


Proficiency Assessment Rubric

Rubrics

Rubrics

Rubric Category - Email

Each subcategory has 3 levels of proficiency: Introductory, Intermediate, and Proficient.

Click on the icon () to display the CTC Technology Standards and/or the ISTE NETS Standards addressed by this rubric.

Sub-Category: **General Knowledge and Skills**

Introductory	<ul style="list-style-type: none"> - Explains telecommunications terms - Explains the 3 main components of an email address
Intermediate	<ul style="list-style-type: none"> - Configures email preferences - Attaches, receives and opens attachments - Creates and uses an address book - Recognizes and uses embedded web links
Proficient	<ul style="list-style-type: none"> - Manages an address book - Locates, opens and manages attached files

Sub-Category: **Communication and Collaboration**

Introductory	<ul style="list-style-type: none"> - Starts up program, retrieves and reads email - Saves, prints and deletes email - Composes, edits, and sends new email
Intermediate	<ul style="list-style-type: none"> - Uses reply to sender, reply to all and forwarding appropriately - CC?s and BCC?s email to interact with one or a few people
Proficient	<ul style="list-style-type: none"> - Employs email as a tool to interact with and provide information to students, parents, and other community members

Sub-Category: **Integration, Student Learning, and Classroom Management**

Introductory	<ul style="list-style-type: none"> - Explains procedures and processes for use of email in the classroom
Intermediate	<ul style="list-style-type: none"> - Describes use of email in the classroom for connecting with others such as: keypals, global classrooms, parallel problem-solving, mentoring, etc.
Proficient	<ul style="list-style-type: none"> - Designs curricular lessons which utilize email as a part of the activity - Selects and uses effective classroom management techniques using email in a limited number of educational settings - Selects and implements appropriate email tools to support teaching and learning

Sub-Category: **Legal and Ethical**

Introductory	<ul style="list-style-type: none"> - Explains netiquette - Explains issues surrounding student safety and security
Intermediate	<ul style="list-style-type: none"> - Practices appropriate netiquette related to email - Implements issues related to personal safety and security
Proficient	<ul style="list-style-type: none"> - Incorporates netiquette in classroom instruction - Implements student safety and security procedures in instruction

