

Semester TWO Rubric – GRADE 3  
**Library Media and Technology**

Report Card Line	<b>4 ADVANCED</b>	<b>3 PROFICIENT</b>	<b>2 BASIC</b>	<b>1 MINIMAL</b>
Understands and demonstrates basic library skills	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> <li>▪ Shows exceptional behavior and skills in the library</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understands how nonfiction books are arranged (Dewey Decimal System)</li> <li>▪ Uses parts of a book (title page, table of contents, index and glossary)</li> <li>▪ Records bibliographic information from online library catalog</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates some of the proficient skills and requires some teacher help</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates few of the proficient skills and requires intensive teacher help to do so</li> </ul>
Utilizes the research process	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> <li>▪ Completes the process with above-grade level independence</li> <li>▪ Restates non-fiction information in his or her own words</li> </ul>	<ul style="list-style-type: none"> <li>▪ Uses a research process:               <ul style="list-style-type: none"> <li>✓ Understands plan (purpose &amp; tasks)</li> <li>✓ Carry out the plan</li> <li>✓ Self-evaluate the plan</li> </ul> </li> <li>▪ Uses non-fiction books or online resource to locate and extract information</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates some of the proficient skills and requires some teacher help</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates few of the proficient skills and requires intensive teacher help to do so</li> </ul>

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Utilizes basic software applications	<p>Demonstrates all proficient skills AND:</p> <ul style="list-style-type: none"> <li>▪ Shows exceptional skills in the lab</li> <li>▪ Is able to help others as necessary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Uses a word processing program and its editing features to publish a piece of writing:               <ul style="list-style-type: none"> <li>✓ Center text</li> <li>✓ Change font size/style</li> <li>✓ Bold</li> <li>✓ Underline</li> </ul> </li> <li>▪ Pre-writes using a graphics organizer program</li> <li>▪ Saves work to student folder</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates some of the proficient skills and requires some teacher help</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates few of the proficient skills and requires intensive teacher help to do so</li> </ul>
Demonstrates keyboarding techniques and skills	<p>Demonstrates all proficient skills AND:</p> <ul style="list-style-type: none"> <li>▪ Demonstrates keyboarding techniques and skills above grade level expectation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates knowledge of basic keyboarding techniques and skills               <ul style="list-style-type: none"> <li>✓ Correct posture (hands, fingers, body)</li> <li>✓ Familiarity with finding keys (home row)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates some of the proficient skills and requires some teacher help</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates few of the proficient skills and requires intensive teacher help to do so</li> </ul>

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Accesses information appropriately from the Internet	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> <li>▪ Shows exceptional navigational skills in the lab</li> <li>▪ Is able to help others as necessary</li> <li>▪ Remains focused on appropriate information</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accesses and uses an online resource such as Badger Link, online encyclopedia or pre-selected internet site.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates some of the proficient skills and requires some teacher help</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates few of the proficient skills and requires intensive teacher help to do so</li> </ul>