LAT
by TaskStream

LEARNING
ACHIEVEMENT TOOLS

Getting Started with Rubrics

Task Stream
Advancing Educational Excellence

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Create a New Rubric

To access the Rubric Wizard,

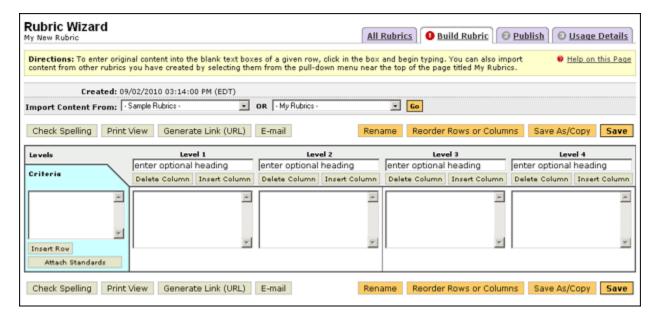1. Click **Lessons, Units, and Rubrics** from the main navigation bar.

1. Click the *Go to the Rubric Wizard* link. You will arrive at the Rubric Wizard area.
2. To create a new rubric, in the text field, type the title for your rubric.
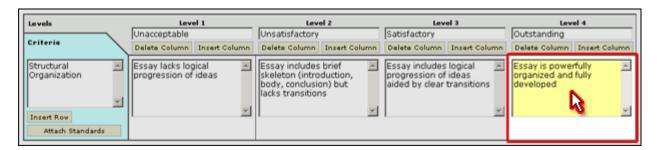3. Select the number of columns.
4. Click **Create New Rubric**.

A blank rubric appears. It consists of one row and the number of columns that you selected.
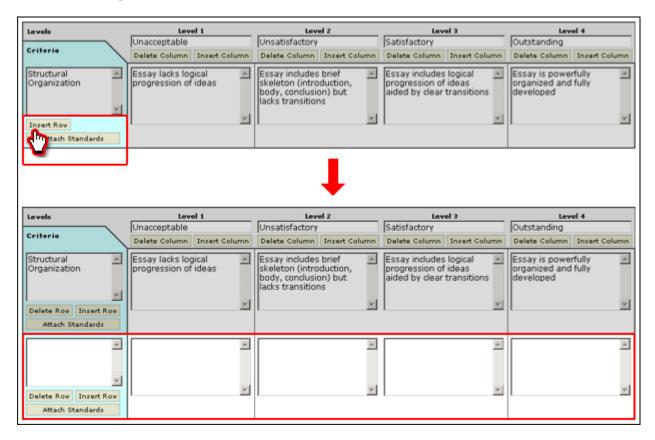

Add Content

To **enter original content** into the blank text boxes of a given row, click in the box. When you click, the text box turns yellow to show it is enabled.

To **add additional rows**, below the criterion text box of a row, click the *Insert Row* link located. The new row appears below the existing row.

To **add additional columns**, beneath each column heading, click the *Insert Column* link. The new column is added to the right of the column where you clicked the link.
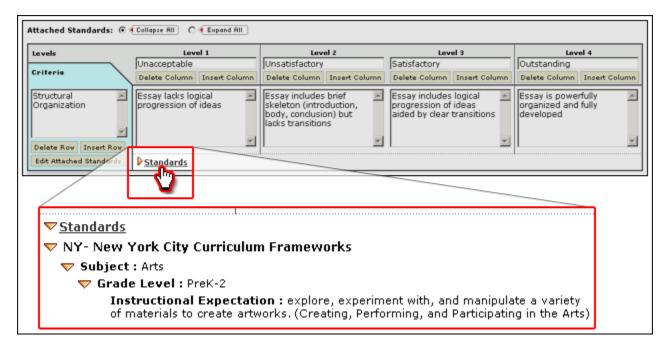
To add standards, below the Insert Row button, click **Attach Standards**. In the Browse Standards page, select standards from State, National, or Local Standards OR browse or select from Your Target Sets, if applicable.

If a standard is being edited by TaskStream, you may have areas that are unavailable for inclusion.
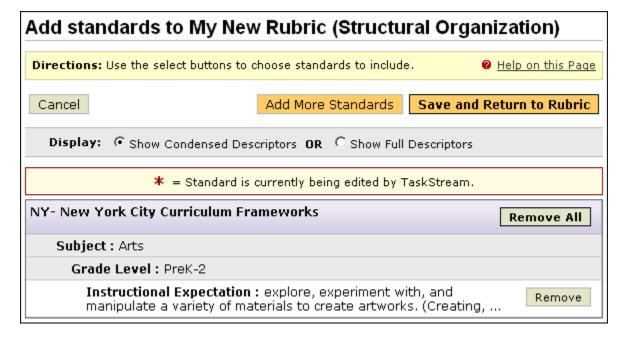
The standards are attached to the row and display beneath the two text boxes.
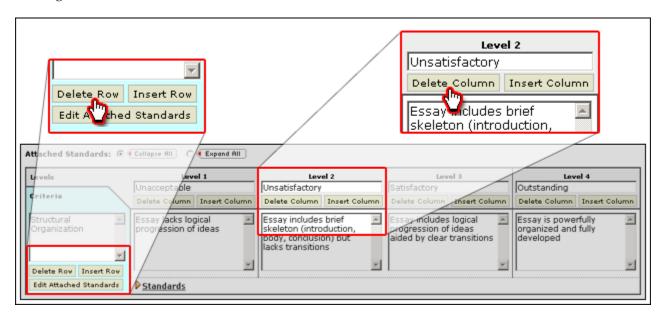

