

Semester TWO Rubric – GRADE 5
Library Media and Technology

Report Card Line	4 ADVANCED	3 PROFICIENT	2 BASIC	1 MINIMAL
Utilizes the research process	<p>Demonstrates all proficient skills AND:</p> <ul style="list-style-type: none"> ▪ Completes the process with above-grade level independence ▪ Independently selects best reference source based on type of information needed ▪ Successfully merges information from multiple sources ▪ Excels in completing all parts of the research process 	<ul style="list-style-type: none"> ▪ Uses a research process: <ul style="list-style-type: none"> ✓ Defines given task ✓ Lists possible resources and select best to use ✓ Locates resources ✓ Extracts appropriate information (take notes) ✓ Organizes information and create the final project ✓ Self-evaluates process and product ▪ Understands meaning of copyright and plagiarism 	<ul style="list-style-type: none"> ▪ Demonstrates some of the proficient skills and requires some teacher help 	<ul style="list-style-type: none"> ▪ Demonstrates few of the proficient skills and requires intensive teacher help to do so

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Utilizes spreadsheet software	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> ▪ Shows exceptional spreadsheet skills in the lab ▪ Exceeds grade-level project expectations ▪ Is able to help others as necessary 	<ul style="list-style-type: none"> ▪ Understands and uses a spreadsheet program to do simple formulas and/or calculations ▪ Creates chart or graph with Excel 	<ul style="list-style-type: none"> ▪ Demonstrates some of the proficient skills and requires some teacher help 	<ul style="list-style-type: none"> ▪ Demonstrates few of the proficient skills and requires intensive teacher help to do so
Utilizes presentation software	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> ▪ Shows exceptional presentation software skills in the lab ▪ Exceeds grade-level project expectations ▪ Is able to help others as necessary 	<ul style="list-style-type: none"> ▪ Uses presentation software to communicate information or show knowledge May include: <ul style="list-style-type: none"> ✓ photo or clipart ✓ background or template ✓ animations & transitions ✓ audio clip ✓ presents information 	<ul style="list-style-type: none"> ▪ Demonstrates some of the proficient skills and requires some teacher help 	<ul style="list-style-type: none"> ▪ Demonstrates few of the proficient skills and requires intensive teacher help to do so

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Utilizes graphic organizer software	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> ▪ Shows exceptional graphic organizer skills in the lab ▪ Exceeds grade-level project expectations ▪ Is able to help others as necessary 	<ul style="list-style-type: none"> ▪ Uses graphic organizer program to pre-write and/or take notes from a source 	<ul style="list-style-type: none"> ▪ Demonstrates some of the proficient skills and requires some teacher help 	<ul style="list-style-type: none"> ▪ Demonstrates few of the proficient skills and requires intensive teacher help to do so
Utilizes a word processing program	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> ▪ Shows exceptional word processing skills in the lab ▪ Exceeds grade-level project expectations ▪ Is able to help others as 	<ul style="list-style-type: none"> ▪ Independently uses a word processing program to publish a piece of writing (applies all skills from previous grades) 	<ul style="list-style-type: none"> ▪ Demonstrates some of the proficient skills and requires some teacher help 	<ul style="list-style-type: none"> ▪ Demonstrates few of the proficient skills and requires intensive teacher help to do so

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Demonstrates keyboarding techniques and skills	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> ▪ Demonstrates keyboarding techniques and skills above grade level expectation ▪ Consistently keeps eyes on copy 	<ul style="list-style-type: none"> ▪ Demonstrates knowledge of basic keyboarding techniques and skills <ul style="list-style-type: none"> ✓ Correct posture (hands, fingers, body) ✓ Uses home row keys with correct fingers ✓ Begins touch typing 	<ul style="list-style-type: none"> ▪ Demonstrates some of the proficient skills and requires some teacher help 	<ul style="list-style-type: none"> ▪ Demonstrates few of the proficient skills and requires intensive teacher help to do so
Accesses information appropriately from the Internet	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> ▪ Shows exceptional navigational skills in the lab ▪ Is able to help others as necessary ▪ Consistently remains focused on appropriate information seeking task(s) 	<ul style="list-style-type: none"> ▪ Accesses and uses an on-line resource such as Badger Link, on-line encyclopedia, or pre-selected internet site 	<ul style="list-style-type: none"> ▪ Demonstrates some of the proficient skills and requires some teacher help 	<ul style="list-style-type: none"> ▪ Demonstrates few of the proficient skills and requires intensive teacher help to do so