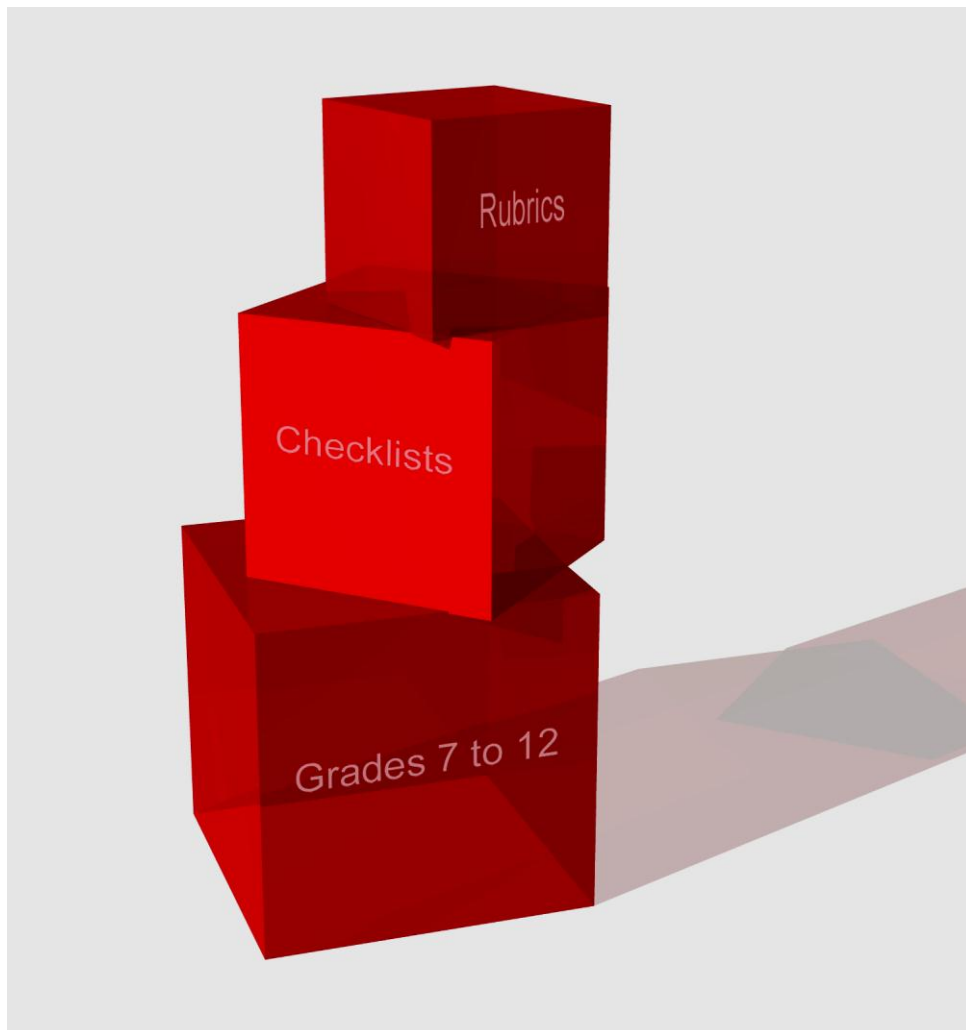


Rubricate + RECORD



**SENIOR
TRAINING
PROGRAMME**

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... enhancing teaching and learning through integrated assessment strategies ...

Dear Rubricate PLUS User,

Welcome to **Rubricate**, a uniquely South African product specifically created by a South African teacher to guide and support you through the planning, design and implementation of assessment FOR learning in your classroom.

The purpose of this course is for you to familiarise yourself with the workings of the **Rubricate PLUS** software package and to employ it in a meaningful way to plan and implement your assessment strategy: designing your assessment task, creating your assessment tools and organising your assessment records.

