

# Rubric Wizard



## Table of Contents

<b>About the Rubric Wizard</b> .....	<b>1</b>
The Rubric Wizard Home page .....	2
<b>Create or Adapt Rubrics</b> .....	<b>2</b>
<b>Build Rubric</b> .....	<b>3</b>
Enter rubric content .....	4
Reorganize rows and columns .....	6
<b>Import Content from Existing Rubrics</b> .....	<b>7</b>
<b>Manage Existing Rubrics</b> .....	<b>8</b>
Edit a Saved Rubric .....	8
Rename a Saved Rubric .....	9
Delete a Saved Rubric .....	9
<b>Print or Share Rubrics</b> .....	<b>9</b>
<b>Email a Rubric</b> .....	<b>10</b>
Import/Copy a rubric from an email.....	11
<b>Publish the Rubric to the Shared Resources Area</b> .....	<b>12</b>
After your rubric has been published .....	12
<b>Rubrics Used as Review Methods within Workspaces</b> .....	<b>13</b>

## About the Rubric Wizard

Scoring rubrics guide assessment in a reliable, fair and valid manner by measuring the quality of work or performance against a set of publicly-shared criteria. The combination of fair assessment and feedback make the rubric a formative assessment tool that provides guidance for how to improve subsequent work/performance.

In AMS, rubrics are commonly used as a review method for Workspace submissions and are created via the Rubric Wizard tool.

The rubric appears as a grid:

- Each column represents a level of achievement. Columns are arranged as a scale of values, from lowest (leftmost column) to highest (rightmost column). Each level of achievement can be described with a name and/or a numeric score (numeric scores may be added when the rubric is assigned to a Workspace template).

When columns include numeric values, a summary score for the work being assessed may be produced by adding the scores for each criterion.

- Each row represents an individual criterion for which the Participating Area/contributor will be rated. Rubric criteria may reflect conceptual goals such as "organization" or "clarity of language," or may reflect very specific deliverables relevant to a Workspace artifact (i.e. "supports conclusions with statistical evidence").
- Text fields at each juncture of the grid contain overall descriptions of how a specific level of achievement applies to a specific criterion.

The following academic rubric might be used to evaluate an oral presentation. Notice that (as yet) no numeric scores have been assigned to the three levels of achievement.

Levels	Does Not Meet Expectations	Satisfactory	Exceeds Expectations
<b>Criteria</b>			
Organization	Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is not observable within the presentation.	Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is clearly and consistently observable within the presentation.	Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is clearly and consistently observable and is skillful, and makes the content of the presentation cohesive.
Language	Language choices are unclear and minimally support the effectiveness of the presentation. Language in presentation is not appropriate to audience.	Language choices are thoughtful and generally support the effectiveness of the presentation. Language in presentation is appropriate to audience.	Language choices are imaginative, memorable and compelling, and enhance the effectiveness of the presentation. Language in presentation is appropriate to audience.
Delivery	Delivery techniques (posture, gesture, eye contact and vocal expressiveness) detract from the understandability of the presentation, and speaker appears to be uncomfortable.	Delivery techniques (posture, gesture, eye contact and vocal expressiveness) make the presentation interesting, and speaker appears to be comfortable.	Delivery techniques (posture, gesture, eye contact and vocal expressiveness) make the presentation compelling, and speaker appears polished and confident.
Supporting Material	Insufficient supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make reference to information or analysis that minimally supports the presentation or establishes the presenter's credibility/authority on the topic.	Supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make appropriate reference to information or analysis that supports the presentation or establishes the presenter's credibility/authority on the topic.	A variety of supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make appropriate reference to information or analysis that significantly supports the presentation or establishes the presenter's credibility/authority on the topic.
Central Message	Central message can be deduced, but is not explicitly stated in the presentation.	Central message is clear and consistent with the supporting material.	Central message is compelling (precisely stated, appropriately repeated, memorable and strongly supported.)

## The Rubric Wizard Home page

When you access the *Rubric Wizard* home page, you are navigated to a filtered list of your existing rubrics.

