

Rubric Builder

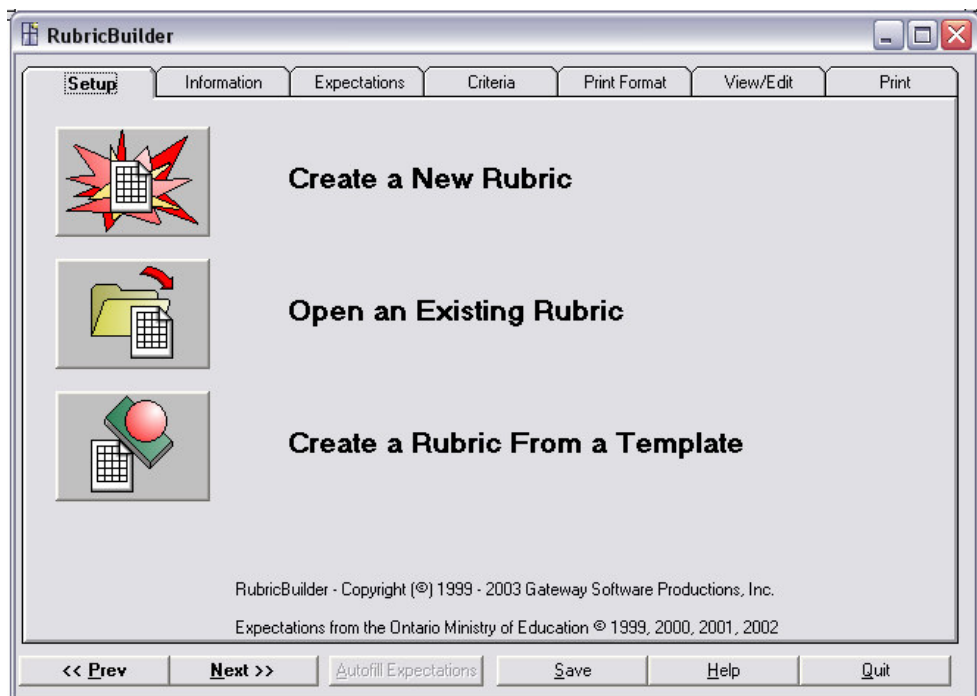
A Step-By-Step Procedure

1. I would like to create these rubrics at home. How can I install this program on another computer?

- Insert the CD. - If install does not start immediately, do the following:
- Press Start and select Run
- Type d:\setup.exe (where d is the drive letter of your CD-ROM drive) Click OK.
- Rubric Builder will lead you through the remainder of the setup procedure.

2. What menus and buttons do I need know to navigate this software?

- There are a set of tabs across the top of this interface that allow you to quickly move between elements of this program:
 - Setup: where you select your new file to create or a file that you want to edit.
 - Information: where you enter the titles and information onto your rubric.
 - Expectations: the section you select the appropriate expectations from the Ontario curriculum from which this rubric is built.
 - Criteria: allows you specify the specific criteria that will be within your rubric.
 - Print Format: where you select the desired layout of your rubric.
 - View/Edit: here you see your rubric with the option to edit its content.
 - Print: showcases all the different options for you to print or export this rubric.
- Along the bottom of the window, there are a set of buttons:
 - <<Prev: takes you to the previous window.
 - Next>>: take you to the next step after you have completed all the current tasks.
 - Autofill Expectations: will automatically put expectations into the appropriate fields, but is not always available.
 - Save: saves the current rubric.
 - Help: opens the help file to assist you.
 - Quit: exits the program.



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3. How do I create a new rubric?

- From the initial screen, the “Setup” tab, select “Create A New Rubric”.
- You will be taken to the “Information” tab, where you will be able to enter your rubric’s title, the task description and other key pieces of information. You **MUST** select the grade level from the drop down menu and also the appropriate course (or subject area). Then click “Next>>”.

The screenshot shows the 'RubricBuilder - Music Videos - New Rubric' window. The 'Information' tab is active, displaying the following fields and controls:

