

## TaskStream Rubric Wizard Quick Reference Guide

To access TaskStream's Rubric Wizard, login to your TaskStream account and click on "Rubric Wizard" in the left-hand menu.

Login at [www.taskstream.com](http://www.taskstream.com) → Click on "Rubric Wizard" link in left-hand menu

### Rubric Wizard Home Page

The Rubric Wizard home page contains two areas. In the upper section, you can create a new rubric from scratch or adapt a sample rubric from TaskStream's library of rubrics. Your personal library of rubrics which you have created or adapted is displayed in the lower section. If the rubric is a part of a lesson, unit, and/or directed response folio, you will see relevant icons which identify the particular document to which the rubric is attached.

### Creating a New Rubric

To create a new rubric in the Rubric Wizard enter a title for your rubric into the Title field, choose the number of columns (1 to 6) that you want in your rubric from the pull-down menu and then click the **Create It** button. This will take you to your rubric workspace. The rubric workspace is where you assemble, create, and modify your rubric. When you first enter your rubric workspace, you will see a row of blank text boxes. You can add information to this workspace in a number of ways.

### Working within the Rubric Workspace

You can enter original information into the blank text boxes of a given row by clicking in the boxes and typing. To add additional rows, click the **Insert Row** link located below the first text box of a row. The new row will appear below the existing row. When you add a row to a rubric, please be sure to indicate the SPA standard being measured by that particular row. To add additional columns, click the **Insert Column** link located beneath each column heading. The new column will be added to the right of the column in which you clicked the link.

NOTE: Be sure to include the assignment prompt when sending the rubric to Paul Alley through TaskStream's email feature. If you prefer to send the instructions as an attachment, you will need to send the email via TaskStream Message Center.

### E-mailing a Rubric

You can e-mail your rubric internally within the Message Center to other TaskStream members or externally to any valid e-mail address. Click the **E-mail** button located at the top or bottom of the Rubric Wizard to open the e-mail window. To send the rubric internally, click the **Select Recipients** button to access the Member Locator window. Use the Member Locator to find and select any TaskStream member with whom you wish to share your rubric. To send the rubric by external e-mail, type the external e-mail address in the **To: External recipients (outside e-mail)** field. You can also include a personal message to accompany your rubric. When you are finished, click the **Send** button to send a link to your rubric to the designated recipient(s).

### Sending a Rubric to be Copied

When you send a rubric through the Message Center, you can choose to allow the recipient to copy the rubric into his/her rubric library for use and editing. Check the **Allow TaskStream recipients to copy this rubric for editing** box, to enable the copying feature.