### To access the Rubric Wizard

1. From the top navigational bar, click **Resource Tools**.
2. Click the **Rubric Wizard** link.

*AMS Coordinators can also access the Rubric Wizard link from the Workspace Tools area.*



*If you are also a subscriber to the LAT system, your accounts are connected and you will be able to access your AMS and LAT rubrics from either system.*

Each rubric is described by name. When your rubric was based on one that was created by someone else, the original creator's name is also displayed.

Rubrics display in alphabetical order.

A locked icon indicates when a rubric is undergoing reviewer. Additional icons indicate when rubrics are attached to at least one template and/or are a [shared Resource](#).

From the *Rubric Wizard* home page you can:

- Create a new rubric [from scratch](#).
- Create a new rubric by [adapting a sample rubric](#) provided by your organization.
- View existing rubrics by clicking the rubric name, which is a link.
- [Edit, rename or delete](#) existing rubrics.



When you open an existing rubric that is already attached to Taskstream work, you receive an alert informing you about the template(s) to which your rubric is attached. If your template is being used in LAT, it may also be attached to lesson or unit plans in that portal. Any change you make to an existing rubric is reflected in all Taskstream artifacts to which the rubric is attached.

## Create or Adapt Rubrics

From the *Rubric Wizard* home page, you [can create new rubrics from scratch](#).

In addition, you can use the Rubric Wizard to adapt an existing rubric for another purpose. There are two different ways to do this:

- From the Rubric Wizard home page, you can create a new rubric [based on one of the sample rubrics](#) provided by your organization.
- After selecting an existing rubric from your Rubric Wizard home page, you can use the Rubric Wizard Save As/Copy feature to [make a copy](#) of that rubric.

*Whether you **Adapt a rubric** from the Rubric Wizard home page or use the **Save As/Copy** button from the Build Rubric page, all of your changes are made to the copy and **DO NOT** affect the original rubric.*

### To create a new rubric from scratch

1. Enter a **New rubric title**.
2. Using the pull-down menu, select the number of **Columns** you want in this rubric.

*In a rubric, each column represents a level of achievement. The more degrees of achievement that you want to score, the more columns your rubric is likely to have. The simplest rubrics usually have three columns, to represent unsatisfactory, satisfactory and exemplary achievement.*

3. Click the **Create New** button. You are navigated to the *Build Rubric* tab to [enter or import rubric details](#).

### To adapt a sample rubric


1. Select a sample rubric from the **Adapt a rubric** pull-down list, then click the **Adapt Rubric** button.
2. You are navigated to an *Adapt Rubric* page, which displays the criteria and levels (columns) of the sample rubric you selected. Check the rows (criteria) you want to include in your new rubric *OR* use the **Select All** checkbox to select all criteria.
3. (Optional) If the levels (columns) appear in the opposite order to what you want, click the **Reverse Order of Columns** button

*If this rubric will be used for Workspace Review AND will be associated with a numeric scale of scoring, the lowest level of achievement must appear as the leftmost column, and the highest level on the right.*

4. Click the **Apply Changes** button.
5. You are navigated to the *Setup Adapted Rubric* page, to **Name adapted rubric**.
6. Click the **Import** button. You are navigated to the *Build Rubric* tab [to continue working on this rubric](#).

### To copy an existing rubric ("Save As")

1. With the item open on the *Build Rubric* page, click the **Save As/Copy** button.

 *It is critical that you Save As/Copy BEFORE making any changes, otherwise you will overwrite (i.e. replace) the original version of the rubric.*

2. **Enter the name of your new rubric** in the field provided.
3. Click the **Copy** button.
4. (Optional) [Edit your new copy](#) as you would any rubric that you created from scratch.

Regardless of how you create it, once your new rubric is saved you [can share it with others](#) in a number of ways.

## Build Rubric

Whether you're creating a [new rubric from scratch](#), [adapting one of the samples](#) provided, or basing your new rubric on [a copy of an existing one](#), the details of the criteria and levels of achievement are developed on the *Build Rubric* page of the Rubric Wizard. The name of your selected rubric is displayed below the page title.


