

Entering Rubrics in Mastery Manager

MM username: D211 email address

MM password: individually chosen; use “forgot password” link on home page to recover/reset password

STEP 1: After logging in, press “Rubrics” tab on top.



STEP 2: Choose “Create Rubric” next.



STEP 3: Set up rubric:

- Name: choose a title that represents the course code and CLS it covers
- Columns: add/delete columns to match points possible on your rubric; add descriptors to match point totals
- Element Name: this is the category name for the element you’re assessing (if you have one)
- Description: this is the target standard you’re assessing; this is where you’d write the CLS if this is what you’re assessing

Type the **descriptions** that match each point total in the empty boxes beneath “Description.”

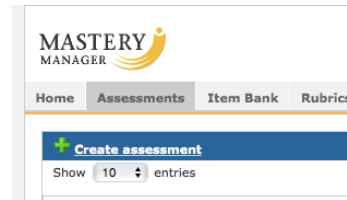
A screenshot of the 'Rubric: New' form. The form has a header with the Mastery Manager logo and the user's email address (jkrause@d211.org). Below the header is a navigation menu with tabs for Home, Assessments, Item Bank, Rubrics, Reports, Setup, Lookup, and Help. The main content area is titled 'Rubric: New' and contains a text input field for 'Name:'. Below this is a checkbox labeled 'Allow multiple selections for a rubric row'. The main part of the form is a table with four columns. The columns are labeled with point totals: 3, 2, 1, and 0. Each column has a 'Description' field. There are green plus signs and red minus signs above each column header. Below the table is a 'Keywords:' field with a text input and a note '(separate with commas)'. At the bottom right are 'Cancel' and 'Save' buttons. Red arrows point from the 'Description' fields in the table to the 'Keywords:' field.

STEP 4: Enter **keywords** to make searching for rubric easier.

STEP 5: Save your work.

Entering Performance Events in Mastery Manager

STEP 1: CREATE ASSESSMENT. Choose “Create Assessment” in upper left-hand corner of screen.



STEP 2: ENTER INFO INTO “CREATE ASSESSMENT” SCREEN. Use Danielle Hauser’s Naming Convention sheet (found on previous page; also posted near Mastery Manager scanner in back of office) when giving your performance assessment a title.

Create Assessment

Test name 'E108 CF CLS2 MARIGOLDS S1 P JMK 1516' available

Type: Answer key-only assessment

Linking: No

Assessment name: E108 CF CLS2 MARIGOLDS S1 P

Number of multiple choice: 0

Number of performance events: 1

Course and section:

- E10602 ESL 1 - Entry - All sections
- E10602 ESL 1 - Entry - E10602 - 2-0003 - Proffitt, Kristen
- E10801 English 1 - All sections
- E10801 English 1 - E10801 - 1-0003 - Ross, Laura
- E10801 English 1 - E10801 - 2-0003 - Krause, Jennifer
- E10801 English 1 - E10801 - 3-0003 - Krause, Jennifer
- E10801 English 1 - E10801 - 4-0003 - Dyson, Sarah
- E10801 English 1 - E10801 - 5-0003 - Dyson, Sarah
- E10801 English 1 - E10801 - 6-0003 - Ross, Laura
- E10802 English 1 - All sections
- E10802 English 1 - E10802 - 1-0003 - Ross, Laura
- E10802 English 1 - E10802 - 2-0003 - Krause, Jennifer

My courses
 My school's courses
All courses

Building:

- Hoffman Estates H.S. (0006)
- James B. Conant H.S. (0001)
- Palatine H.S. (0003)
- Schaumburg H.S. (0004)
- SS Conant (S0001)

Grade level: Grade 9

Subject: English

Department:

- Business
- Driver Education
- English

Setting up sharing is easier in this screen. To share an assessment with others, choose “My school’s courses” rather than “My courses” and then select “All sections” next to the course in the “Course and section” box.

NOTE: CHOOSE THE CORRECT SEMESTER:

E108**01** = semester 1

E108**02** = semester 2

STEP 3: CHOOSE RUBRIC. In the “Weights” section, enter in the **total number of points possible** on the rubric that you plan to use to score this performance event.