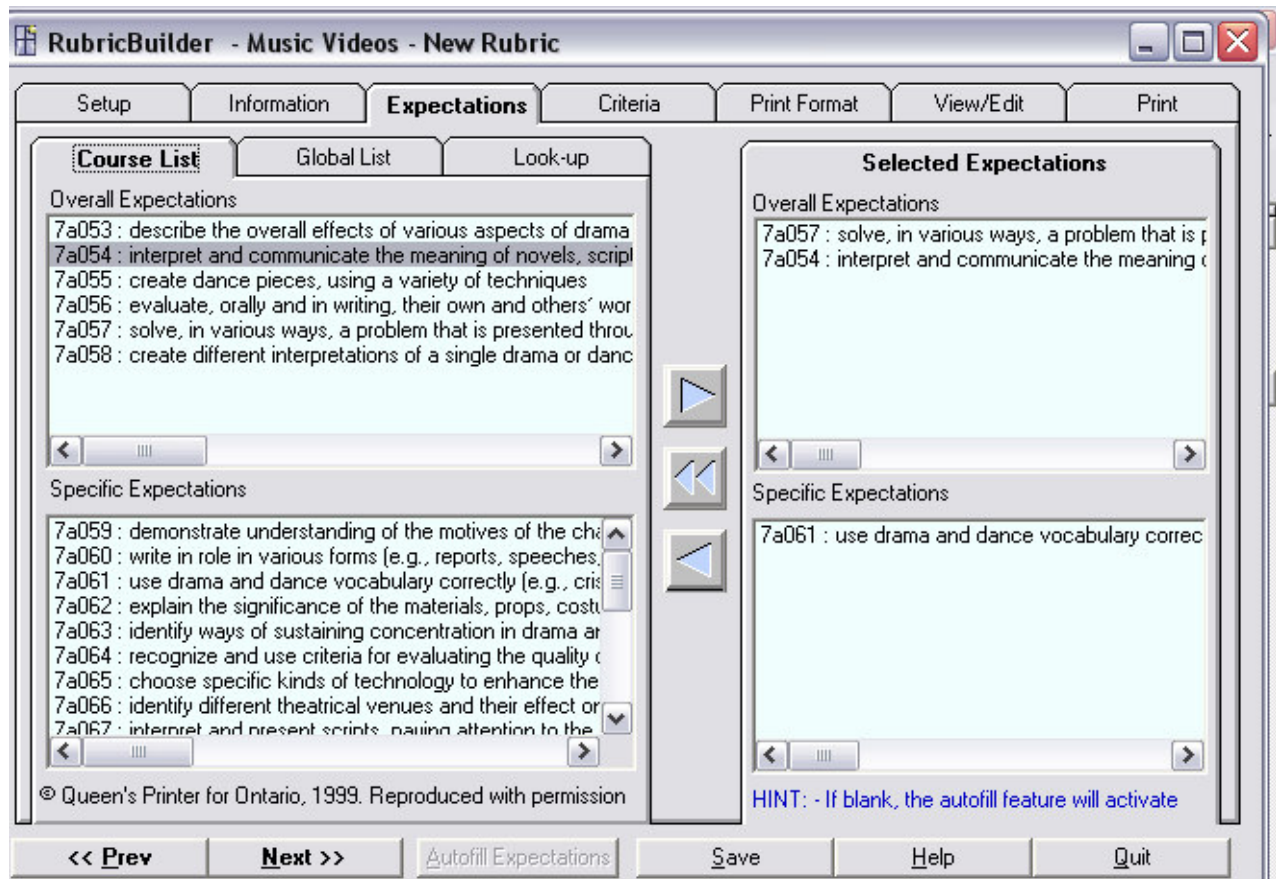
- Rubric Title:** Music Videos
- Performance Task Description:** Students create and perform music videos
- Date:** Tues, Sep 7, 2004
- School Name:** Devine Street Public School
- Teacher:** B. Hazzard (with a dropdown arrow and a button labeled '<< Add New Name to List')
- School Address:** 321 Devine St, Sarnia, Ontario, N7T 1T9
- Grade Level:** Grade 7 (with a dropdown arrow)
- Course:** ArtsDD: The Arts - Drama and Dance (with a dropdown arrow)
- Class Description (ie. Period 1):** (empty text box)

At the bottom of the window, there are several buttons: '<< Prev', 'Next >>', 'Autofill Expectations', 'Save', 'Help', and 'Quit'.

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- The “Expectations” tab will then allow you to import overall and specific expectations. Double click on the desired expectation within the left column and it will appear within the “Selected Expectations” window. For cross curricular expectations, use the “Global List” or “Look-up” tabs. When you have selected the appropriate expectations, click “Next>>”.



Quick Tip:

Within the “Expectations” tab:

You may search the expectations by key word. Enter in the word you wish to find and select the "binoculars". Choose the "X" to perform another search.

