

Learning Skills Rubrics

Organization (time, material and information management)				
Criteria	Needs Improvement	Satisfactory	Good	Excellent
Keeps notes in order and complete	Notes are often out of order, and (or) incomplete	Notes are more often than not in order or complete	Notes are usually in order and complete	Notes are consistently in order and complete
Use of planners or agendas to track deadlines or tasks	Use of organizational tools is ineffective	Use of organizational tools is moderately effective	Use of organizational tools is effective	Use of organizational tools is highly effective
Makes a work plan of action (time management)	Makes a work plan only with assistance or not at all	Makes a work plan sometimes or with frequent assistance	Makes a work plan most of the time or with occasional assistance	Always makes a work plan independently
Changes work plan when necessary	Shows little awareness of need to revise work plan or makes changes only with assistance	Shows some awareness of need to revise work plan or makes changes with some assistance	Shows good awareness of need to revise work plan or makes changes with little assistance	Revises work plan when needed and independently

Work Habits (responsibility, classwork, homework)				
Criteria	Needs Improvement	Satisfactory	Good	Excellent
Brings own supplies and book to class	Rarely brings necessary materials	Sometimes brings necessary materials	Almost always brings necessary materials	Always brings necessary materials
Completes/ submits work on time	Rarely completes or submits work on time	Sometimes completes or submits work on time	Frequently completes or submits work on time	Consistently completes or submits work on time
Effort in completing class work	Effort put into work is ineffective	Effort put into work is moderately effective	Effort put into work is effective	Effort put into work is highly effective
Revises work before submitting	Proofreads work for content or errors ineffectively	Proofreads work for content or errors with moderate effectiveness	Proofreads work for content or errors effectively	Verifies and reviews work for content or errors in a highly effective manner
Safety in the classroom	Constantly needs reminding of safety issues	Sometimes needs reminding of safety issues	Follows safety practices in the classroom	Follows and encourages safe classroom practices

Works Independently (self-direction, persistence)

Criteria	Needs Improvement	Satisfactory	Good	Excellent
Self-directed learning	Directs own learning only with assistance	Directs own learning with prompting	Directs own learning with minimal prompting	Directs own learning and generates own ideas
Follows instructions	Rarely follows instructions properly	Sometimes follows instructions properly	Usually follows instructions properly	Always follows instruction properly
Willing to work	Requires constant encouragement to work	Needs encouragement to work	May need some encouragement to work	Requires little to no encouragement to work
Use of time (in class or elsewhere)	Use of class time is ineffective	Use of class time is moderately effective	Use of class time is effective	Use of class time is highly effective
Perseverance when presented with a challenge	Rarely perseveres when presented with a challenge	Sometimes perseveres when presented with a challenge	Usually perseveres when presented with a challenge	Consistently perseveres when presented with a challenge

Initiative (approach to learning, resourcefulness)

Criteria	Needs Improvement	Satisfactory	Good	Excellent
Gets to work	Rarely begins without prompting	Sometimes begins work without prompting	Usually begins work without prompting	Consistently begins work without prompting
Asks for help or direction when needed	Request(s) for help or direction is ineffective	Request(s) for help or direction is moderately effective	Request(s) for help or direction is effective	Request(s) for help or direction is highly effective
Offers to help others appropriately	Rarely offers help	Sometimes offers help	Often offers help	Consistently offers help
Use of outside resources to support learning	Uses outside sources for learning ineffectively	Uses outside sources for learning with moderate effectiveness	Finds and uses some outside resources effectively	Incorporates a variety of resources in a highly effective manner

Teamwork (cooperation, responsibility, roles)

Criteria	Needs Improvement	Satisfactory	Good	Excellent
Listens to other people's opinions	Rarely listens passively or actively	Sometimes listens passively and actively by paraphrasing for accuracy	Often listens passively and actively by paraphrasing for accuracy	Regularly listens passively and actively by paraphrasing for accuracy
Shares ideas and resources	Rarely shares ideas or resources	Sometimes shares ideas or resources	Frequently shares ideas or resources	Routinely shares ideas and resources
Willingly does share of the work	Constant encouragement needed to do work	Occasionally needs encouragement to do work	Requires no encouragement to do work	Works in a self-directed manner and encourages others
Use of group time	Rarely stays on task or often distracts the group	Sometimes stays on task or distracts the group	Often stays on task and sometimes focuses group back on task	Always stays on task and directs group back on task
Adapts their role to the group's needs	Waits to be assigned a role in a group	Assumes certain roles independently	Often assumes different roles including leadership	Routinely accepts different roles including leadership & helps with group organization