

Rubric for Data Collection

The main purpose of a rubric is to help you do your best work. Use the rubric to make sure you understand what you are expected to learn. Is all of your work best described by column 4? If not, what can you improve? If you have access to a printer, you may want to print the rubric for reference as you work through the activities. Ask your teacher for help if you have any questions about the rubric.

	4	3	2	1
Poll Questions	<p>All questions are precise and clearly provide information relevant to important concepts that can be used to draw logical conclusions.</p> <p>All close-ended questions and answer choices are concise and complete.</p> <p>Open-ended questions are carefully worded to provide detailed information about important or complex ideas and concepts.</p>	<p>Most questions are precise and clearly provide information relevant to important concepts that can be used to draw logical conclusions.</p> <p>Most close-ended questions and answer choices are concise and complete.</p> <p>Open-ended questions address important or complex ideas and concepts.</p>	<p>Some questions are precise and clearly provide information relevant to important concepts that can be used to draw logical conclusions.</p> <p>Close-ended questions are concise and complete, but there are too many or too few answer choices.</p> <p>Open-ended questions do not address important or complex ideas and concepts.</p>	<p>Few questions have a clear purpose or provide information relevant to important concepts that can be used to draw logical conclusions.</p> <p>Close-ended questions are too long to understand or too short to be complete.</p> <p>Open-ended questions are missing or unnecessary.</p>
Source Annotations	<p>All sources are annotated with a clear rationale for including them and include a thorough summary.</p>	<p>Most sources are annotated with a clear rationale for including them, but the summary is not complete.</p>	<p>Some sources are annotated with a clear rationale for including them, but most do not include a summary of the source.</p>	<p>Most sources are not annotated.</p>
Writing Mechanics	<p>All words are spelled and capitalized correctly.</p> <p>All sentences are punctuated</p>	<p>Almost all words are spelled and capitalized correctly.</p> <p>Almost all</p>	<p>Several words are misspelled or capitalized incorrectly.</p> <p>Several sentences are</p>	<p>Many words are misspelled and capitalized incorrectly, making the information hard to</p>

	correctly.	sentences are punctuated correctly.	punctuated incorrectly.	understand. Many sentences are punctuated incorrectly, making the information hard to understand.
Spreadsheet Basics	Data is entered without assistance and advanced spreadsheet menus and commands are used efficiently.	Data is entered without assistance, and basic spreadsheet menus and commands are used efficiently.	Data is entered without assistance, but basic spreadsheet menus and commands are not used efficiently.	Data is entered with assistance.
File Management	Files are clearly named, consistently saved to the correct location, and well- organized in folders.	Files are clearly named and consistently saved to the correct location, but they are not well-organized in folders.	Work is not lost, but files are not clearly named or consistently saved to the correct location.	Work is lost because files are not clearly named or not consistently saved to the correct location.