

## KD Module 2: Curriculum & Assessment

### Unit 4: Word Processor Tables to Create Rubrics



#### Objectives:

Teachers should be able to develop and apply knowledge on performance-based rubrics that allow teachers to assess students' understanding of key subject matter concepts, skills and processes as well as operate various open-ended software packages appropriate to their subject matter area, such as visualisation, data analysis, role-play simulations and online references (UNESCO ICT- CFT, KD.2.b and 4.a).



#### Duration:

Total of 5 notional hours – 3 hour computer practical and 2 hour self-study (preferably at a computer).



#### A] Computer Practical (Total 3 hours)

#### Notes to Facilitator

In the previous unit, participants were provided with an overview of what rubrics are and given an opportunity to develop an understanding of the role rubrics play as assessment tools, as well as when and how they should be used. Participants were also given an opportunity to review and distinguish between high and low quality rubrics. In this unit, participants will build on this knowledge by developing skills that can be used to create their own rubrics using tables in Microsoft Word. Participants will also be introduced to the online tool '*Rubistar*', which can be used to find relevant rubrics and customise them so that they suitably align to specific topics and teaching areas and levels. Student will be required to work on a computer with Internet connectivity. The facilitator should be on hand to support the participants as required but should also encourage the participants to interact with their peers when help is required.

#### Designing Rubrics using Microsoft Word

Microsoft Word is an excellent tool for designing rubrics. The first step is to establish the marking or grading criteria. The next step is to determine the number of objectives or learning outcomes that you'll be evaluating with your rubric. This will provide you with an indication of the number of columns and rows that should be included in the table.

Complete the two online courses below in order to build on the word processing skills you developed in the first course and develop an understanding of the use of tables in Microsoft Word. Follow the advice in the tutorial and build a rubric for your subject/learning area with your Word Processor.

### Tables: Microsoft Word 2003 (Online Courses)

Microsoft developed the online course 'Tables I: Create and Format Basic Tables' in order to help you:

- Know when and why to use tables;
- Add a table to your Word document and add content to the table;
- Edit a table's structure;
- Format a basic table and its contents.

#### Course 1: Tables I: Create and Format Basic Tables<sup>1</sup> [CC: BY-NC-ND]

- [Complete the Online Course](#) (50 minutes)

Microsoft has developed the online course 'Tables II: Use Tables to Simplify Complex Page Layouts' in order to help you:

- Edit and troubleshoot tables more easily;
- Use tables to quickly create complex page layouts;
- Create one table inside another (nest tables) for flexible, easy-to-manage page layouts.

#### Course 2: Tables II: Use Tables to Simplify Complex Page Layouts<sup>2</sup> [CC: BY-NC-ND]

- [Complete the Online Course](#) (50 minutes)

OR

### Tables: Microsoft Word 2003 (PDF Tutorial)

Microsoft Office Word 2003: Tables<sup>3</sup> [CC: BY-NC-ND]

- [Complete the PDF Tutorial](#)

### Creating Rubrics using Online Tools

Rubrics can be used in many ways. Once created, an established rubric can be used or slightly modified and applied to many activities. Reviewing, reconceptualising and revisiting the same concepts from different angles improves understanding of the lesson for students.

There are various online tools that can be used in order to help you develop rubrics for use in the classroom and an example of such a tool is 'RubiStar'.

RubiStar is a tool that can be used to help teachers who want to use rubrics but do not have the time to develop them from scratch. RubiStar provides generic rubrics that can be printed and used for many typical projects and research assignments. RubiStar provides these generic rubrics in a format that can

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<sup>1</sup> Microsoft Corporation. (2011). *Tables I: Create and Format Basic Tables*. Retrieved from <http://office.microsoft.com/en-us/training/tables-i-create-and-format-basic-tables-RZ001200716.aspx>.

<sup>2</sup> Microsoft Corporation. (2011). *Tables II: Use Tables to Simplify Complex Page Layouts*. Retrieved from <http://office.microsoft.com/en-us/training/tables-ii-use-tables-to-simplify-complex-page-layouts-RZ001230013.aspx>.

<sup>3</sup> Barclay Barrios. (ND). *Tutorial – Microsoft Office Word 2003: Tables*. Retrieved from [http://getit.rutgers.edu/tutorials/word\\_tables/media/word\\_tables.pdf](http://getit.rutgers.edu/tutorials/word_tables/media/word_tables.pdf)

be customised, making it possible for teachers to change the suggested text in the rubric to make it align better with their own topics and teaching areas and levels.

Watch the two video tutorials below in order to develop an understanding of RubiStar and its potential uses and benefits.

- [RubiStar Video Tutorial – Part 1](#)<sup>4</sup> [CC: BY-NC-ND] (2 minutes 42 seconds)
- [RubiStar Video Tutorial – Part 2](#)<sup>5</sup> [CC: BY-NC-ND] (6 minutes)
- [RubiStar Video Tutorial – Part 3](#)<sup>6</sup> [CC: BY-NC-ND] (3 minutes 20 seconds)



## B] Self-Study (Total 1 hour)

### Notes to Participants

You will require access to a computer with Microsoft Office (Word), Internet connectivity and a printer with paper to be able to complete the task below. In the following self-study activity you will be required to search for an appropriate rubric online, adapt it, insert the details into a table in Microsoft Word, save it and finally print out a copy for use in the classroom.

