

Semester TWO Rubric – GRADE 4
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"> ♣ Shows exceptional behavior and skills in the library ♣ Using what was read in a nonfiction resource, restates the information in his or her own words 	<ul style="list-style-type: none"> ♣ Independently locates book according to task and/or information from online library catalog ♣ Understands how to use an atlas and almanac 	<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 the research process	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> ♣ Completes the process with above-grade level independence ♣ Excels in completing all parts of the research process 	Uses the Big 6 to do research: <ul style="list-style-type: none"> ♣ Defines given task ♣ Lists possible resources and selects best to use ♣ Locates resources ♣ Extracts appropriate information (take notes) ♣ Organizes information and creates the final project ♣ Self-evaluates process and product 	<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 understanding of spreadsheet software	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> ♣ Shows exceptional skills in the lab ♣ Exceeds grade-level project expectations ♣ Is able to help others as necessary 	♣ Understands and uses a spreadsheet program to create a graph or chart	♣ Demonstrates some of the proficient skills and requires some teacher help	♣ Demonstrates few of the proficient skills and requires intensive teacher help to do so
Demonstrates understanding of presentation software	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> ♣ Shows exceptional skills in the lab ♣ Exceeds grade-level project expectations ♣ Is able to help others as necessary 	♣ Uses presentation software to communicate information or show knowledge <ul style="list-style-type: none"> } Incorporate photo or clip art } Uses background or template } Presents information 	♣ Demonstrates some of the proficient skills and requires some teacher help	♣ 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 skills in the lab ♣ Exceeds grade-level project expectations ♣ Is able to help others as necessary 	♣ Uses graphic organizer program to pre-write and/or take notes from a source	♣ Demonstrates some of the proficient skills and requires some teacher help	♣ Demonstrates few of the proficient skills and requires intensive teacher help to do so
Utilizes word processing software	Demonstrates all proficient skills AND: <ul style="list-style-type: none"> ♣ Shows exceptional skills in the lab ♣ Is able to help others as necessary 	♣ Independently uses a word processing program and its editing features to publish a piece of writing: <ul style="list-style-type: none"> } Spell check } Center Title } Change font size/style } Bold } Underline 	♣ Demonstrates some of the proficient skills and requires some teacher help	♣ 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 ♣ Keeps eyes on copy 	♣ 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 	♣ Demonstrates some of the proficient skills and requires some teacher help	♣ 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 ♣ Remains focused on appropriate information 	♣ Accesses and uses an online resource such as Badger Link, online encyclopedia, or pre-selected internet site	♣ Demonstrates some of the proficient skills and requires some teacher help	♣ Demonstrates few of the proficient skills and requires intensive teacher help to do so