Rubricate PLUS is user-friendly, time-saving, skill-developing and self-improving. It is an essential tool for any teacher no matter what your experience or expertise. It enables us as South African teachers to feel prepared, positive and confident to meet the challenges of education and to make a significant contribution through excellent teaching practice in our classrooms.

Thank you for your commitment to learning, Rubricating Works is committed to supporting you in this endeavour. Our contact details are below and additional support is available on our web site at <http://www.rubricate.co.za>

A handwritten signature in black ink that reads 'Tracey Butchart'.

Tracey Butchart

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Interpreting the Rubricate + RECORD Interface

Rubricate + RECORD supports you in the organising of your assessment records for scoring, recording and reporting.

The screenshot shows the Rubricate + RECORD application window. The title bar reads "Rubricate + Record - Senior". The menu bar includes "Go To", "Advanced", "Help", and "Exit". The main area is divided into two columns: "Class Name:" with a list containing "Grade 9" and "Grade 9B" (the latter is selected), and "Subject:" with "Natural Sciences". Below these is a "Record Description:" field containing "Term 1". A toolbar below the main area contains icons for "Prepare", "Add", "Export", and "Remove". A task pane on the right lists several actions: "New Class Name", "Edit Class Name", "New / Edit Class List", "Copy a Class List", and "Import a Class List", each with a brief description. A "HELP" button is also present. The status bar at the bottom shows "Connected to database", "Subject Count = 2", and "Term 1".







Annotations with arrows point to the following elements:


- Menu bar**: Points to the "Go To", "Advanced", "Help", and "Exit" menu.
- Class details**: Points to the "Class Name:" list.
- Subject details**: Points to the "Subject:" field.
- Record details**: Points to the "Record Description:" field.
- Task tabs (work from left to right)**: Points to the "Prepare", "Add", "Export", and "Remove" icons.
- Task buttons (work from top to bottom)**: Points to the "New Class Name", "Edit Class Name", "New / Edit Class List", "Copy a Class List", and "Import a Class List" buttons.



TASK 1

Logging on Yourself

You must log on with your own username and password to secure your assessment tasks, plans, tools and records.

-  1. Double-click on the **Rubricate PLUS Senior** icon.
-  2. In the *'Log on to Rubricate'* window, choose the username *'Administrator'* then click in the password box and type in the password *'123'*. Click on *'Enter'*.
-  3. In the window of *'Settings as Administrator User'*, click on *'Configure Users'*.
-  4. Click on *'Add User'*. Then click in the Username space and type in your first name. Click in the Password space and type in the first letter of your surname. Click in the Retype Password space and type in the first letter of your surname again.
-  5. Write down the details below so that you do not forget them.
 -  A. Write down your Username.

 -  B. Write down your Password.

-  6. Click on *'Accept'* and *'Done'*.
-  7. Click on *'Done'* again.

You will now exit **Rubricate PLUS Senior** as the Administrator and the programme will automatically close. You will re-enter the programme on your own username in the next task.

TASK 2

Entering & Navigating the Interface



1. To re-enter **Rubricate PLUS Senior**, double-click on the **Rubricate PLUS Senior** icon.



2. In the '*Log on to Rubricate*' window, choose your own username by clicking on it. Then click in the password box and type in your password. Click on '*Enter*'.



3. In the window of '*Rubricate Plus Options*', choose the third or last option by clicking on the icon in order to enter the programme, **Rubricate + Record**.



- A. Compare the screen with the annotated diagram on page 1.



- B. Write down the **four task tabs** in order from left to right.



- C. Write down the **five task buttons** on the first task tab in order from top to bottom.














