

Quick-Start Guide

Rubrics

Create a New Rubric

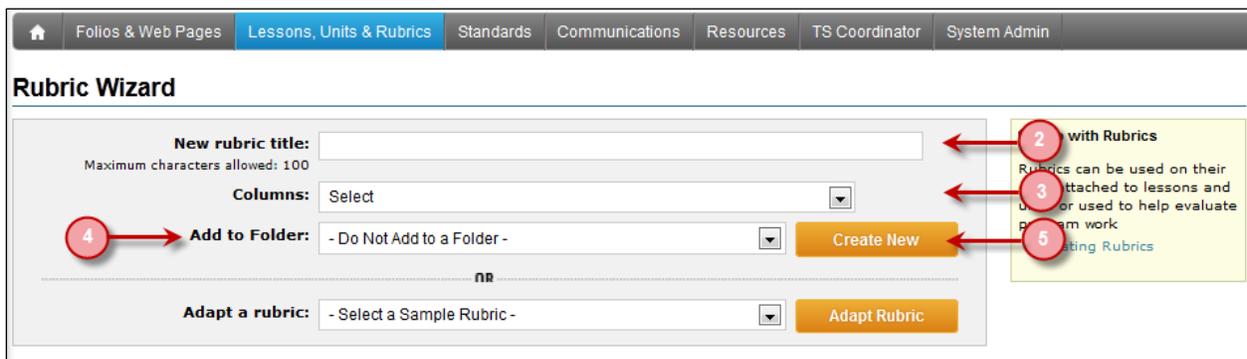
To access the Rubric Wizard, click **Lessons, Units, and Rubrics** from the main navigation bar.



1. Click **Go to the Rubric Wizard**. You will arrive at the Rubric Wizard area.



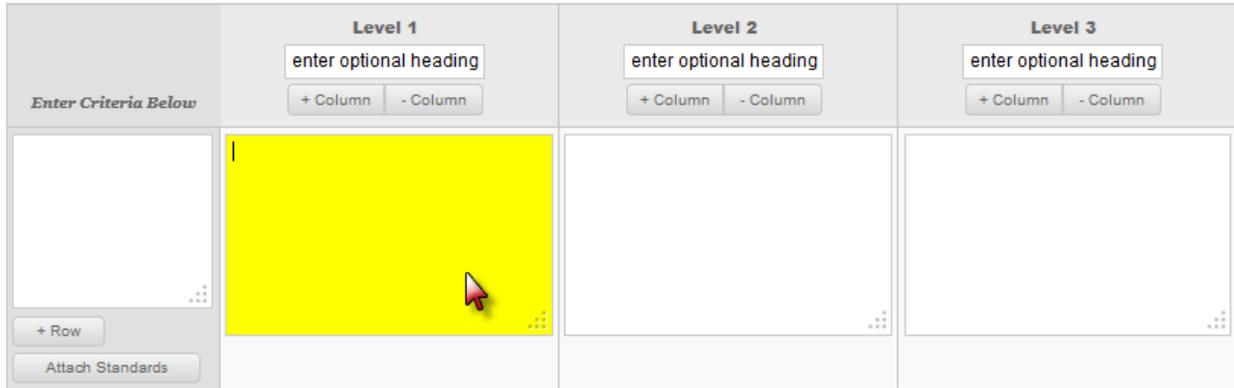
2. To create a new rubric, in the text field, type the title for your rubric.
3. Select the number of columns.
4. (Optional) Select a folder to add your rubric to.
5. Click **Create New**.



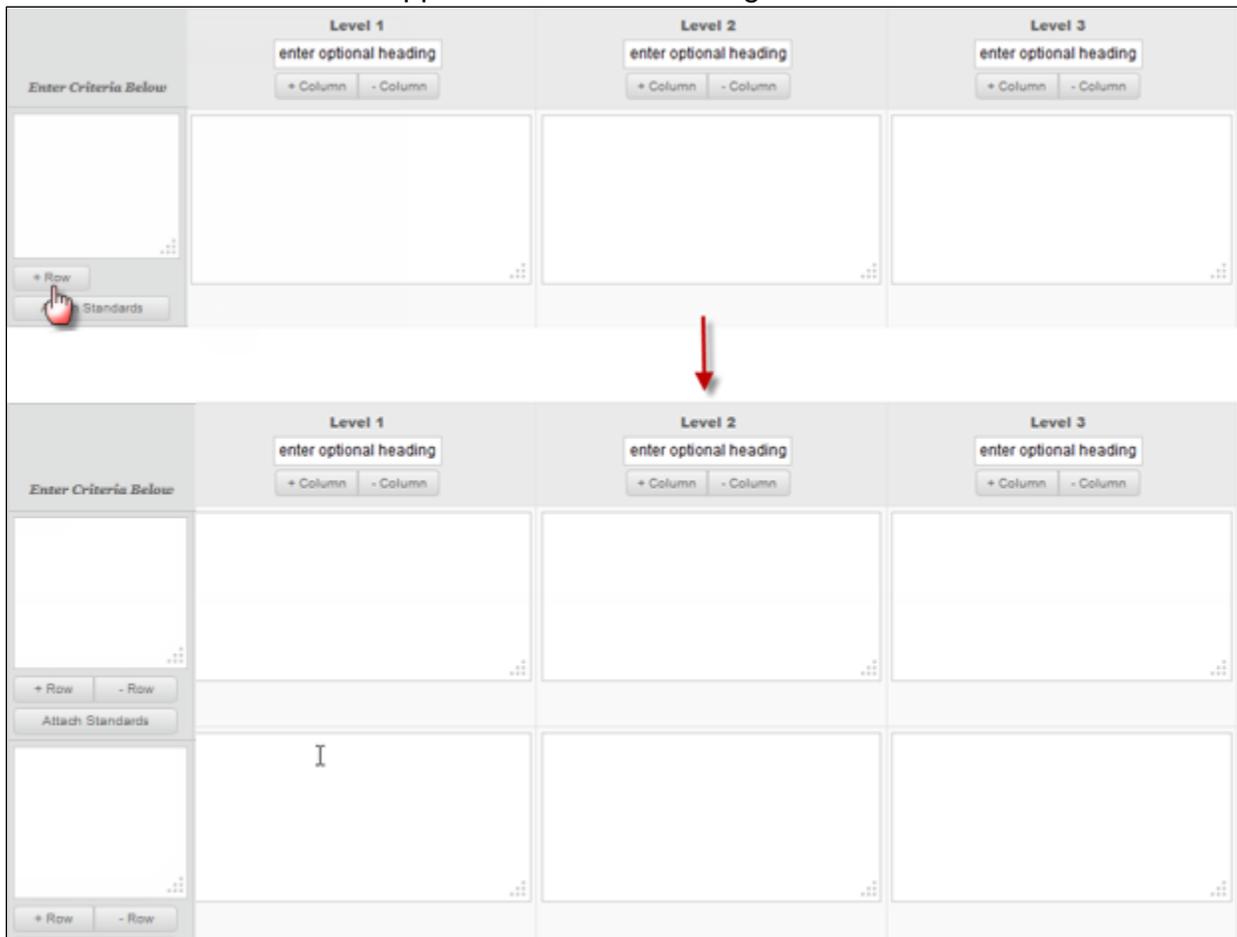
A blank rubric appears. It consists of one row and the number of columns that you selected.