The header area of the *Build Rubric* page displays the creation and (when applicable) modification dates of your rubric. If your rubric was based on a rubric created by someone else (e.g. a rubric copied from shared resources or from an email link), the original author attribution is also displayed.

In addition to entering and editing text in the rubric grid, the *Build Rubric* page enables you to import content from other rubrics and reorganize the rubric layout.

### To save the rubric content (at any point)

- Click one of the two **Save** buttons on the *Build Rubric* page (they are positioned above and below the grid, on the right side of the screen). The system instantly captures your most current information.

Additional functionality is provided by a set of buttons that display both above and below the rubric grid.

- **Print View:** generate a printer-friendly version of the lesson plan in a pop-up window and (optionally) send it to your local printer or export to MS Word.
  1. Click **Print View**.
  2. From the top of the pop-up browser window, select **Send to Printer now**;
  3. *OR* Click  **Export to Word** to export the view as a Word document.
    - a. A pop-up window loads with the Export to Word dialog box. The appearance of this box differs, based on your browser.
    - b. To save your Word document without viewing, click Save and select a location. You can open this file as needed.  
*OR*
    - c. To immediately view the file on screen in Word, click Open.
      - i. To store the open document for future use, be sure to "Save As" and place in the location of your choosing.
- **Email:** rubrics can be sent to Taskstream subscribers or to an external email address. The recipient receives a message with a link to the rubric.

*Those who receive links via the Taskstream Message Center may, at your discretion, be granted the ability to copy and adapt your rubric.*

- **Generate Link (URL):** the system generates a unique web address (URL), which you can copy and paste into any webpage or weblink area to create a link to this rubric.
- **Publish:** publish this rubric as a shared resource. Shared rubrics can be accessed by other Taskstream subscribers, including (when applicable) LAT users
- **Save As/Copy:** make an additional copy of this rubric for another purpose. You can edit the new copy without changing the original rubric.
- **Rename:** rename this rubric (*the same option is available from the Rubric Wizard home page*)

## Enter rubric content

A rubric created from scratch initially displays as a grid of blank text fields, with the amount of **columns** you selected from the pull-down list and a single criterion row. To enter rubric content click in the appropriate field and begin to type.

Each column of the grid represents a **Level** of achievement.

- Enter a descriptive name for the level in the column heading.

*Calculable numeric scores may be assigned when the rubric is assigned to a Workspace template as a Review method.*

Each row represents an individual criterion for which the work submission will be rated.

- Enter a description of the criterion in the **Criteria** column on the left side of the screen.
- For each criterion, use the row of fields to describe the results a work must meet to achieve each specific level; i.e. how does a student show "insufficient", "satisfactory" or "exemplary" achievement in each area.

To learn more about rubrics and to see a sample, [click here](#).

As well as entering information from scratch, you can use [the Import from Rubric function](#) to selectively import criteria content from other rubrics.

Regardless of how you created your rubric, as you enter/edit rubric content you can also modify the rubric structure.

- To add an additional row, click a **+ Row** button (in the *Criteria* box). The new row will appear *below* the row of the button you clicked.

To delete a row, click the related **- Row** button.

- To add additional columns, click the **+ Column** button. The new column will be added *to the right* of the column where you clicked.

To delete columns, click the **- Column** link located beneath each column heading.

When rubrics are created in LAT, there is an option to associate criteria with Standards. If your rubric includes content imported from such a rubric, any currently-attached Standards are displayed in an expandable/collapsible *Standards* area immediately below the criterion with which they are associated.

*In this case, **Collapse All** and **Expand All** radio buttons will also appear at the top of the grid.*

You can use the **Check Spelling** function to check all of the text in your rubric grid.

1. Click a **Check Spelling** button (above or below the grid) to load the spell checker pop-up.
2. View the spelling suggestions supplied by the system. The spelling instances have pull-down menus from which you can select the correct spelling, if needed.
3. Make your selections.
4. Click **Apply Changes**.
5. (Optional) To quit your action, click **Close Window**.

