

Semester TWO Rubric – GRADE 5  
**Library Media and Technology**

Report Card Line	<b>4 ADVANCED</b>	<b>3 PROFICIENT</b>	<b>2 BASIC</b>	<b>1 MINIMAL</b>
Utilizes the research process	<p>Demonstrates all proficient skills AND:</p> <ul style="list-style-type: none"> <li>▪ Completes the process with above-grade level independence</li> <li>▪ Independently selects best reference source based on type of information needed</li> <li>▪ Successfully merges information from multiple sources</li> <li>▪ Excels in completing all parts of the research process</li> </ul>	<ul style="list-style-type: none"> <li>▪ 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 (take notes)</li> <li>✓ Organizes information and create the final project</li> <li>✓ Self-evaluates process and product</li> </ul> </li> <li>▪ Understands meaning of copyright and plagiarism</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 spreadsheet software	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> <li>▪ Shows exceptional spreadsheet 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 do simple formulas and/or calculations</li> <li>▪ Creates chart or graph with Excel</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 presentation software	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> <li>▪ Shows exceptional presentation software 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> </ul> 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>	<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 graphic organizer software	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> <li>▪ Shows exceptional graphic organizer 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 a word processing program	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> <li>▪ Shows exceptional word processing skills in the lab</li> <li>▪ Exceeds grade-level project expectations</li> <li>▪ Is able to help others as</li> </ul>	<ul style="list-style-type: none"> <li>▪ Independently uses a word processing program to publish a piece of writing (applies all skills from previous grades)</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 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> <li>▪ Consistently 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> <li>✓ Begins touch typing</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	<p>Demonstrates all proficient skills AND:</p> <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>▪ Consistently remains focused on appropriate information seeking task(s)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accesses and uses an on-line resource such as Badger Link, on-line 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>