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- This screen has a working window at the top left that allows you to filter the database of criteria to suit your needs. When you select a criterion, you can see the four levels of assessment in the bottom left four boxes. On the right side of the screen, is where you will list the criteria you select. Your selected criteria will drop under a specific achievement chart category area. (This may be edited)

Double click the criterion to have it entered into the rubric with the criteria that is showcased for each level at the bottom left hand area. This may also be edited or completely new items maybe created. When finished with this screen, click “NEXT>>”.

RubricBuilder - Music Videos - New Rubric

Setup Information Expectations **Criteria** Print Format View/Edit Print

Criteria Filters
Task Type Chart Category Expectation Course Word Search

Performance [] [] 7a054 [] ArtsDD []

use drama and dance techniques to communicate meaning of material read

Selected Criteria
Understanding of Concepts
use drama and dance techniques to c
Critical Analysis and Appreciati
Performance and Creative Wor
Communication

Create your own criteria

Level 1: uses drama and dance techniques to communicate meaning of material read with limited clarity

Level 2: uses drama and dance techniques to communicate meaning of material read with some clarity

Level 3: uses drama and dance techniques to communicate meaning of material read with considerable clarity

Level 4: uses drama and dance techniques to communicate meaning of material read with excellent clarity

<< Prev Next >> Autofill Expectations Save Help Quit



Quick Tip:

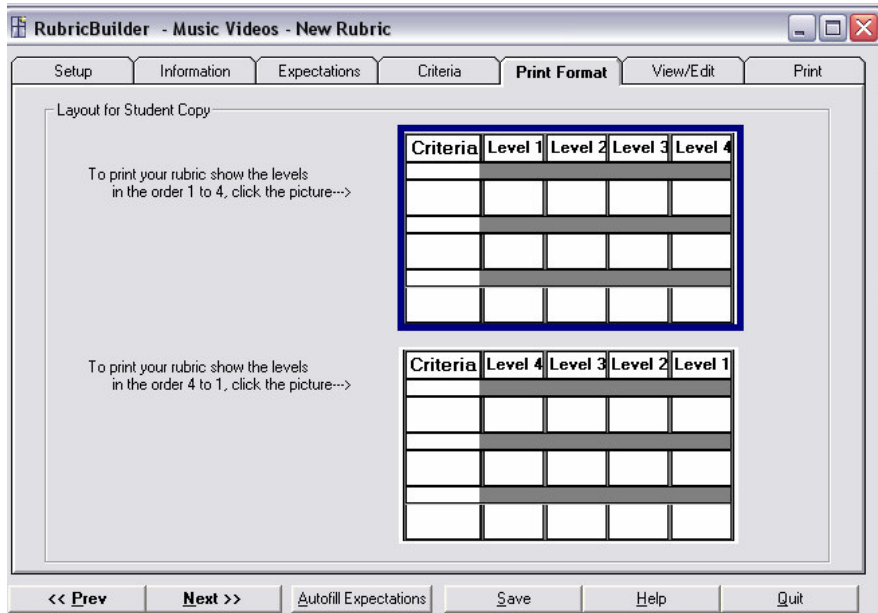
Trying to get your mind on track for rubrics, assessment and evaluations?
The Rubric Builder website offers a page of links to help you!

<http://www.rubricbuilder.on.ca/links.html>

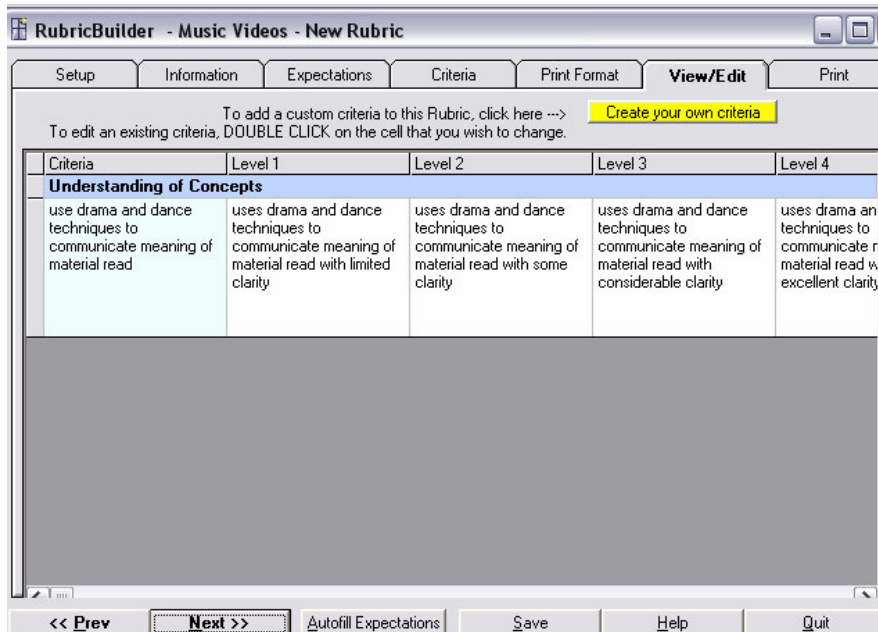
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- The next tab, “Print Format”, allows you to select the option of the rubric ascending from level 1 to level 4 or descending from level 4 to level 1. Click the desired option, then click “NEXT>>”.