Add Content

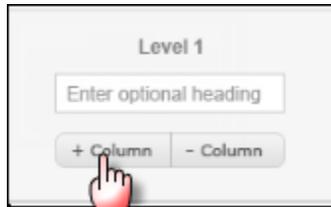
- To **enter original content** into the blank text boxes of a given row, click in the box.
 - When you click, the text box turns yellow to show it is enabled.



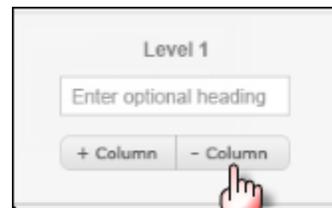
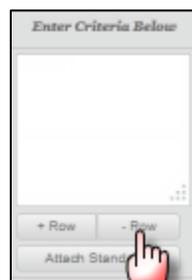
- To **add additional rows**, below the criterion text box of a row, click the **+ Row** link located.
 - The new row appears below the existing row.



- To **add additional columns**, beneath each column heading, click the + *Column* link.
 - The new column is added to the right of the column where you clicked the link.



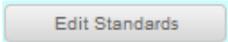
- To **delete rows**, below the criteria box of a row, click the - *Row* link.
- To **delete columns**, beneath each column heading, click the - *Column* link.



- To add standards, click .
 - In the Browse Standards page, select standards from State, National, or Local Standards OR browse or select from Your Target Sets, if applicable.

 *If a standard is being edited by Taskstream, you may have areas that are unavailable for inclusion*

	Level 1	Level 2	Level 3
Enter Criteria Below	enter optional heading + Column - Column	enter optional heading + Column - Column	enter optional heading + Column - Column
+ Row - Row Edit Standards			
Standards USA- Foundation, Knowledge and Competencies for Entry Level Dietitians (2008) Domain: 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice Competency/Learning Outcome: SP 1.1 Select appropriate indicators and measure achievement of clinical, programmatic, quality, productivity, economic or other outcomes			

- The standards are attached to the row and display beneath the text boxes.
- If you need to make a change to the selected standards, click .

- The Add Standards section appears.

Add Standards to Criteria 'Criteria 1'

Directions: Use the select buttons to choose standards to include. [Help on this Page](#)

Cancel Add More Standards Save and Return to Rubric

Display: Show Condensed Descriptors OR Show Full Descriptors

USA- Common Core State Standards (June 2010) Remove All

Subject : Mathematics

Grade : Grade 1

Domain : Measurement and Data 1.MD

Entire Cluster : Measure lengths indirectly and by iterating length units. 1. Order three objects by length; compare ... Remove

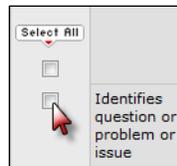
- Click **Remove** to remove standards as needed.
- To continue, click **Save and Return to Rubric**.

Import Content from Other Rubrics

Import from Rubric: - Sample Rubrics - OR - My Rubrics - Import

- To import content from a sample rubric,
 - From the *Sample Rubrics* pull-down menu near the top of the page, select a rubric.
 - Click **Import**.
- To import content from another rubric you have created,
 - From the **My Rubrics** pull-down menu near the top of the page, select the rubric.
 - Click **Import**.

Select the rows you want to import.



(Optional) Click **Reverse Order of Columns** to match the columns in your current rubric.

Click **Apply Changes**.

Reverse Order of Columns
Apply Changes

Print Your Rubric

- To view a printable version of your rubric, located at the top or bottom of your rubric, click **Print View**.



- To print this view, in the menu bar of the print view window, click **File** and select **Print**.

Email Your Rubric

1. Located at the top or bottom of your rubric, click **Email**.



2. To select the person you would like to send your lesson to via the Message Center, click **Select Recipients** or to send the rubric to someone outside of Taskstream, type an external email address in the To: External recipients field.
3. (Optional) To send the rubric via 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 to select to **Allow Taskstream recipients to copy this rubric for editing**.
4. (Optional) You can include a personal message with your rubric.
5. When you are finished, click **Send**.

If you have additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656, press 1 for support