If you need to make a change to the selected standards, click **Edit Attached Standards**. The Add Standards section appears. Remove standards as needed. To continue, click **Save and Return to Rubric**.
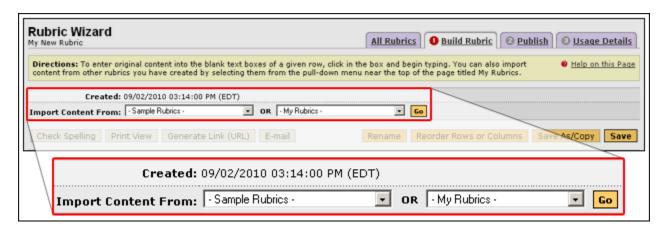
To **delete rows**, below the criteria box of a row, click the *Delete Row* link. To **delete columns**, beneath each column heading, click the *Delete Column* link.

Import Content from Other Rubrics
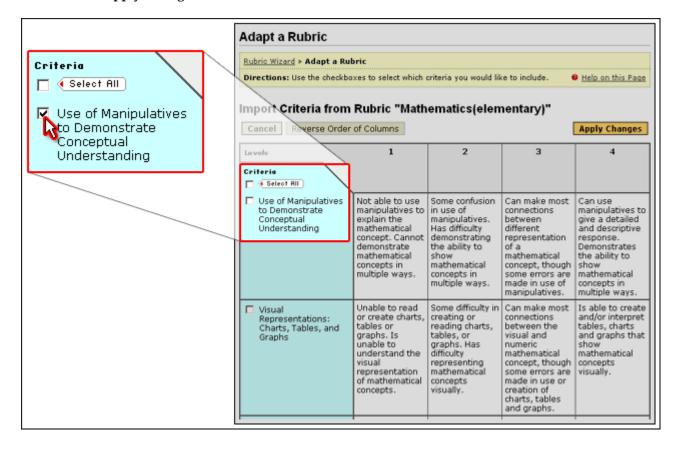

To import content from a sample rubric,
1. From the *Sample Rubrics* pull-down menu near the top of the page, select a rubric.
2. Click **Go**.

To import content from another rubric you have created,
1. From the **My Rubrics** pull-down menu near the top of the page, select the rubric.
2. Click **Go**.
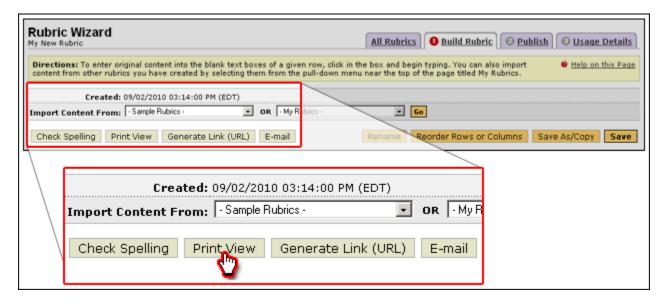3. Select the rows you want to import.
4. Click **Apply Changes**.

Print Your Rubric

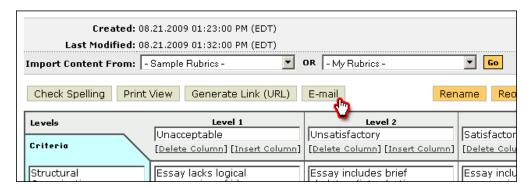To view a printable version of your rubric, located at the top or bottom of your rubric, click **Print View**.

To print this view, in the menu bar of the print view window, click **File** and select **Print**.

Email Your Rubric

1. Located at the top or bottom of your rubric, click **Email**.

2. To select the person you would like to send your lesson to via the Message Center, click **Select Recipients** or to send the rubric to someone outside of TaskStream, type an external email address in the To: External recipients field.
3. *(Optional)* To send the rubric via the Message Center and would like to allow the recipient to copy a version of the rubric into his/her own Rubric Wizard, make sure to select to **Allow TaskStream recipients to copy this rubric for editing**.
4. *(Optional)* You can include a personal message with your rubric.
5. When you are finished, click **Send**.

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656.