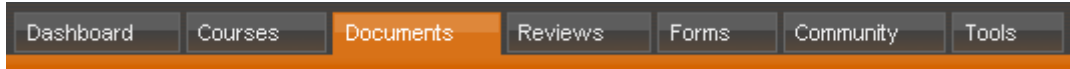


## Instructions for Creating a Rubric

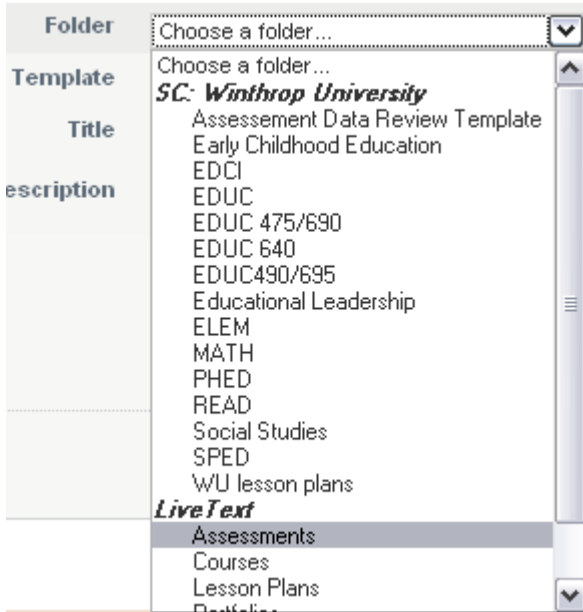
1. Sign into LiveText.
2. Click on the “Documents” tab.



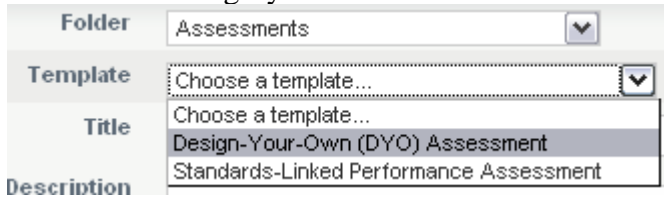
3. Click on “New.”



4. Choose “Assessments” under Folder.



5. Choose “Design-your-own” Assessment under Template.



6. Give your document a Title, ie “SPED 575 Assistive Technology Rubric.”
7. Insert your name, the semester, and the year in the “Description” box.
8. Click on “Save as New Document” button in bottom right hand corner of screen.

9. You are now in Document View and look at your new document. There are three default sections to the document—Text and Images, Standards, and Rubric. You may or may not need to use the Text and Images section.
10. If you do not need the Text and Images section, click on the “Manage Sections” tab on the right hand side of your screen.



11. Place a check mark in the box beside “Text and Images” and click the “Delete” button on the top right hand of screen.

12. It is also best to reorder the Standards and Rubric to place the Rubric as the first thing to see. You do this by clicking on “Section Order” (seen in the toolbar above). Then use the arrows to move the items up or down on the list.

13. Click on the “Standards” link.

<input type="checkbox"/>	Title
<input type="checkbox"/>	Rubric
<input type="checkbox"/>	Standards

14. Click on the “Add” button.

<input type="button" value="+ Add"/>	<input type="button" value="X Delete"/>
<input type="checkbox"/>	Standard

15. Be sure to click on “All” to show all the standard sets.

Search using the following criteria:

Standard Set: (Personal   <a href="#">All</a> )	Select Set <input type="button" value="v"/>
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16. The standards will appear at the bottom of the screen in a list form. To narrow the number of standards, click on the drop down box beside “Standards Set Level 1” and choose a subsection of the standards.

17. Place a check mark beside each standard that you would like to add. You can choose multiple standards from the same page; however, you must click “Add Standards” before going on to choose standards from another page.