4. Exit **Rubricate + Record** by clicking on '*Exit*'.







5. Re-enter **Rubricate + Record** in the same way again.

TASK 3

Setting Up in Rubricate + Record

-  1. In **Rubricate + Record**, click on *'Prepare'*, and then click on *'New Class Name.'*
-  2. Type in your *'Class Name'* e.g. 9B.
-  3. Type in your *'Subject'* e.g. Technology.
-  4. Type in your *'Record Description'* e.g. Term 2.
-  5. Click on *'Accept'*.
-  6. On the same *'Prepare'* tab, click on the second button down, *'Edit Class Name'* to check your details.
-  7. Click on *'Accept'* again.
-  8. On the same *'Prepare'* tab, click on the third button down, *'New / Edit Class List'*.
-  9. In the *'Learners Information'* window, click on *'Add'*.
-  10. Type in the first *'Name'*, *'Surname'* and *'Grade'* for an imaginary learner in your class. Click on *'Accept'*.
-  11. Type in details for another three imaginary learners in your class in the same way. When each is complete, click on *'Accept'*.






Don't worry to enter learner details alphabetically, **Rubricate + Record** will rearrange your class alphabetically when you are finished.

-  12. Delete one of your learners by clicking on *'Delete'* then re-enter their details.
-  13. Click on *'Edit'* to change one of your learner's details.
-  14. When you are finished, click on *'Accept'* and then *'Done'*.
-  15. Click on *'Yes'* on the *'Confirm'* screen to re-order your class list.


TASK 4

Adding Assessment Tools

Assessment tools created in **Rubricate + Create** and saved as Rubricate files can be imported into **Rubricate + Record**, opened and scored for a class of learners.




-  1. Click on the 'Add' tab, click on 'Tools' to add a **Rubricate + Create** assessment tool into **Rubricate + Record** for scoring.
-  2. In the 'Assessment Tool Information' window, click on 'Add'. **Do not type in anything yet.** Click on the File icon on the right-hand side of 'Tool Source'.
-  3. In the 'Open Assessment Tool' window, click on the Oral Presentation rubric you saved before in your 'My Documents' folder. Click on 'Accept'.
-  4. Type in a description of the assessment tool e.g. Oral Presentation Rubric. **Rubricate + Record** must also name the imported tool. This is to prevent you from making the error of opening the tool in **Rubricate + Create** again and changing the assessment criteria when it has already been scored for your learners.
-  5. Type in the date of assessment by typing in yesterday's date in the format yyyy/mm/dd.

Assessment tools chosen can have the description and date changed by clicking on 'Edit'. The actual tool cannot be edited once it has been imported into **Rubricate + Record** for security reasons. A tool can be removed by clicking on 'Remove'.



-  6. When you are finished, click on 'Accept' and then 'Done'.

TASK 5






Scoring Assessment Tasks

-  1. In **Rubricate + Record**, click on *'Add'* and click on *'Scores'*.
-  2. In the *'Select a Tool to Score'* window, select the Oral Presentation Rubric you created by clicking on it.
-  3. Select the method of scoring *'Whole Tool per Learner'* to enter scores one learner at a time for the whole assessment tool. Click on *'Accept'*.

Your first learner's name should be displayed at the top under *'Learner's Name'*. The assessment criteria of your assessment tool are displayed on the left-hand side. The level descriptors for the highlighted assessment criterion should be visible on the right-hand side.

-  4. To add scores, simply click on the chosen level number. For your first two learners, score alternating level 4 scores and level 5 scores. For your third and fourth learners, score alternating level 5 scores and level 6 scores.
-  5. When all scores are entered, the window automatically closes.








You can check a score by clicking on *'Scores'* again, selecting the same tool, and clicking on *'Accept'*. Use the arrow keys to find the learner's name and the relevant assessment criterion. The learner's level of achievement is displayed at the bottom. You could change the score by clicking on a different level.

-  6. When you are finished click on *'Done'*.
-  7. Now click on the *'Add'* tab and click on *'Scores'* again. In the *'Select a Tool to Score'* window, click on the same tool again.
-  8. This time, select the method of scoring *'All Learners per Assessment Criterion'*. This will enter scores one assessment criterion at a time for all the learners. Click on *'Accept'*.
-  9. By clicking on the arrows at the top to change the assessment criteria and the arrows on the left to return to the same learner's name, change the level 4 scores of your first learner to level 5 scores. In the same way, change the level 5 scores of your fourth learner to level 6 scores.
-  10. When you are finished, click on *'Done'*.