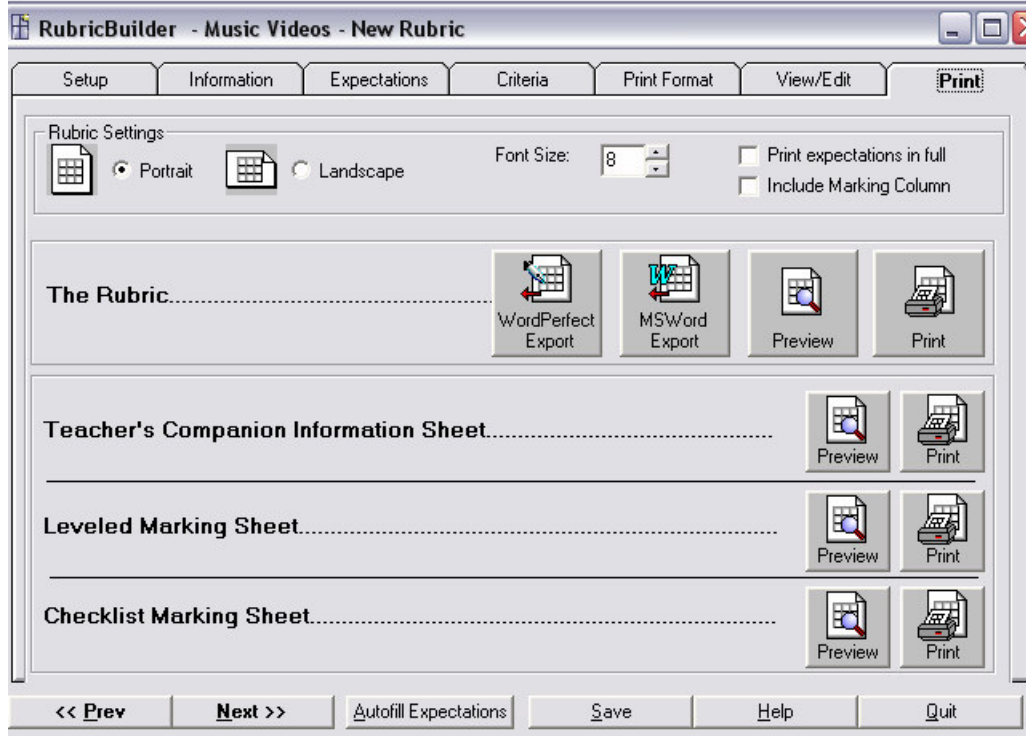


- Within the next tab, “View/Edit” you are able to preview your rubric, make changes and even add your own criteria. To change existing criteria, double click on the box and you will be able to edit the text. To add all new criteria, click the “Create your own criteria” button and add your new item. When the rubric passes your inspect, click “Next>>”.



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- The final tab is “Print” and allows you to do many different tasks. Within the first section you select the orientation of the rubric on the page, font size and what other options you would like to include.

The rubric then can be exported to WordPerfect, Microsoft Word, previewed or printed in the next section. Just click on the appropriate button.

Here is sample rubric (from www.rubricbuilder.on.ca):