<input type="checkbox"/>	Standard	Description
<input checked="" type="checkbox"/>	SC-WMN-CF-MAT.1	Instruction - The educational leader is a skilled teacher able to design, deliver, evaluate, and refine instruction.
<input checked="" type="checkbox"/>	SC-WMN-CF-MAT.1.1	Instruction - The educational leader delivers effective instruction that is continuously evaluated and improved.
<input type="checkbox"/>	SC-WMN-CF-MAT.1.1.1	Is willing to engage in the continuous process of evaluating and improving instruction.
<input type="checkbox"/>	SC-WMN-CF-MAT.1.1.2	Uses technology to plan, deliver, and assess instruction.
<input type="checkbox"/>	SC-WMN-CF-MAT.1.1.3	Examines a repertoire of classroom management and teaching strategies.
<input type="checkbox"/>	SC-WMN-CF-MAT.1.1.4	Implements planned lessons effectively.
<input type="checkbox"/>	SC-WMN-CF-MAT.1.1.5	Values flexibility and uses a variety of appropriate instructional strategies to meet students' needs, including modalities, intelligences, and learning styles.
<input type="checkbox"/>	SC-WMN-CF-MAT.1.1.6	Values and creates learning experiences which encourage critical thinking, problem solving, and other higher-order thinking skills.
<input type="checkbox"/>	SC-WMN-CF-MAT.1.1.7	Applies and evaluates appropriate strategies for individual, small-group, and large-group instruction.
<input type="checkbox"/>	SC-WMN-CF-MAT.1.1.8	Solicits and uses information from community, colleagues, students, and families to design and deliver effectively instruction that demonstrates a sensitivity to culture, gender, social, and academic differences.
<input checked="" type="checkbox"/>	SC-WMN-CF-MAT.1.2	Classroom Management - The educational leader employs effective classroom management practices based on contemporary theories, best practices, ethics, cultural circumstances, exceptionalities, and research.

18. Scroll through the pages to find all of the standards you need.

Showing 1-20 of 146    **1** 2 3 4 5 6 7 8    Next

19. When you are done, click the “Save & Finish” button at the top right hand of the screen.



20. You are back to your document and can see the standards that you selected listed. Click on the “Edit” button beside the Rubric section.

A screenshot of a software interface for creating an assessment. At the top, there are tabs for "Document View", "Edit Properties", and "Manage Pages". Below these are several action buttons: "Submit Assignment", "Send for Review", "Share", "Copy", "Print", and "Export". The main area is titled "Assessment" and contains two sections: "Rubric" and "Standards". Each section has an "Edit" button to its right. The "Standards" section lists three standards with their descriptions: SC-WIN-CF-MAT.1 (Instruction), SC-WIN-CF-MAT.1.1 (Instruction), and SC-WIN-CF-MAT.1.2 (Classroom Management).

21. Be sure to change the title of the rubric in Section Title as well to match the title of your rubric.

A form element with the label "Section Title" and a text input field containing the text "SPED 575 Assistive Technology Rubric".

22. Choose a set of levels. If the title of your levels is not available in the dropdown box, choose a set with the same number of levels.

A screenshot of a dropdown menu. The menu is open, showing a list of level sets. The first item is "Choose a set of levels...". Below it are several options: "Mastery, Accomplished, Developing, Beginning", "Advanced, Proficient, Developing, Beginner", "Exemplary, Proficient, Partially Proficient, Incomplete", "Far Exceeds, Exceeds, Meets, Does Not Meet Expectations", "Target, Acceptable, Unacceptable", "Exceeds, Meets, Falls Below Expectations", "Satisfactory, Unsatisfactory", "Acceptable, Unacceptable", "Pass, Fail", "4, 3, 2, 1", "3, 2, 1", "Always, Usually, Sometimes, Rarely, Never", and "SA, A, I, D, SD". An "Add" button is visible to the right of the dropdown.

23. To change the titles of each level, click on the current titles and change the name in the textbox. (For example, change “4” to “Relational.”) Leave the point values for the different levels (i.e. Relational = 4, Multistructural = 3, Unistructural = 3, and Prestructural = 1)

**Relational (4 pts)**

Level

Points

Position

this level

new level here

24. Click “Add” button on the left hand side of screen to add Elements to the rubric.

**Element 1**

1/1 (100%)

25. Name the Element and remove the number 1 from the textbox beside “Weight.” Here you can also add the standards from earlier to the different elements of the rubric it applies to.

