

## **8.1 COMPUTER AND INFORMATION LITERACY - NJTAP-IN GENERAL RUBRIC**

STUDENT ID \_\_\_\_\_ STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_  
 DISTRICT \_\_\_\_\_ SCHOOL NAME \_\_\_\_\_

### **STRAND A: BASIC COMPUTER SKILLS AND TOOLS**

Standard 8.1 for end of Grade 8	Advanced Proficient	Proficient	Partially Proficient	Novice
SCORE	3	2	1	0
<b>NOTE: 8.1.8.A.1: Use appropriate technology vocabulary</b> <b>Vocabulary will be assessed as part of each of the various skills noted below A.2 – A.12</b>				
<b>8.1.8.A.2:</b> Use common features of an <b>operating system</b> (e.g., creating and organizing files and folders)  <b>8.1.8.A.12:</b> Create, organize and manipulate <b>shortcuts</b>	Create/ customize common features of an operating system (e.g., shortcuts, files, and folders)	Independently use common features of an operating system (e.g., creating and organizing files and folders and creating, organizing and manipulating shortcuts)	With assistance, use common features of an operating system (e.g., creating and organizing files and folders and creating, organizing and manipulating shortcuts)	Unable to perform task with assistance (Evidence must be available upon request)
<b>8.1.8.A.3:</b> Effective, accurate and uses proper techniques when inputting text and data, using <b>touch keyboarding</b>	Able to model to others the proper techniques to effectively and accurately input text and data using touch keyboarding while completing a specific task in a specific core curriculum content area	Use proper techniques to effectively and accurately input text and data using touch keyboarding.	With assistance input text and data, using touch keyboarding	Unable to perform task with assistance (Evidence must be available upon request)
<b>8.1.8.A.5:</b> Create documents with advanced text formatting and graphics using <b>word processing</b>	Able to create a multi-page document with citations, advanced text formatting and graphics using word processing software in conjunction with other tools that demonstrates the ability to format, edit and print in a specific core curriculum content area	Create word processing documents independently that include advanced text-formatting and graphics	With assistance, create documents with advanced text formatting and graphics using word processing	Unable to perform task with assistance (Evidence must be available upon request)
<b>8.1.8.A.6:</b> Create a file containing customized information by <b>merging documents</b>	Independently create two or more documents to create a merged document in a specific core curriculum content area	Independently use two or more existing documents to create a merged document	With assistance, create a file containing customized information by merging documents	Unable to perform task with assistance (Evidence must be available upon request)
<b>8.1.8.A.7:</b> Construct a simple <b>spreadsheet</b> , enter data, and interpret the information	Able to create a spreadsheet, enter data, use mathematical or logical functions to manipulate and process data, generate charts and graphs, and interpret the results in a specific core curriculum content area	Independently construct a spreadsheet by entering data and interpreting information	With assistance, construct a simple spreadsheet, enter data, and interpret the information	Unable to perform task with assistance (Evidence must be available upon request)
<b>8.1.8.A.8:</b> Design and produce a basic <b>multimedia project</b>	Independently create and produce an original multimedia project using and importing text, graphics, moving images and sound in a specific core curriculum content area	Independently design and produce a basic multimedia project using text, graphics, moving images and sound.	With assistance, design and produce a basic multimedia project using text.	Unable to perform task with assistance (Evidence must be available upon request)

Standard 8.1 for end of Grade 8	Advanced Proficient	Proficient	Partially Proficient	Novice
SCORE	3	2	1	0
<b>8.1.8.A.9:</b> Plan and create a simple <b>database</b> , define fields, input data, and produce a report using sort and query	Create a database, define fields, input data from multiple records, produce a report using sort and query, and interpret the data in an original task-specific core curriculum content area	Independently create and produce a report by sorting and querying a database file	With assistance, plan and create a simple database, define fields, input data, and produce a report using sort and query	Unable to perform task with assistance (Evidence must be available upon request)
<b>8.1.8.A.10:</b> Use <b>network resources</b> for storing and retrieving data	Able to model and assist others with managing and organizing network resources for storing and retrieving data	Independently use network resources to store and retrieve data	With assistance, use network resources for storing and retrieving data	Unable to perform task with assistance (Evidence must be available upon request)
<b>8.1.8.A.11:</b> Choose appropriate electronic <b>graphic organizers</b> to create, construct, or design a document	Use the appropriate electronic graphic organizer in an independent and original task in a specific core curriculum content area	Choose the appropriate electronic graphic organizer to create, construct or design a document	With assistance, use an electronic graphic organizer to create, construct, or design a document	Unable to perform task with assistance (Evidence must be available upon request)