The Build Rubric page is also used to edit previously-created rubrics; however, once a rubric is used in a Workspace template, restrictions apply.

⚠ If the rubric is currently used in a Workspace template, the options to Rename, Insert/Delete Rows and Columns, and to Import content from other rubrics will not display. If NO REVIEW has yet occurred, you can remove the rubric from the template to make your changes.

If the rubric is currently being used in a Workspace template BUT NO REVIEW has yet occurred, you can fully edit the rubric by following these steps:

- From the Workspace Template Builder, remove the rubric from the template.
- Return to the Rubric Wizard and edit the rubric. **Save** your edits.
- Return to the Workspace Template Builder and reattach the updated rubric.

## Reorganize rows and columns

As you fill in the grid, you might decide that criteria should appear in a different order, or you might have entered levels of achievement before deciding that you wanted the rubric to be used with numeric scores, therefore requiring the levels of achievement to be arranged from lowest (left) to highest (right). The **Reorder Rows or Columns** button enables you to address these issues.

⚠ These functions are not available if the rubric is currently being used in a Workspace template. If NO REVIEW has yet occurred, you can remove the rubric from the template to make your changes.

If the rubric is currently being used in a Workspace template BUT NO REVIEW has yet occurred, you can fully edit the rubric by following these steps:

- From the Workspace Template Builder, remove the rubric from the template.
- Return to the Rubric Wizard and edit the rubric. **Save** your edits.
- Return to the Workspace Template Builder and reattach the updated rubric.

### To reorder rubric criteria (rows)

1. Click the **Reorder Rows or Columns** button.
2. Click the pull-down Reorder field to the left of the criterion name.
3. Select the new order position.

Repeat these steps until all rows have been assigned the appropriate number to reflect the order in which you want them to appear in the rubric.

⚠ There is no automated re-ordering. When you change the position number of one criterion (row), be sure to change other criteria as well. If the same position is assigned to more than one criterion when you select **Apply Changes**, you will be alerted and asked to reorder them.

4. When you have completed resetting the order of your rows, click the **Apply Changes** button.

### To reverse the order of columns in the grid

1. Click the **Reorder Rows or Columns** button.
2. Click the **Reverse Order of Columns** button. The columns will immediately reverse and display as a mirror image of the previous left-to-right order.


*If this rubric will be used for Workspace Review AND will be associated with a numeric scale of scoring, the lowest level of achievement must appear as the leftmost column, and the highest level on the right.*

3. To save this as the new column order, click the **Apply Changes** button.



## Import Content from Existing Rubrics

The Import Rubric function of the Build Rubric page enables you to add to a rubric by selectively importing criteria content from other rubrics.

 This function is not available if the rubric is currently used in a Workspace template. If NO REVIEW has yet occurred, you can remove the rubric from the template to make your changes.

If the rubric is currently being used in a Workspace template BUT NO REVIEW has yet occurred, you can fully edit the rubric by following these steps:


- From the Workspace Template Builder, remove the rubric from the template.
- Return to the Rubric Wizard and edit the rubric. Save your edits.
- Return to the Workspace Template Builder and reattach the updated rubric.

There are two pull-down lists from which to select an existing rubric:

- "Sample Rubrics" are the same ones that are available from [the Adapt a rubric field](#) at the top of the Rubric Wizard home page.
- "My Rubrics" is the list of rubrics that appears in the [main area of your Rubric Wizard home page](#).

Whether you are copying criteria from a sample rubric or from one of your existing rubrics, the same steps apply.

1. Select a rubric from the pull-down "Sample Rubrics" or "My Rubrics" list.

 Notice that each rubric name on the list is accompanied by a number in parentheses: for example, "Civic Engagement Value (4)." This number indicates how many columns (levels of achievement) are included in that rubric. You can import criteria from rubrics with differing numbers of columns, however you will subsequently need to make some adjustments.

2. Click the **Go** button. The *Import from Rubric* page displays a compiled version of the selected rubric, allowing you to view all of its content.
3. Use the checkboxes in the left column of the page to select each criterion (row) you would like to import.
4. (Optional) To import all of the content of this rubric, check the *Select All* box, at the top of the *Criteria* column.