Please note that this activity is a recommended **Portfolio Task** and should be prepared for submission.



Portfolio Task

### Task: Adapt and Create a Rubric

- Visit the RubiStar website (<http://rubistar.4teachers.org>).
- Find a rubric by conducting a keyword search. The search should align to a particular topic within your teaching area and level or grade.
- Review the list of rubrics returned by the search.
- Select a suitable rubric that could be adapted for the topic within your teaching area and level or grade.
- Revise and/or adapt the rubric as appropriate.
- Create the final version of the rubric by inserting the details into a table in Microsoft Word and formatting the table using a style from the *Table Styles List* or *Table Style Options*.
- Save a copy (on either the computer hard drive or an external storage device).
- Print out a copy of the rubric for use in the classroom.

Hint: Feel free to make use of the useful resources below in order to support the process!

#### Useful Resources:

- [RubiStar Online Tutorial](#)<sup>7</sup> [CC: BY-NC-ND]

<sup>4</sup> Altec Videos. (2008). *Rubistar Video Tutorial – Part 1*. Retrieved from <http://www.youtube.com/watch?v=oZPAbfFwAg>.

<sup>5</sup> Altec Videos. (2008). *Rubistar Video Tutorial – Part 2*. Retrieved from <http://www.youtube.com/watch?v=k1ZzVDuh7o4&feature=related>.

<sup>6</sup> Altec Videos. (2008). *Rubistar Video Tutorial – Part 3*. Retrieved from <http://www.youtube.com/watch?v=uZ9Ln5QMpfE&feature=related>.

<sup>7</sup> ALTEC at University of Kansas. (2008). *Rubistar Tutorial*. Retrieved from <http://rubistar.4teachers.org/index.php?screen=Tutorial&module=Rubistar>.

- Teacher Vision: five-part series exploring how one teacher designs, refines and implements rubrics in a variety of subject areas.
  1. [The Advantages of Rubrics](#)<sup>8</sup> [CC: BY-NC-ND]
  2. [Create an Original Rubric](#)<sup>9</sup> [CC: BY-NC-ND]
  3. [Analytic vs. Holistic Rubrics](#)<sup>10</sup> [CC: BY-NC-ND]
  4. [How to Weight Rubrics](#)<sup>11</sup> [CC: BY-NC-ND]
  5. [Student-Generated Rubrics](#)<sup>12</sup> [CC: BY-NC-ND]



## Resources Used in this Lesson Unit

Pearson Education, Inc. (2011). *Teacher Vision: Creating Rubrics*. Retrieved from <http://www.teachervision.fen.com/teaching-methods-and-management/rubrics/4521.html>.

Microsoft Corporation. (2011). *Tables I: Create and Format Basic Tables*. Retrieved from <http://office.microsoft.com/en-us/training/tables-i-create-and-format-basic-tables-RZ001200716.aspx>.

Microsoft Corporation. (2011). *Tables II: Use Tables to Simplify Complex Page Layouts*. Retrieved from <http://office.microsoft.com/en-us/training/tables-ii-use-tables-to-simplify-complex-page-layouts-RZ001230013.aspx>.

Barclay Barrios. (ND). *Tutorial – Microsoft Office Word 2003: Tables*. Retrieved from [http://getit.rutgers.edu/tutorials/word\\_tables/media/word\\_tables.pdf](http://getit.rutgers.edu/tutorials/word_tables/media/word_tables.pdf)

Altec Videos. (2008). *Rubistar Video Tutorial – Part 1*. Retrieved from <http://www.youtube.com/watch?v=oZPAblFwAg>.

Altec Videos. (2008). *Rubistar Video Tutorial – Part 2*. Retrieved from <http://www.youtube.com/watch?v=k1ZzVDuh7o4&feature=related>.

Altec Videos. (2008). *Rubistar Video Tutorial – Part 3*. Retrieved from <http://www.youtube.com/watch?v=uZ9Ln5QMpfE&feature=related>.

ALTEC at University of Kansas. (2008). *Rubistar Tutorial*. Retrieved from <http://rubistar.4teachers.org/index.php?screen=Tutorial&module=Rubistar>.

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<sup>8</sup> Pearson Education, Inc. (2011). *Teacher Vision: Creating Rubrics*. Retrieved from <http://www.teachervision.fen.com/teaching-methods-and-management/rubrics/4521.html>.

<sup>9</sup> Pearson Education, Inc. (2011). *Teacher Vision: Creating Rubrics*. Retrieved from <http://www.teachervision.fen.com/teaching-methods-and-management/rubrics/4521.html>.

<sup>10</sup> Pearson Education, Inc. (2011). *Teacher Vision: Creating Rubrics*. Retrieved from <http://www.teachervision.fen.com/teaching-methods-and-management/rubrics/4521.html>.

<sup>11</sup> Pearson Education, Inc. (2011). *Teacher Vision: Creating Rubrics*. Retrieved from <http://www.teachervision.fen.com/teaching-methods-and-management/rubrics/4521.html>.

<sup>12</sup> Pearson Education, Inc. (2011). *Teacher Vision: Creating Rubrics*. Retrieved from <http://www.teachervision.fen.com/teaching-methods-and-management/rubrics/4521.html>.