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 Attach Standards.
  - 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

- 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 Edit Standards.
The Add Standards section appears.

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

**Import Content from Other Rubrics**

- 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**.
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*