# 21st Century Skill Rubric

**Grades K-2**

**Student Name:**

<table>
<thead>
<tr>
<th>Emerging</th>
<th>Proficient</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ORGANIZED THOUGHTS &amp; STRUCTURE</strong></td>
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<tr>
<td>- Developing procedures for handling hardware</td>
<td>- Following the procedures for handling hardware</td>
<td>- Assisting others with handling hardware</td>
</tr>
<tr>
<td>- Developing the skills of responsible software use</td>
<td>- Following the skills of responsible software use</td>
<td>- Sharing knowledge of responsible software use</td>
</tr>
<tr>
<td>- Developing an understanding of school-wide tech expectations</td>
<td>- Following the school-wide tech expectations</td>
<td>- Teaching others about school-wide tech expectations</td>
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</tbody>
</table>

**VOCAL EXPRESSION**

- Learning to project voice to an audience
- Working to speak clearly
- Reads note cards while presenting

- Voice projects to entire audience for most of the speech
- Speaks clearly enough for almost all of the speech
- Only refers to notes a few times, speaks to the audience

- Voice projects to entire audience while adding inflection
- Speaks clearly with diction
- Has notecards for reference, engages audience

**OVERALL IMPACT**

- Occasionally makes eye contact with audience
- Uses some visual supports
- Captures audience attention briefly

- Makes eye contact with some audience members
- Uses appropriate visual supports
- Sustains audience attention

- Makes good eye contact with audience
- Uses appropriate, creative, & innovative visual supports
- Engages and involves the audience

**USING TECH ETHICALLY & RESPONSIBLY**

- Developing procedures for handling hardware
- Developing the skills of responsible software use
- Developing an understanding of school-wide tech expectations

- Following the procedures for handling hardware
- Following the skills of responsible software use
- Following the school-wide tech expectations

- Assisting others with handling hardware
- Sharing knowledge of responsible software use
- Teaching others about school-wide tech expectations

**APPLYING BASIC TECHNOLOGY SKILLS**

- Turns on computer
- Opens programs
- Knows basic computer parts

- Turns computer on and off correctly each time
- Opens programs and completes basic functions
- Types while looking at the keys

- Turns computer on and off and can log into network
- Opens programs and completes advanced functions
- Types using correct keyboarding skills

**USING TECH TO CREATE & INNOVATE**

**CONTRIBUTING TO THE GROUP**

- With redirection
- Shares ideas when asked
- Contributes to group with help from others

- Independently stays on task
- Sharing ideas openly
- Being responsible for job completion

- Helps the group stay on task
- Allows everyone to have a voice in the group
- Is responsible for all group tasks

**BEING POSITIVE WITH OTHERS**

- Listening skills are developing
- Respect is still being earned by group
- Complains about other group members

- Works well with others
- Listens to others’ ideas and experiences
- Is respectful of others

- Gives the group warm and cool feedback
- Compliments others’ ideas and suggestions
- Encourages all to be positive and productive

**COLLABORATION**

- Only wants to get his/her way
- Expectations of the project not fulfilled
- Struggles to share new ideas to solve problem

- Follow timeline of the project
- Follow expectations without redirection
- Considers new ideas to solve the problem

- Actively leads group members through tasks
- Reminds group of the expectations
- Suggests new ideas to solve problems

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**TECHNOLOGY**

- Using tech ethically & responsibly
- Applying basic technology skills
- Using tech to create & innovate

**ORAL COMMUNICATION**

- Organized thoughts & structure
- Vocal expression
- Overall impact

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