TASK 6






Producing Assessment Records

Rubricate + Record allows you to create an assessment record by collecting assessment task scores for all learners in the class.

-  1. In **Rubricate + Record**, click on the '*Export*' tab and click on '*Single Task Record*'.
-  2. Choose the tool, Oral Presentation Rubric, to export and click on 'Select'.
-  3. It takes a little while before your assessment record opens. If, in MS Excel, the dates are not visible due to your columns being too narrow. Type '*Ctrl A*' to '*Select All*' and move the cursor to the top of the document between any two columns. When your cursor changes to a symbol, double-click and the column will expand to show the date properly.
-  4. If your assessment criteria are shortened in their cells due to text wrapping, you can change this by selecting the cells and clicking on '*Format*' on the menu bar. Choose '*Cells*' and click on the '*Alignment*' tab. Under '*Text Control*', uncheck '*Wrap Text*' and click on '*OK*'.
-  5. This is now an MS Excel file and can be edited and saved and printed as an Excel document. It is recommended to print a copy for your Assessment File. There is no need to save it in MS Excel as the data is already saved in **Rubricate + Record**.
-  A. Print your **Rubricate +Record** and stick it on the facing page.
-  6. Close MS Excel and do not save your MS Excel document.




TASK 7

Working with Percentages


-  1. In **Rubricate + Record**, click on *'Add'* and click on *'Scores'*.
-  2. In the *'Select a Tool to Score'* window, select the Oral Presentation rubric you created by clicking on it.
-  3. Select the method of scoring *'Whole Tool per Learner'* to enter scores one learner at a time for the whole assessment tool.
-  4. Click in the checkbox *'Manually allocate percentage to score'*.
-  5. Click on *'Accept'*.







Your first learner's name should be displayed at the top under *'Learner's Name'*. The assessment criteria of your assessment tool are displayed on the left-hand side. The level descriptors for the highlighted assessment criterion should be visible on the right-hand side.

As this assessment tool has already been scored, the scores should be visible at the bottom of the screen.

-  6. Click on the same score again in the displayed level descriptors e.g. if the first learner was allocated a 5 for the first assessment criterion (shown by a '5' in the space next to *'Learner's Level'*), click on *'Level 5'* next to the displayed level descriptor.
-  7. A screen will open asking you to allocate a percentage to a level chosen. For Level 5, it will propose a percentage between 60% and 69% and display the average of this next to the learner's name. Type in a 67 over the provided average and click on *'Accept'*.
-  8. Repeat this action with each of the remaining criteria to score but change the allocated percentage to one within the proposed range. When all scores are entered and all percentages are allocated, the window automatically closes.

You can go back and check a score by clicking on *'Scores'* again, selecting the same tool, and clicking on *'Accept'*. Use the arrow keys to find the learner's name and the relevant assessment criterion. The learner's level is displayed at the bottom. You could change the score by clicking on a different level.

-  9. When you are finished click on *'Done'*.

-  10. Now click on the *'Add'* tab and click on *'Scores'* again. In the *'Select a Tool to Score'* window, click on the same tool again.
-  11. This time, select the method of scoring *'All Learners per Assessment Criterion'*. This will enter scores by one assessment criterion at a time for all the learners.
-  12. Click in the checkbox *'Manually allocate percentage to score'*.
-  13. Click on *'Accept'*.
-  14. As you did before, check the allocated percentages and scores by clicking on the arrow at the top to scroll through the Assessment Criteria for each learner at a time. Click on the arrow below the learners' names to move on to the next learner.
-  15. When you are finished, click on *'Done'*.

