Getting Started with Rubrics
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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.

**Rubric Wizard**

**New Rubric Title:** My New Rubric

**Columns:** 4

**Add to Folder:** Do Not Add to a Folder

**Adapt a Rubric:** Select a Sample Rubric

**Create New**

**Adapt Rubric**

**All Rubrics (2 Found)**

- **English 101**
  - **Edit**
  - **Rename**
  - **Delete**
  - **View Folder Details**

- **Example 1**
  - **Edit**
  - **Rename**
  - **Delete**

**Legend:**
- Shared Resource (Cybrary)
- Attached to Template
- Used in Lesson
- Used in Unit
- Part of a Folder
- Locked (Submitted for Evaluation)
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.
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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.
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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**.

**Add standards to My New Rubric (Structural Organization)**

**Directions:** Use the select buttons to choose standards to include.  
- [Help on this Page]

- [Cancel]
- [Add More Standards]
- [Save and Return to Rubric]

**Display:**  
- Show Condensed Descriptors  
- Show Full Descriptors  

- [Standard is currently being edited by TaskStream.]

**NY- New York City Curriculum Frameworks**

- Subject: Arts
- Grade Level: PreK-2
- Instructional Expectation: explore, experiment with, and manipulate a variety of materials to create artworks. (Creating, Performing, and Participating in the Arts)
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**.

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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.