



Graphic Organizer Rubric Grade 4

Obj. to utilize a graphic organizer (Kidspiration) by creating an outline for a project such as the “Women in History” or “Pet Project”

Skills	Partially Proficient	Proficient	Advanced Proficient
<p><u>Arrangement of Concepts</u> create a graphic organizer using symbols, words and links</p>	main topic missing or confusing ; subtopics missing or confusing	main concept identified; subtopics identified	main concept clearly identified; subtopics support main topic
<p><u>Links</u> relate topic and subtopics using linking lines; label the linking lines if applicable</p>	linking lines not consistently pointing in the correct direction; labeled linking lines don't reflect the relationships between topics and subtopics	most linking lines point in the correct direction; labeled linking lines describe relationship between topics and subtopics	linking lines are accurate and point in the correct direction; labeled linking lines accurately describe the relationship between topics and subtopics
<p><u>Graphics</u> use Symbol Palette; change look of symbols using color</p>	graphics are inappropriate and don't aid in comprehension of the topic	graphics are appropriate	graphics are used appropriately and clearly enhance the topic
<p><u>Edit Content</u> Use Spell Check to find spelling errors and Grammar Check to find grammar, capitalization, and punctuation errors; fix a mistake using Undo button; Use Clear button to erase a symbol</p>	contains too much or irrelevant information; not logically arranged; contains numerous spelling and grammatical errors	Contains essential information; logically arranged; concepts; fewer than two spelling and/or grammatical errors	Contains only essential information; is logically arranged; no errors in spelling and/or grammar
<p><u>Design of Graphic Organizer</u> type and number of linking lines used color and size of symbol number of graphics; format font type, size, color and style (bold, <i>italic</i>, and <u>underline</u>)</p>	linking lines are confusing; graphics are excessive and/or are illogically placed and may need to be sized; Difficult to read due to the colors or the size and format of the font; more than two different fonts used	linking lines are appropriate; graphics are appropriate and logically placed but may need to be sized text is easy to read; uses no more than two different fonts	linking lines aid comprehension; graphics are appropriate, logically placed and sized on the page; clean design makes it easy to comprehend the information; uses no more than two different fonts
<p><u>Save Document</u> to a file using Save or Save As and creating a file name</p>	automatically presses Save ; saves to the program file or computer	needs guidance in saving document to individual folder on the server	saves to individual folder on the server; understands difference between Save and Save as
<p><u>Print</u> document to the appropriate printer using Print Preview before printing</p>	does not use Print Preview ; creates multiple copies of document in various stages of completion; can not cancel or suspend a print job	uses Print Preview and Print to print document to the appropriate printer; can not cancel or suspend a print job	uses Print Preview and Print to print document to the appropriate printer; can cancel or suspend a print job