TASK 8

Getting Rubricate Help



1. Click on 'Help', select 'Help' and click on it.



2. Maximise the screen by clicking on the square blue icon in the top right of the screen.



A. How many 'Books of Contents' do you see on the left hand side of the screen?



3. Open the book 'Rubricate PLUS' by double-clicking on it.



4. Find the entry 'Creating a New Username' and click on it to read it.



5. Open the book 'Rubricate + RECORD' by double-clicking on it.



6. Use the Help File to answer the following questions:



B. What is **Rubricate + Record**?



C. In **Rubricate + Record**, what tab and what button do you click on to create a new class name?



D. When using **Rubricate + Record**, which other software packages can you share information with?



E. What documents does **Rubricate + Record** produce?



7. Close the Help File by clicking on the cross in the red square at the top right of the screen.

TASK 9

Getting Assessment Help



1. Click on 'Help', select 'Assessment Support' and click on it.



2. Maximise the screen by clicking on the square blue icon in the top right of the screen.



3. Click on 'Assessment FOR Learning Cycle'.



A. How many steps do you see in this Assessment FOR Learning Cycle?



B. After which steps would **Rubricate + Record** be used?



4. Click on 'SA Assessment Policy'.



C. How many achievement levels should South African teachers use when reporting on learner achievement?



D. What proportion of assessment in the Senior Phase is school-based?



E. How many principles of assessment are discussed in the Help book 'Planning, Designing & Implementing Assessment'?



E. How can Rubricate users keep up-to-date with the latest South African curriculum (and assessment) policy?







6. Close the Help File by clicking on the cross in the red square at the top right of the window.






TASK 10

Working with Class Lists

Rubricate + Record enables educators to copy an existing **Rubricate + Record** class list to a new class name. This is helpful if an educator is teaching the same group of learners in another Subject or in a following year.

-  1. You should still be in the **Rubricate + Record** programme.
-  2. Click on the '*Prepare*' tab and on '*Copy a Class List*'. Whichever class name is highlighted in the top part of the screen will be copied with all its learners to be renamed as a new class list. Confirm this by clicking on 'Yes'.
-  3. Edit the '*Class Information*' to represent a new class e.g. change '9A' to '9B'.
-  4. Click on '*New / Edit Class List*' to see the same names in place in the new Class Name, 9B.

Rubricate + Record enables educators to import an existing Microsoft Excel class list to a new class name.

-  5. Exit **Rubricate Record**. Look in the Desktop folder, *Rubricate PLUS Training*'. Open a file called '*Excel Class List*'.
 -  A. Record the following information:
Row number of first learner entry:
 - Row number of last learner entry:
 - Column letter of learner first names:
 - Column letter of learner surnames:
-  6. Close MS Excel.
 -  7. Enter **Rubricate + Record** again.
 -  8. First you must click on the '*Prepare*' tab and on '*New Class Name*'. Create a new class name called '9C' for the Subject

'Technology' with a Record Description of *'Term 2'*. Make sure that this created class name is highlighted in the top part of the screen.



9. Now click on the *'Prepare'* tab and on *'Import a Class List'*. Confirm the importing by clicking on *'Yes'*.



10. A window opens called *'Import Class List from Microsoft Excel'*. Click on the arrow next to *'Look in'* and locate *'Desktop'* and the folder *'Rubricate PLUS Training'*. Click on the file *'Excel Class List'*. Click on *'Open'*.



11. Type in the grade for the class list, e.g. 9, and click on *'OK'*.



12. You now need to enter the information that you wrote down. Type in each correct row number and column letter clicking on *'Accept'* for each window.



13. The MS Excel class list is now imported into **Rubricate + Record**. To view it, click on *'New / Edit Class List'*. Alternatively click on the *'Add'* tab and click on *'Learners'*.

NOTE: The Help button next to *'Import a Class List'* on the *'Prepare'* tab opens a detailed explanation of this process.

TASK 11

Scoring More Tools



1. In **Rubricate + Record**, make sure that you have selected your class of learners for whom you scored the Oral presentation rubric.