School Information	Name: Teacher: Course: BTT10: Introduction to Information Technology in Business, Open, Grade 9 or 10, Date: Tue. May 23, 2000			
Portfolio Rubric				
Students compile a portfolio of their best assignments as part of their final evaluation. Students must also include a written assessment of their personal information technology strengths and weaknesses.				
Expectations: CO2.01X, CO2.02X, CO2.03X, CO2.04X, CO2.05X				
Categories	Level 1	Level 2	Level 3	Level 4
Knowledge				
identify personal information technology strengths	can identify two personal information technology strengths	can identify several personal information technology strengths	can identify a variety of personal information technology strengths	can identify a wide variety of personal information technology strengths
identify personal information technology weaknesses	can name two personal information technology weaknesses	can name several personal information technology weaknesses	can name a variety of personal information technology weaknesses	can name a variety of personal information technology weaknesses and suggest ways for improvement
demonstrate IT skills in samples of work	is able to demonstrate IT skills in some samples of work	is able to demonstrate IT skills in some samples of work	is able to demonstrate IT skills in a variety of samples of work	is able to demonstrate IT skills consistently in samples of work
demonstrate use of an exemplary work portfolio	uses some personal work portfolio	uses several exemplary work portfolio	keeps an exemplary work portfolio of a variety of work	keeps an updated exemplary work portfolio of a variety of work
reach personal IT skill level	can reach some personal IT skill levels with some accuracy	can reach some personal IT skill levels with good accuracy	can reach personal IT skill levels accurately	can reach personal IT skill levels accurately and use them for improvement
Communication				
demonstrate effectively, personal IT skills and competencies	can demonstrate some personal IT skills and competencies occasionally	can demonstrate some personal IT skills and competencies occasionally	can demonstrate a variety of personal IT skills and competencies	can demonstrate a variety of personal IT skills and competencies using a range of techniques

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- The next section allows you to print a “Teacher’s Companion Information Sheet”. Here is an example from www.rubricbuilder.on.ca:

School Information	Name: Teacher: Course: BTT10: Introduction to Information Technology in Business, Open, Grade 9 or 10, Date: Tue. May 23, 2000
Portfolio Rubric Students compile a portfolio of their best assignments as part of their final evaluation. Students must also include a written assessment of their personal information technology strengths and weaknesses.	
Expectations Specific CO2.01X : Determine their own information technology skills. CO2.02X : Analyse their information technology strengths and weaknesses. CO2.03X : Summarize electronically their information skills and competencies. CO2.04X : Demonstrate their information technology skills in samples of their work. CO2.05X : Demonstrate understanding of the importance of doing exemplary work and keeping samples of it for inclusion in résumés and portfolios that can be used in a future job search.	
Criteria Knowledge identify personal information technology strengths identify personal information technology weaknesses demonstrate IT skills in samples of work demonstrate use of an exemplary work portfolio assess personal IT skill level Communication summarize electronically, personal IT skills and competencies	

- The next section lets you print a “Leveled Marking Sheet”. Here is an example from www.rubricbuilder.on.ca:

School Information	Name: Teacher: Course: BTT10: Introduction to Information Technology in Business, Open, Grade 9 or 10, Date: Tue. May 23, 2000																																													
Portfolio Rubric Students compile a portfolio of their best assignments as part of their final evaluation. Students must also include a written assessment of their personal information technology strengths and weaknesses.																																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Categories</th> <th style="text-align: center;">1</th> <th style="text-align: center;">2</th> <th style="text-align: center;">3</th> <th style="text-align: center;">4</th> </tr> </thead> <tbody> <tr> <td>Knowledge</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>identify personal information technology strengths</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>identify personal information technology weaknesses</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>demonstrate IT skills in samples of work</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>demonstrate use of an exemplary work portfolio</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>assess personal IT skill level</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>summarize electronically, personal IT skills and competencies</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Categories	1	2	3	4	Knowledge					identify personal information technology strengths					identify personal information technology weaknesses					demonstrate IT skills in samples of work					demonstrate use of an exemplary work portfolio					assess personal IT skill level					Communication					summarize electronically, personal IT skills and competencies					<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>
Categories	1	2	3	4																																										
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- The next section lets you print a “Checklist Marking Sheet”. Here is an example from www.rubricbuilder.on.ca:

School Information	Name: Teacher: Course: BTT10: Introduction to Information Technology in Business, Open, Grade 9 or 10, Date: Tue. May 23, 2000	
Portfolio Rubric		
Students compile a portfolio of their best assignments as part of their final evaluation. Students must also include a written assessment of their personal information technology strengths and weaknesses.		
Categories	YES	NO
Knowledge		
identify personal information technology strengths		
identify personal information technology weaknesses		
demonstrate IT skills in examples of work		
demonstrate use of an exemplary work portfolio		
assess personal IT skill level		
Communications		
summarize demonstrably, personal IT skills and competencies		

4. How do I open rubrics that I have saved?

- From the “Setup” tab, click the “Open An Existing Rubric” button and then browse for your rubric file and click “Open”.

5. Are there any ready made rubrics?

- From the “Setup” tab, click the “Create A Rubric From A Template” button and then browse for your desired template file and click “Open”. Use the tabs to customize the rubric for your needs.



Quick Tip:

Looking for a new assignment or teaching idea? Browse through the rubric templates! Many rubrics are associated with some teaching ideas specific to the subject area and grade level.