

## Library Media and Technology

Report Card Line	4 ADVANCED	3 PROFICIENT	2 BASIC	1 MINIMAL
Independently applies 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>▪ Independently locates book according to task and/or information from online library catalog</li> <li>▪ Understands how to use a variety of reference materials</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>▪ Excels in completing all parts of the research process</li> </ul>	Uses a research process: <ul style="list-style-type: none"> <li>▪ Defines given task</li> <li>▪ Lists possible resources and select best to use</li> <li>▪ Locates resources</li> <li>▪ Extracts appropriate information (takes notes in his or her own words)</li> <li>▪ Organizes information and creates the final project</li> <li>▪ Self-evaluates</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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Demonstrates understanding of spreadsheet software	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> <li>▪ Shows exceptional skills in the lab</li> <li>▪ Exceeds grade-level project expectations</li> <li>▪ Is able to help others as necessary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understands and uses a spreadsheet program to create a graph or chart</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 understanding of presentation software	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> <li>▪ Shows exceptional skills in the lab</li> <li>▪ Exceeds grade-level project expectations</li> <li>▪ Is able to help others as necessary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Uses presentation software to communicate information or show knowledge;</li> <li>▪ May include:                             <ul style="list-style-type: none"> <li>✓ photo or clipart</li> <li>✓ background or template</li> <li>✓ animations &amp; transitions</li> <li>✓ audio clip</li> <li>✓ presents information</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>

Semester TWO Rubric – GRADE 4  
**Library Media and Technology**

Report Card Line	<b>4 ADVANCED</b>	<b>3 PROFICIENT</b>	<b>2 BASIC</b>	<b>1 MINIMAL</b>
Utilizes graphic organizer software	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> <li>▪ Shows exceptional skills in the lab</li> <li>▪ Exceeds grade-level project expectations</li> <li>▪ Is able to help others as necessary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Uses graphic organizer program to pre-write and/or take notes from a source</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 word processing software	Demonstrates all proficient skills AND: <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>▪ Independently uses a word processing program and its editing features to publish a piece of writing               <ul style="list-style-type: none"> <li>✓ Spell check</li> <li>✓ Centered Title</li> <li>✓ Change Font size/style</li> <li>✓ Bold</li> <li>✓ Underline</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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Report Card Line	<b>4 ADVANCED</b>	<b>3 PROFICIENT</b>	<b>2 BASIC</b>	<b>1 MINIMAL</b>
Demonstrates keyboarding techniques and skills	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> <li>▪ Demonstrates keyboarding techniques and skills above grade level expectation</li> <li>▪ Keeps eyes on copy</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>✓ Uses home row keys with correct fingers</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>
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>▪ Access and uses an on-line 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>