2. On the 'Add' tab, click on 'Tools'. Add the first of the assessment tools that you made in Task 21 in the **Rubricate + Create Senior Training Manual**. Remember to click on the file icon next to 'Tool Source' and in the 'Open Assessment Tool' window, click on the performance list tool that you saved. Type in a description e.g. 'Test Performance List' and type today's date before clicking on 'Accept'.



3. Click on 'Done'.



4. On the 'Add' tab, click on 'Scores'. Click on the tool you have just opened and score it by 'Whole Tool per Learner', allocating random scores to each assessment criterion for each learner.



5. On the 'Add' tab, click on 'Tools'. Open the second of the assessment tools that you made in Task 21 in the **Rubricate + Create Senior Training Manual**. Remember to click on the file icon next to 'Tool Source' and in the 'Open Assessment Tool' window, click on the rating scale tool that you saved. Type in a description e.g. 'Research Rating Scale' and type tomorrow's date before clicking on 'Accept'.



6. Click on 'Done'.



7. On the 'Add' tab, click on 'Scores'. Click on the tool you have just opened and score it by 'All Learners per Assessment Criterion', allocating random scores to each learner for each assessment criterion.








- A Which method of scoring do you prefer? Why?







TASK 12

Producing Individual Task Assessment Records

Rubricate + Record allows educators to create individual assessment records for each assessment task, as well as a total assessment record for a number of assessment tasks to be used summatively.

-  1. In **Rubricate + Record**, click on *'Export'*, *'Single Task Record'*. This prepares a class list of learner scores (as levels) for **all** assessment criteria on **one** assessment tool.
-  2. Choose one of the tools added in Task 11 and click on *'Select'*.
-  3. When your assessment record is opened as an MS Excel document, check that the date is displayed correctly. Print a copy.
-  A. Stick it on the facing page.
-  4. Exit MS Excel without saving your document.


This facility is used to produce assessment records for single assessment tasks which can be saved and printed out for filing in an Assessment File. These records can include scores as levels of achievement or percentages or both.

-  5. Again, click on *'Export'*, but this time click on *'Single Task with %'*. This prepares a class list of learner scores (as levels and percentages) for **all** assessment criteria on **one** assessment tool.
-  6. Choose the same tool added in Task 11 again and click on *'Select'*.
-  7. In the *'Confirm'* screen which pops up, click on *'No'*.
-  8. When your assessment record is opened as an MS Excel document, check that the date is displayed correctly. Print a copy.
-  B. Stick it on the facing page too.
-  9. Exit MS Excel without saving your document.


TASK 13


Producing Summative Class Assessment Records

Rubricate + Record allows educators to create individual assessment records for each assessment task, as well as a total assessment record for a number of assessment tasks to be used summatively.

-  1. In **Rubricate + Record**, click on *'Export'*, *'Total Class Record'*. This prepares a class list of learner scores (as levels) for **all** assessment criteria on **all** assessment tools.

As it is not educational sound, nor fair, to include formative assessment scores in a summative assessment result, you can exclude assessment tasks that were formative in purpose by selecting only the appropriate summative assessment tasks in your total assessment record.


-  2. As our assessment asks have been created in an artificial training environment, we will not exclude any tasks to export to our summative record. Click on *'Select'* in this screen.


-  3. When your total assessment record is opened as an MS Excel document, check that the dates are displayed correctly. Print a copy.

-  A. Stick it on the facing page.

-  4. Exit MS Excel without saving your document.

This facility is used to produce total assessment records for summative assessment which can be saved and printed out for reporting. These records can include scores as levels of achievement or percentages or both.

-  5. Again, click on *'Export'*, but this time click on *'Total Class with %'*. This prepares a class list of learner scores (as levels and/or percentages) for **all** assessment criteria on **all** assessment tools.

-  6. Again we will include all tasks so simply click on *'Select'* in this next screen.

