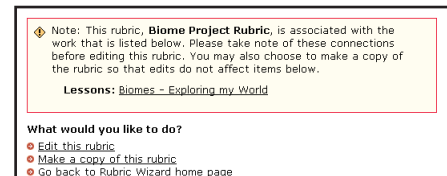
Renaming and Deleting Rubrics

You can rename and/or delete existing rubrics on the homepage by clicking either the **Rename** link or the **Delete** link located to the right of the rubric name.



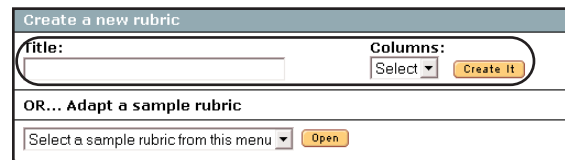
Opening an Existing Rubric

To open an existing rubric, click its title. When you open an existing rubric, you will get an intermediary page which will inform you to which lessons and/or units your rubric is attached. This information is important because any changes you make to an existing rubric is reflected in all documents to which the rubric is attached. When you are ready, click the appropriate link related to what you would like to do.

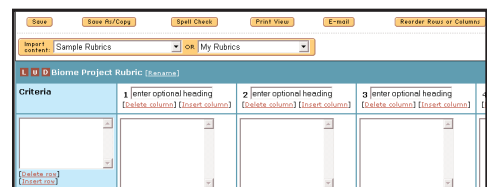


Creating a New Rubric

To create a new rubric in the Rubric Wizard enter a title for your rubric into the Title field, choose the number of columns (1 to 6) that you want in your rubric from the pull-down menu and then click the **Create It** button. This will take you to your rubric workspace.



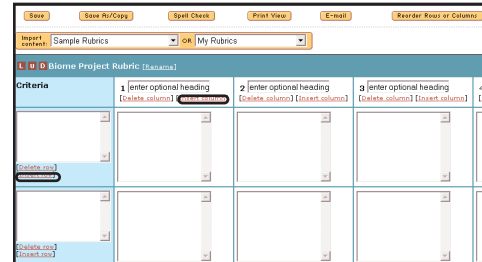
The rubric workspace is where you assemble, create, and modify your rubric. When you first enter your rubric workspace, you will see a row of blank text boxes. You can add information to this



workspace in a number of ways.

Working within the Rubric Workspace

You can enter original information into the blank text boxes of a given row by clicking in the boxes and typing.

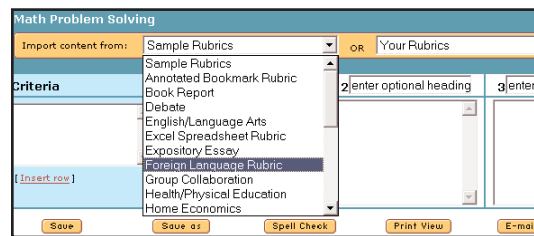


To add additional rows, click the **Insert Row** link located below the first text box of a row. The new row will appear below the existing row. To add additional columns, click the **Insert Column** link located beneath each column heading. The new column will be added to the right of the column in which you clicked the link.

Importing Content from Sample Rubrics

To help you create your own personalized rubrics, TaskStream provides a database of sample rubrics that you can use to create your own rubrics.

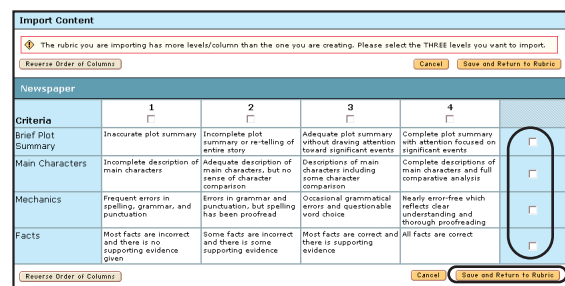
To begin exploring the sample rubrics, click the pull-down menu near the top of the page titled **Sample Rubrics** and then select the rubric you would like to view. The compiled version of the selected rubric will appear on the next page allowing you to view its content.



Selecting Content from a Sample Rubric

If you choose to import content from a sample rubric you will need to select the rows of criteria that you want to add to your rubric.