The next steps vary based on characteristics of the rubric from which you are importing criteria:

5. If you are importing criteria from a rubric that has MORE columns than the current rubric, use the *Levels* checkboxes at the top of the grid to select the specific levels of achievement you want to import.
6. If you are importing criteria from a rubric that shows levels in the opposite order from the current rubric, click the **Reverse Order of Columns** button to align the two rubrics. (for more information, [See "Reorganize rows and columns"](#) on page 6).
7. Click the **Apply Changes** button.
8. If Standard(s) are attached to the criteria you have selected to import, you are given the option to indicate whether or not you want to copy the rubric/standards connection. Select the appropriate radio button and click the **Import** button.

*While you cannot attach Standards to criteria added to an AMS rubric from scratch, you are given the option to copy Standards when importing criteria that already have Standards attached (e.g. from a rubric that was either created in LAT or includes criteria imported from an LAT rubric). Any Standards that you copy will be available in the AMS rubric as view only*

You are returned to the *Build Rubric* page, where the imported criteria show together with whatever criteria was previously added to this rubric. You can repeat this process to import criteria from multiple rubrics.

*When you have finished importing criteria, you will want to edit the rubric by customizing the text of imported criteria to reflect the purpose of this rubric, reordering criteria (rows) and/or inserting or deleting columns.*

*If you have imported criteria from rubric(s) with FEWER columns than the current rubric, you will notice empty column(s) in those imported row(s). You will need to fill in those levels of achievement.*

## Manage Existing Rubrics

A set of three related function buttons appears to the far right of each rubric on the [Rubric Wizard](#) home page list. Use these buttons to [edit](#), [rename](#) or [delete](#) a listed rubric.

### Edit a Saved Rubric


When you click the **Edit** button, you are navigated to the main *Build Rubric* page. All the existing content for the selected rubric is in view.

*You can also open an existing rubric by clicking the name (a link) on the home page list.*

If the selected rubric is currently associated with other Taskstream work (e.g. Workspace templates, web pages), a message alerts you to all of the current connections.


#### What would you like to do?


- To prevent your edits from affecting any of these related work items, click the **Make a copy of this rubric** button and follow the same steps as for the [Save As/Copy](#) function.
- To continue viewing the selected rubric, click the **Edit or view this rubric** button.

 Edits made from the Rubric Wizard will cause the rubric to change for every related work item.

The most recent **Date modified** always appears in the header of the *Build Rubric* page, as well as in any **Print View** generated for the rubric.

Edit using the same techniques as when you initially created the [rubric](#).

 If the rubric is currently being used in a Workspace template, ONLY text can be changed. You cannot add, delete or change the order of rows or columns for a rubric that is being used by a template.

 If the rubric is currently being used in a Workspace template, but NO REVIEW has yet occurred, you can fully edit the rubric by following these steps:

- From the *Workspace Template Builder*, remove the rubric from the template.
- Return to the *Rubric Wizard* and edit the rubric. Save your edits.
- Return to the *Workspace Template Builder* and reattach the updated rubric.

---

## Rename a Saved Rubric


When you click the **Rename** button, you have navigated to a *Rename* page.

1. Enter your new title in the **Rename title** field.
2. Click **Rename**.
3. You are navigated back to the related home page.

*You can also rename rubric from the Build Rubric page.*

---

## Delete a Saved Rubric

 You cannot delete a rubric that is associated with a template; the button will be disabled (appears "grayed out" on screen).


When you click the **Delete** button, you are asked to confirm that you want to permanently delete the selected rubric.

## Print or Share Rubrics

Once you have created and saved a rubric in Taskstream, there are a number of ways in which you can share your work.

- **Print:** The **Print View** button of the *Build Rubric* page can be used to generate a printer-friendly version of the work. Rubrics can also be exported in a MS Word format.