-  7. In the *'Confirm'* screen which pops up, click on *'No'*.



8. When your assessment record is opened as an MS Excel document, check that the dates are displayed correctly. Print a copy.



B. Stick it on the facing page.















9. Exit MS Excel without saving your document.

TASK 14

Moving Between the Rubricate PLUS Programmes













Rubricate PLUS is made up of three integrated software programmes: **Rubricate + Design**, **Rubricate + Create** and **Rubricate + Record**. You can move back and forward between any of these three programmes while you are planning and conducting your assessment tasks.











-  1. Click on 'Go To' on the top menu bar.
-  2. Click on 'Go To Rubricate + Create'.
-  3. Click on 'OPEN A SAVED ASSESSMENT TOOL'.
-  4. In the screen that opens, click on your 'Oral Presentation Rubric' under 'Available Assessment Tools', then click on 'Accept'.
-  5. You will now enter **Rubricate + Create**. Check that you can see the criteria under 'Created Assessment Tool' at the bottom of the screen.
-  6. Click on 'File' on the top menu bar. Click on 'Go To Rubricate + Record'.
-  7. You should re-enter **Rubricate + Record**. Click on 'Go To' on the top menu bar.
-  8. Click on 'Go To Rubricate + Design'.
-  9. You will now enter **Rubricate + Design**.
-  10. Click on 'Go To' on the top menu bar.
-  11. Click on 'Go To Rubricate + Record'.
-  12. You should re-enter **Rubricate + Record** again. Click on 'Exit'.

TASK 15

Sharing Rubricate + Record Files


Rubricate + Record can be used on one computer and the file transferred to another computer for further work on it. This allows sharing of files between work and home.

-  1. Enter **Rubricate PLUS** by logging on with your username and password.
-  2. In the '*Rubricate Plus Options*' screen, click on the third tab, '*Tools*'.
-  3. Click on '*EXPORT - Tasks, Tools and Records to saved files for use on other computers*'.
-  4. In the '*Rubricate Plus – Export Data*' screen, click on the third option: '*Export an Assessment Record compiled in Rubricate + Record*'.
-  5. In the screen that appears, click on the class displayed under '*Class Name*' i.e. 9A.
-  6. Click on '*Export*'.
-  7. In the '*Save As*' window, check that you are saving your file in '*My Documents*', type in a name for your file e.g. '*My Record*' and click on '*Save*'.
-  8. Click on '*Close*' on the '*Rubricate Plus – Export Data*' screen.
-  9. Click on '*Exit*' on the '*Rubricate Plus Options*' screen.
-  10. Re-enter **Rubricate PLUS** by logging on with your username and password again.
-  11. In the '*Rubricate Plus Options*' screen, click on the third tab, '*Tools*', again.
-  12. Click on '*IMPORT - Tasks, Tools and Records from saved files for use on this computer*'.

-  13. In the 'Open' window, look in the Desktop folder, '*Rubricate PLUS Training*' and click on 'Gr9 NS Assessment RECORD'. Click on 'Open'.
-  14. Click on 'OK' to confirm the import.
-  15. Click on 'Exit' on the '*Rubricate Plus Options*' screen.
-  16. Re-enter **Rubricate PLUS** again.
-  17. Now click on the 'Open' tab on the '*Rubricate Plus Options*' screen.
-  18. Click on 'Open an Assessment Record compiled in Rubricate + Record'.
-  19. In the screen that appears, click on the class under 'Class Name'.
-  20. Click on 'Open'.
-  21. **Rubricate + Record** should now open the imported record.
-  22. Click on the 'Export' task tab and 'Total Class with %' to view the Grade 9 Natural Sciences Assessment RECORD.

The File-Sharing facility can be accessed inside the **Rubricate + Record** programme too.

-  23. Click on 'Advanced' on the top menu bar.

-  A. What task options are available in this drop-down menu?

-  24. Click on 'Exit'.