Use the check boxes in the last column of the sample rubric to select each row of content that you would like to import, by clicking the check box which corresponds with it. To import all of the content within the rubric, click the **Select All** button, located at the top and bottom of the compiled rubric. After selecting the row(s) you would like to add to your rubric, click the **Save and Return to Rubric** button.

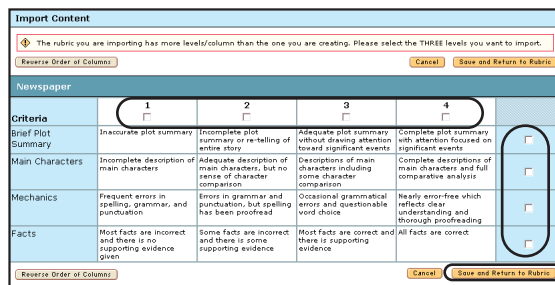


This button appears at both the top and bottom of your workspace. The selected

content will now be added to your rubric workspace, where you can edit and modify it.

If you choose to import content from a sample rubric which has fewer columns than the one which you are creating (e.g. 3 cols. to 6 cols.), all the columns will be imported and will automatically align to appropriate columns within your rubric. Some columns will be left blank, allowing you to fill in the content.

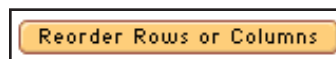
If you choose to import content from a sample rubric which has more columns than the one which you are creating (e.g. 6 cols. to 3 cols.), you will need to select the columns (in addition to the rows) you want to add to your rubric.



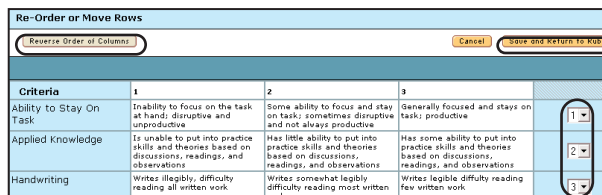
Use the check boxes located at the top of each column to select the columns you want to import into your rubric. Click the **Save and Return to Rubric** button

Reordering Rows or Columns in a Rubric

You can change the order of the rubric rows or columns by clicking the **Reorder Rows or Columns** button located at the top and bottom of the rubric workspace.



To reorder the rows in the rubric, use the numeric menus in the column on the right to set the desired order of the rows. To reverse the order of the columns, click the **Reverse order of Columns** button located to the upper-left of the rubric. Click the **Save and Return to Workspace** button to save your changes.



Printing a Rubric

Clicking the **Print View** button at the top of the rubric workspace will open a new window which displays a printable version of the rubric.

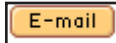


To print, open the File menu of the window containing the printable version of your rubric and select Print.

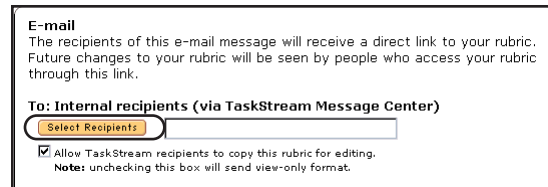
Technology Test Rubric 2					
Levels:	1	2	3	4	Score
Criteria:					
Use of Technology	Student chose less than three types of technology.	Student chose three types of technology and did not explain why she chose them or how they were used.	Student told me three types of technology but only partially explained how the technology was used.	Student listed three types of technology and gave me reasons that show a thorough understanding of how the technology was used.	
Written Style	Many spelling and grammatical errors. No clear organization and ideas are not presented.	Some ideas presented in a clear manner. Not organized logically and some ideas are not presented.	Minor grammatical errors. Good organization and clear presentation of ideas.	No grammatical or spelling errors. Excellent organization and clear presentation of ideas.	

E-mailing a Rubric

You can e-mail your rubric internally within the Message Center to other TaskStream members or externally to any valid e-mail address. Click the **E-mail** button located at the top or bottom of the Rubric Wizard to open the e-mail window.



To send the rubric internally, click the **Select Recipients** button to access the Member Locator window. Use the Member Locator to find and select any TaskStream member with whom you wish to share your rubric.



