

UEN Rubric Tool

-1- Login

1. Enter your UEN registered log-in name
2. Enter your password
3. Click LOGIN

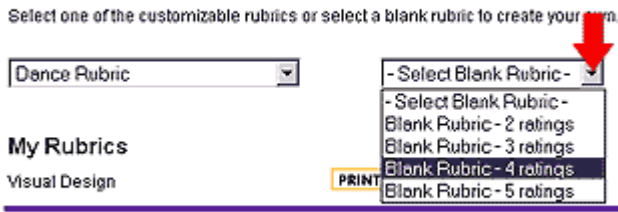
Use the LOGIN HELP button if you've forgotten your UEN login name or password.

If you need a UEN login name, register at my.uen.org and use the Create Account link located towards the bottom of the screen.



-2- Create/Customize Rubric

RUBRIC TOOL



Create

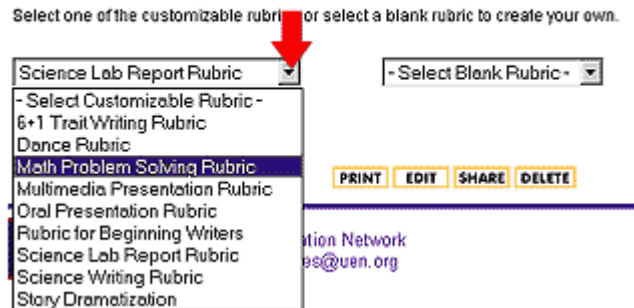
1. Use the Select Blank Rubric drop-down box to create a new, empty rubric.
2. Enter a Title, and any other optional descriptive items you want for your rubric.
3. Click NEXT.

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Comments, e-mail: resources@uen.org

Customize

1. Use the Select Customizable Rubric drop-down box to select an existing rubric.
2. Enter a Title, and any other optional descriptive items you want for your customized rubric.
3. Click NEXT.

RUBRIC TOOL



Create

1. Add criteria by clicking in an empty criteria box (far left column) and typing your criteria.
2. You may provide as many criteria as you need.

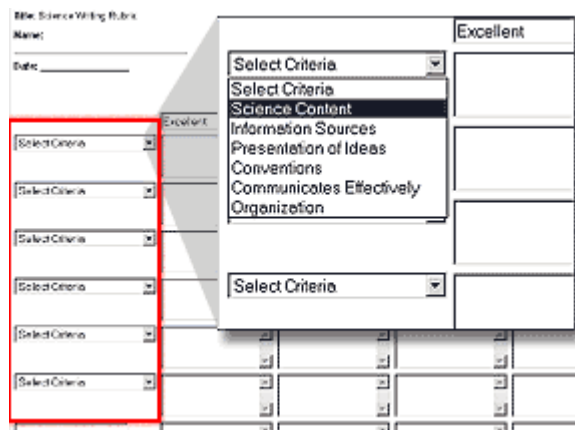
-3- Criteria



-3- Criteria Continued

Customize

1. Use the Select Criteria drop-down box to select an item from the list of available criteria.
2. As you select criteria, performance descriptions will automatically appear (you can edit these if you wish).
3. Criteria may be in any order you choose.
4. You do not have to use all the available criteria.
5. You can add additional criteria of your own by clicking in an empty criteria box at the bottom of the list and typing your new criteria.



-4- Performance Rating



Create

1. Click in a performance rating box.
2. Type your performance rating.

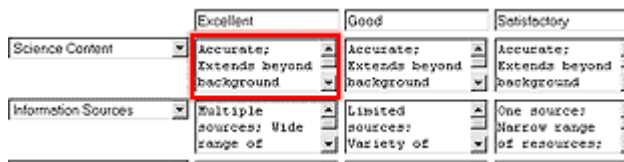
Customize *(NOTE: Modifying the existing performance ratings is optional.)*

1. Click in a performance rating box.
2. Delete the existing text.
3. Type your new performance rating.

-5- Performance Descriptions

Create

1. Click in a performance description box.
2. Type your performance description.

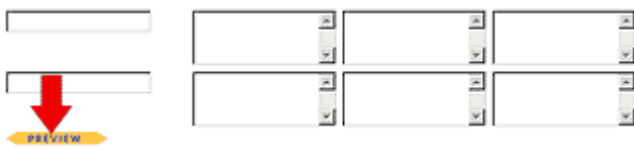


Customize *(NOTE: Modifying the existing performance descriptions is optional.)*

1. Click in a performance description box.
2. Delete the existing text.
3. Type your new performance description.

-6- Print / Preview / Save

1. Click the PREVIEW button. To see your rubric as it will print.



-6- Print / Preview / Save Continued

2. To print, click the PRINTABLE VERSION button. Your rubric will open in a new window formatted for printing.

3. Select Print from the Browser File menu.

Science Writing Rubric

4. To save your rubric, click the SAVE button.



5. Select a publishing option

- Displaying on your private my.uen page will make this rubric available to only you.
- Publishing it to your public and private my.uen pages will make it accessible to other educators.
- Hiding the rubric will make it inaccessible, but it is not deleted.

6. Click the SAVE button.