**STRAND B: APPLICATION OF PRODUCTIVITY TOOLS**

Standard 8.1 for end of Grade 8	Advanced Proficient	Proficient	Partially Proficient	Novice
SCORE	3	2	1	0
<b>8.1.8.B.2:</b> Exhibit <b>legal and ethical behaviors</b> when using information and technology, and discuss consequences of misuse	Exhibit legal and ethical behavior when using information and technology in an independent and original task in a specific core curriculum content area	Exhibit legal and ethical behavior when using information and technology as evidenced by using copyright fair-use laws as part of an assignment in a specific core curriculum content area	Verbalize an understanding between appropriate and inappropriate behavior related to legal and ethical issues as defined in the copyright fair-use laws	Unable to perform task with assistance (Evidence must be available upon request)
<b>8.1.8.B.3:</b> Explain the purpose of an <b>Acceptable Use Policy</b> and the consequences of the inappropriate use of technology <b>8.1.8.B.4:</b> Describe and practice <b>safe Internet usage</b> <b>8.1.8.B.5:</b> Describe and practice <b>“etiquette”</b> when using the Internet and electronic mail	Distinguish safe and appropriate use and misuse of technology according to the AUP when making choices while working independently	Exhibit an understanding of the district’s AUP through the safe and appropriate use of technology in all core curriculum content areas	Verbalizes an understanding of safe and appropriate use and misuse of technology according to the approved district Acceptable Use Policy (AUP) and knows the consequences of misuse but needs assistance to follow procedures for citing sources	Unable to perform task with assistance (Evidence must be available upon request)
<b>8.1.8.B.6:</b> Choose <b>appropriate tools</b> and information resources to support research and solve real world problems, including but not limited to: • On-line resources and databases • Search engines and subject directories	Able to effectively and efficiently use Boolean logic for research, and use filtering strategies	Independently choose appropriate tools and information resources (online resources and databases, search engines and subject directories)	With assistance, choose appropriate tools and information resources to support research and solve real world problems, including but not limited to: • On-line resources and databases • Search engines and subject	Unable to perform task with assistance (Evidence must be available upon request)
<b>8.1.8.B.7:</b> Evaluate the <b>accuracy, relevance, and appropriateness</b> of print and non-print electronic information sources	Able to cite and support information sources using credible (accurate, relevant and appropriate) print and non-print electronic information sources	Independently evaluate information sources for credibility of print and non-print electronic information sources based on a predetermined criteria list	With assistance, evaluate the accuracy, relevance, and appropriateness of print and non-print electronic information sources	Unable to perform task with assistance (Evidence must be available upon request)

<b>Standard 8.1 for end of Grade 8</b>	<b>Advanced Proficient</b>	<b>Proficient</b>	<b>Partially Proficient</b>	<b>Novice</b>
<b>SCORE</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>8.1.8.B.8:</b> Use computer applications to modify information independently and/or collaboratively to solve problems	Consistently demonstrates the ability to create and manipulate information independently and/or collaboratively to solve problems and to design and develop products in a specific core curriculum content area	Independently and collaboratively use computer applications to modify information to solve problems	With direct instruction use computer applications to modify, gather and sort information independently and/or collaboratively to solve problems	Unable to perform task with assistance (Evidence must be available upon request)
<b>8.1.8.B.9:</b> Identify basic hardware problems and demonstrate the ability to solve common problems	Identify, diagnose and suggest solutions for non-functioning technology systems	Identify basic hardware problems and demonstrate the ability to solve common problems without assistance	Given basic hardware problems, demonstrate the ability to solve common problems with assistance	Unable to perform task with assistance (Evidence must be available upon request)
<b>8.1.8.B.10:</b> Determine when technology tools are appropriate to solve a problem and make a decision	Identify a problem in a content area and formulate a strategy to solve the problem using the appropriate technology tool(s), if applicable	Determine when technology tools are appropriate to solve a problem and make a decision	Given a problem, select the appropriate technology tool, if applicable, to solve the problem from a given set of solutions	Unable to perform task with assistance (Evidence must be available upon request)

**LEGEND:**

Greater than 31 = Student Proficient