**Content**

Element

Weight

Position

Assigned Standards:

Available Standards:

- SC-WIN-CF-MAT.1
- SC-WIN-CF-MAT.1.1
- SC-WIN-CF-MAT.1.2

this element

new element here

26. Double click in each box under the different levels to add text. You can use the cut and paste function here if necessary.

**Relational (4 pts)**

**Content**  
SC-WIN-CF-MAT.1

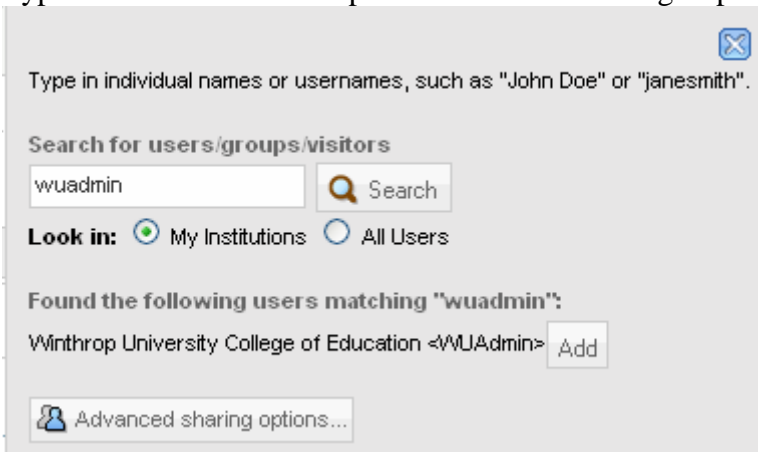
27. Continue as above to add more Elements. When you are done, click the “Save & Finish” button in the top right hand of the screen. If you wish to save your changes as you work but not close the document, click “Save Changes.”



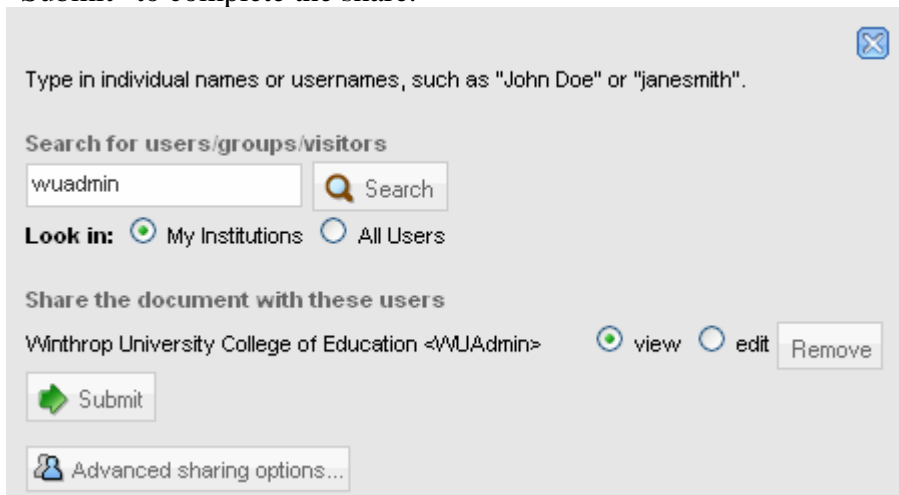
28. **IMPORTANT**---If this rubric is tied to a key assignment you must share the rubric document with the Administrator account. Click on the “Share” tab.



Type “wuadmin” into the space to search for users/groups/visitors. Then click “Add.”



Make sure that you share the document in the “view” mode only and not “edit.” Then click “Submit” to complete the share.



29. If this rubric is NOT tied to a key assignment, then you can add the rubric to an assignment without sharing it with the Administrator account through the steps in “Creating an Assignment.”