

Suggested Steps for Using the Rubric

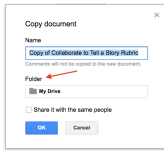
1) Decide if you want to assign each level of performance a number so you can tabulate a score when projects are complete.

For example: **Beginning = 1 point**
Developing = 2 points
Accomplished = 3 points
Exemplary = 4 points

2) Create a folder to keep your rubrics. Go to drive.google.com and select New → Folder and name it.

3) Share this folder with your students.

4) Make a copy of this rubric. Go to File and select Make a Copy, then add it to the folder you've created:



4) Share your copied rubric with students, then ask them to complete the following steps:

- Make a copy of the document and rename it using their name.
- Put the document in the folder you created (to save all student rubrics in one place).
- Update the top of the rubric by filling out the Student Name and Class sections.

5) Ensure students are sharing all elements of their project with you as they work through the lessons.

6) Once completed, use the rubric to evaluate the projects. Review the links to the exemplary and beginning projects to evaluate student work.

For example, a completed rubric might look like this. (Note: updates to the rubric have been made in pink.)

Projects		Level of Performance				Feedback	
Outcome	Components	Beginning-1	Developing-2	Accomplished-3	Exemplary-4	Score	Comments
Brainstorm Story Ideas (using Docs)	Document	Document has been created.	Document has been created and a name has been added.	Document has been created, has been named and has been shared correctly.	Document has been created, has a descriptive name and has been shared correctly.	2	
	Ideas	Fewer than 5 ideas in each of 3 categories: - Settings - Characters - Problems	5 to 9 ideas in each of 3 categories: - Settings - Characters - Problems	10 ideas in each of 3 categories: - Settings - Characters - Problems	10 or more ideas correctly categorized in each of 3 categories: - Settings - Characters - Problems		
	Story Elements	No story elements (setting, character, and problem) are identified using bold, font color, etc.	Fewer than 3 story elements (setting, character, and problem) are identified using bold, font color, etc.	3 story elements (setting, character, and problem) are identified using bold, font color, etc.	3 story elements (setting, character, and problem) that logically relate to one another are identified using bold, font color, etc.	3	
	Synopsis	Document does not have a synopsis.	Document has a synopsis, but it discusses fewer than 3 story elements.	Document has a synopsis that discusses all 3 story elements.	Document has a synopsis that discusses all 3 story elements clearly, concisely and completely.		
						4	Provide any comments for the student that you think might be helpful to assist your students for the project.
						1	

7) If you applied number values to each component, calculate the total score. In the example shown, the student would have scored 10 out of a possible 16 points.

8) Students will be able to see how you scored the project by viewing the rubric you originally shared with them.

Note: If you don't want students to be able to make any changes to the rubric after you've scored their project, change the sharing settings by doing the following:

Click on Share.

Select the student name below the People box.

Select the pencil and change to Can View or Can Comment.

Note: Use the Supplementary section of the rubric to add and evaluate additional project components.