MASTERY MANAGER

jkrause@d211.org (Teacher) | Help | Logout

Home Assessments Item Bank Rubrics Reports Setup Lookup Help

Weights: E108 CF CLS2 MARIGOLDS S1 P JMK 1516 (0 M.C. / 1 P.E.)

[Properties | Sharing | **Weights** | Standards | Sections | Duplicate | Answer Key / Layout | Versions | View Setup | Status | Online | Forms | Scan | Input | Reports]

Weights Deductions

Summary

0 multiple choice: 0 points
 1 performance events: 4 points
 1 total questions: 4 points

Group Change

Evenly distribute pts from question 1 to 1 **Distribute**
 OR
 Assign pts to each question from 1 to 1 **Assign**

1 pts, starting at with increment: Cut score: %

Short description
 Long description

▼ Hide rubric
 ► Show bubble descriptors
 ► Show advanced

Find rubric **Create rubric**

Cancel Save

To use a rubric that has already been created, press “**Show rubric.**”

Then press blue “**Find rubric**” button to search for the rubric you created.

Enter search terms (course code, CLS...) and preview rubrics that appear from search. Select correct one from the list that appears. Then press the blue SAVE button.

STEP 4: ENTER CUT SCORE. Click on “Standards” and click on the “Cut Scores” tab in the window that opens. In the drop-down menu under “Custom cut scores for standards,” choose (D211) CLS – English (2012).

Standards: E108 CF CLS2 MARIGOLDS S2 P JMK 1516 (0 M.C. / 1 P.E.)

[Properties | Sharing | Weights | **Standards** | Sections | Duplicate | Answer Key / Layout | Versions | View Set]

View/remove standards Add standards Bulk remove standards Cut scores

Custom cut scores for standards

* (D211) CLS - English (2012) ▼
 * star indicates standard set has custom cut scores for this assessment.

Revert these cutscores to the defaults.

Level	Designation Group Description	Cut Score	Designates mastery
Level 1	Mastered	90 %	<input checked="" type="checkbox"/>
Level 2	Proficient	75 %	<input checked="" type="checkbox"/>
Level 3	Emerging	60 %	<input type="checkbox"/>
Level 4	Developing	0 %	<input type="checkbox"/>

Expected mastery: 70 % of students

This will make the cut scores window appear, and you can enter in the appropriate percentages. This is the percentage that represents “PROFICIENT” on this rubric (e.g., if 3 is proficient on a 4-point scale, then the cut score is 75%).

Do not worry about the percentage next to “Expected mastery.”

STEP 5: ALIGN W/ CLS. In “Standards” screen, choose “English” from the drop-down menu for “Standard Category.” Click on “Standards” next to “Standard Levels,” and then press blue “View Standards” button. Scroll down to your course, then check box next to CLS. Scroll all the way to bottom and press SAVE.

View/remove standards | Add standards | Bulk remove standards | Cut scores

Add standards

Standard category: (D211) CLS - English (2012)

Filter by (filters below are optional, and will limit the standards shown)

Grade levels: 9-12

Standard levels: Course Standard Learning Target

Reset View standards

Please choose the standard(s) from the list below you would like to assign to the assessment:

Expand all / Collapse all

E100 English 1

- ▶ (6) **E101** English 1
- ▶ (6) **E102** English 1
- ▼ (6) **E108** English 1
 - E108.1** Explain the central meaning using key details from a text
 - E108.2** Cite appropriate textual evidence to support both literal and inferential analysis.
 - E108.3** Explain how the author uses literary elements to construct meaning

STEP 6: SET UP ANSWER KEY/LAYOUT. In top “Group Change” box, choose “Performance event” in drop-down menu next to “Type.”

Answer key & layout: E108 CF CLS2 MARIGOLDS S1 P JMK 1516 (0 M.C. / 1 P.E.)

[Properties | Sharing | Weights | Standards | Sections | Duplicate | Answer Key / Layout | Versions | View Setup | Status | Online | Forms | Scan | Input | Reports]

Group Change

Start: 1 End: 1 Apply to: All questions in range Skip labels: (comma separated)

Type:
 Multiple choice (single bubble)
 Multiple choice (multiple bubbles)
 Multiple choice (grid response)
Performance event
 Style: # of bubbles: 5 Label start: End:

Apply

Question	Type	# of Bubbles	Style	Labels	Section
1	Performance event				+

Cancel Save