### To print a rubric

1. Click the **Print View** button.
  2. From the top of the pop-up view window, select **Send to Printer Now**;
  3. OR Click  **Export to Word** to export the view as a Word document.
    - a. A pop-up window loads with the Export to Word dialog box. The appearance of this box differs, based on your browser
    - b. To save your Word document without viewing, click **Save** and select a location. You can open this file as needed.  
*OR*
    - c. To immediately view the file on screen in Word, click **Open**.
      - To store the open document for future use, be sure to "Save As" and place in the location of your choosing.
- **Email from Taskstream:** Use the **Email** button on the Build Rubric page [to generate an email](#) to another Taskstream user (via Message Center) or to an outside email address. The recipient receives a message with a link to the rubric.

*Those who receive links via the Taskstream Message Center may, at your discretion, be granted the ability to copy and adapt your rubric.*

- **Generate a Web Link:** Use the **Generate Link (URL)** button on the Build Rubric page to generate a unique web address (URL) for this item. You can include this URL in webpages, as weblink content for Workspace submissions, etc.
  1. Click **Generate Link (URL)**. Taskstream generates a unique web address for your rubric and displays it in a pop-up window.
  2. Use **Ctrl+C** to copy this link.
  3. Use **Ctrl+V** to paste the link into your webpage, email, document, etc.
  4. Click **OK** to close the pop-up.

*Anyone using this link will view a printer-friendly version of your work.*

- **Publish:** Use the **Publish** button on the *Build Rubric* page to publish your work item to other Taskstream subscribers in the Shared Resources area.
- **Attach to a Taskstream Workspace or Web Page:** The *Add* content functionality of web pages and certain Workspace areas includes an **Attachments** tool.

*Only certain sections of a Workspace, such as the "General Information" area, can potentially utilize this feature. For any specific Workspace, whether or not "Attachments" is enabled for any specific eligible area will be determined by the template creator.*

One of several options on the *Add Attachments* page is to select any of your saved rubrics from a pull-down list.

## Email a Rubric

Use the **Email** button on the *Build Rubric* page to generate an email to other Taskstream subscribers (via Message Center) or to an external email address. The recipient receives a message with a link to the rubric.

- A message sent via external email provides the recipient with a link to a printer-friendly view of the rubric.
- When a link is sent via Message Center, you may choose to grant the recipient the ability [to copy and adapt the linked rubric](#) within Taskstream.

### To email a rubric

1. Starting from the *Build Rubric* page of the item you want to share, click the **Email** button. The *Email Rubric* page loads, with options to email to both internal (Taskstream subscribers) and external recipients.
2. To *Select internal recipients*, who will be contacted via the Message Center:
  - a. Click the **Select Recipients** button to the right of the related *To:* field.
  - b. Using the Member Locator, find and select your recipient(s).
  - c. (Optional) Send blind carbon copies of this email (including link) to other Taskstream subscriber(s).
    - i. Click the **Select Recipients** button to the right of the related *Bcc:* field.
    - ii. Use the Member Locator to select Bcc recipients.

- d. (Optional) Check the box to *Allow Taskstream recipients to copy this item for editing*.
3. To *Enter external recipients*, type the email address(es) in the related To: field. For multiple recipients, separate each email address with a comma.
  - a. (Optional) Send blind carbon copies of this email (including link) to other external recipients by typing their email address(es) in the related Bcc: field.
4. The *Your email address* field stores the information that will be used in the "from" section of the email. By default, this field is populated with the email address currently stored in the *Personal Information* section of My Account.
  - a. (Optional) Enter a different "from" email address.
  - b. (Optional) To receive your own copy of the email, check *Send a copy to this email address*.

 If you are sending emails to external recipients, this MUST contain a VALID email address.

5. (Optional) Enter a personal message for your email. This message may serve to introduce or explain the linked item. (*Maximum of 2,000 characters*).
6. Click the **Send Message** button.

---

## Import/Copy a rubric from an email

When you receive an email in the Taskstream Message Center that includes a link to a rubric, you may have been given the option to make a copy of it. In this case, you can choose to use the copied item "as is" or edit it for your own purposes.