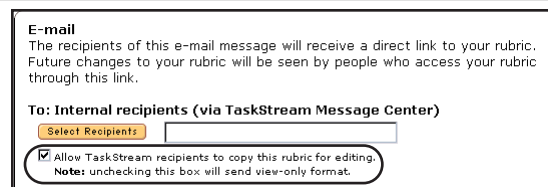
To send the rubric by external e-mail, type the external e-mail address in the **To: External recipients (outside e-mail)** field.

You can also include a personal message to accompany your rubric. When you are finished, click the **Send** button to send a link to your rubric to the designated recipient(s).



Sending a Rubric to be Copied

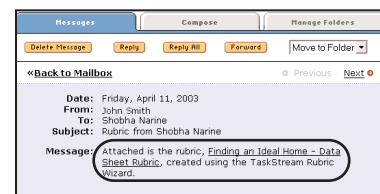
When you send a rubric through the Message Center, you can choose to allow the recipient to copy the rubric into his/her rubric library for use and editing. Check the **Allow TaskStream recipients to copy this rubric for editing** box, to enable the copying feature.



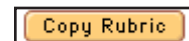
Importing/Copying a Rubric

When you receive a rubric from a colleague through the Message Center, or as part of a lesson, unit, web folio, and web page shared with you, you have the option to copy it into your rubric library for use and editing.

To open the rubric, click the link in the message.



Next, click the **Copy Rubric** button located to the upper right of the printable version of the rubric. If you already have a rubric with the same title, you will be asked to rename the new rubric. Click **OK**.

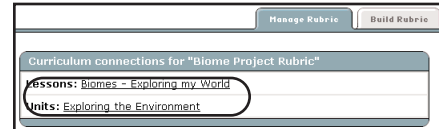


After you have completed the importing process, you will receive a message saying the rubric has been successfully copied and added to your library of existing rubrics.

To edit the imported rubric, go to the Rubric Wizard. Rubrics which have been copied will be marked with an asterisk(*). To edit the rubric, click its title and it will open in your rubric workspace.

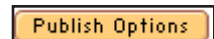
Manage Rubric

Click the **Manage Rubric** tab to view the lessons, units, and Directed Response Folios to which the rubric is attached.



Publishing a Rubric

To access the area that enables you to publish a finished rubric to the Cybrary, click the **Publish Options** button located at the top or bottom of your rubric template.



Submit to the TaskStream Cybrary

The TaskStream Cybrary is found in the TaskStream Resource Manager. If your organization has chosen to enable you to contribute to the Cybrary, you will be able to submit your rubric to the Cybrary.

Please note that your organization may or may not be reviewing work before making it available to other TaskStream subscribers. Some organizations may ask you to publish your unit to enable Administrators to access it. To learn about the Cybrary options your organization has chosen, please contact your local TaskStream lead contact.

To submit your rubric to the Cybrary, click the **Publish** button found in the Current Settings area of the Submit to TaskStream Cybrary section.



In step 1, you will be offered an opportunity to provide a description of your rubric.

Step 2 asks you to include keywords that will bring up the rubric during a search of the Cybrary.

Publish to TaskStream's Cybrary

1. **Enter description of rubric (purpose, age appropriateness, etc.)**
The description appears next to the title when others search for work in the Cybrary.
2. **Enter keywords**
Separate keywords with commas. Keywords help others locate your work more easily.
3. **Who should be able to view your work in the Cybrary?**
 Only people within TaskStream organization
 Any TaskStream subscriber

In step 3, if your organization is reviewing work submitted to the Cybrary before publishing it, you will be able to decide who should be able to view your published rubric in the Cybrary. If you want to only share your rubric with individuals in your organization, select to share your work only with people from your TaskStream organization. You can also choose to share your rubric with every TaskStream subscriber.

Editing a Rubric Submitted to Cybrary

You can edit your rubric at any time. The version that was submitted to the Cybrary will remain the same.

Note: Changes made to a previously published rubric are not automatically updated in the Cybrary. To update your published version, you need to republish your edited version.

Once a published rubric has been edited, you will need to republish the rubric for the edits to appear in the Cybrary. To access the Publish Options area, click the **Publish** button. Click the **Republish** button to submit the edited rubric for publication again.

Current Settings

Published (v1) Republish

Published to: Local Cybrary (TaskStream)

Other info: Work modified since publication of V1