### To copy work from an email link

1. Open the email in Message Center.
2. Click the link (the name of the lesson, unit or rubric).
3. You are navigated to a page that displays a printer-friendly version of the linked item. Click the **Copy Rubric** button located to the upper right corner of the page.

*If this button does not display, you have not been granted permission to copy this item.*

4. If you already have a rubric with the same title, you will be asked enter a **New name** for your copy.
  - e. Click the **OK** button to complete the import process..
5. A message displays to confirm that the rubric has been successfully copied and added to your own list of work
6. (Optional) Click the **Go Back** button to return to the printer-friendly view of the item you have just copied.
7. Click the **Go to Rubric Wizard** button.

Imported rubrics display on the Rubric Wizard home page and can be [opened](#) and [edited](#) just like any work item you created from scratch.

## Publish the Rubric to the Shared Resources Area

If your organization has chosen to enable you to contribute work to the Shared Resources repository, this option will be available to you from [the Build Rubric page](#). When you publish to Shared Resources, you contribute to a community collection of published work that Taskstream subscribers can access via the **Shared Resources** option at the top of the Taskstream page.

---

*Published rubrics are also available to LAT subscribers via the "Cybrary."*

---

Other subscribers are able to copy published works and edit them, but attribution to the original author is permanently affixed.

---

*There are various organizational preferences associated with Shared Resources. Some organizations choose to review work before making it available to other Taskstream subscribers. Some organizations require that certain types of work be published in order for Administrators to access it. If you have questions about the publishing options your organization has chosen, please contact your organization's Taskstream administrator.*

---

### To publish your rubric through Shared Resources

1. Starting from the *Build Rubric* page for the rubric you want to publish, area, click the **Publish** button.
2. The current publication *Status* of this item is displayed. Click the **Publish** button next to that status.
3. You are navigated to the *Set Publishing Options* page. Enter a *summary* of this rubric. When others browse Shared Resources, your summary will display next to the title and should therefore include useful information such as something about the purpose of the rubric that might not be obvious from the title.
4. To help others locate your work via searches, add strategic *keywords*.
5. If your organization has chosen to review submitted work before publishing it, decide on the degree of availability you want to set for this rubric:
  - To limit your work to individuals in your own organization, select *Only people within my learning community*.
  - Alternatively, you can also choose to share your rubric with *Any Taskstream subscriber* (regardless of organization).
6. (Optional) To quit your action, click **Cancel**.
7. Click **Publish** to complete your submission.

---

### After your rubric has been published

While you can edit your rubric at any time, the version that was published to the Shared Resources area remains unchanged. In order for changes to be reflected in Shared Resources, you will need to republish your work.

#### To publish changes to a rubric

1. Make your change on the *Build Rubric* page.
2. Click the **Save** button to store your updates.
3. Click the (new) **Republish** button.
4. You might be navigated to the *Set Publishing Options* page.

*Only designated Shared Resource/Cybrary reviewers can unpublish work or edit publication information (summary text and/or keywords).*


*Please contact your organization's Taskstream administrator to learn how to reach out to your organization's Shared Resources reviewers.*

- a. (Optional) Update the *summary* text and/or *keywords*.
  - b. Click the **Update** button.
5. From the confirmation page, click a button to either go **Back to Publish Options** or continue to **Edit** this rubric.


## Rubrics Used as Review Methods within Workspaces

Rubrics can be used as a review method within a Workspace Template, either on their own or as part of a combined method with a form.

**At that point, a calculable numeric value may (optionally) be assigned to each Level of achievement.**

 Once a rubric is assigned as a Review Method within a Workspace Template, **ONLY TEXT CHANGES ARE PERMITTED**. You cannot add, delete or change the order of rows or columns for a rubric that is being used by a template.

It is also not possible to delete a rubric while it is attached to a template.

 *If the rubric is currently being used in a Workspace template, but NO REVIEW has yet occurred, you can REMOVE a rubric from the template to make your changes:*

*From the Workspace Template Builder, remove the rubric from the template.  
Return to the Rubric Wizard and edit the rubric. Save your edits.  
Return to the Workspace Template Builder and reattach the updated rubric.*