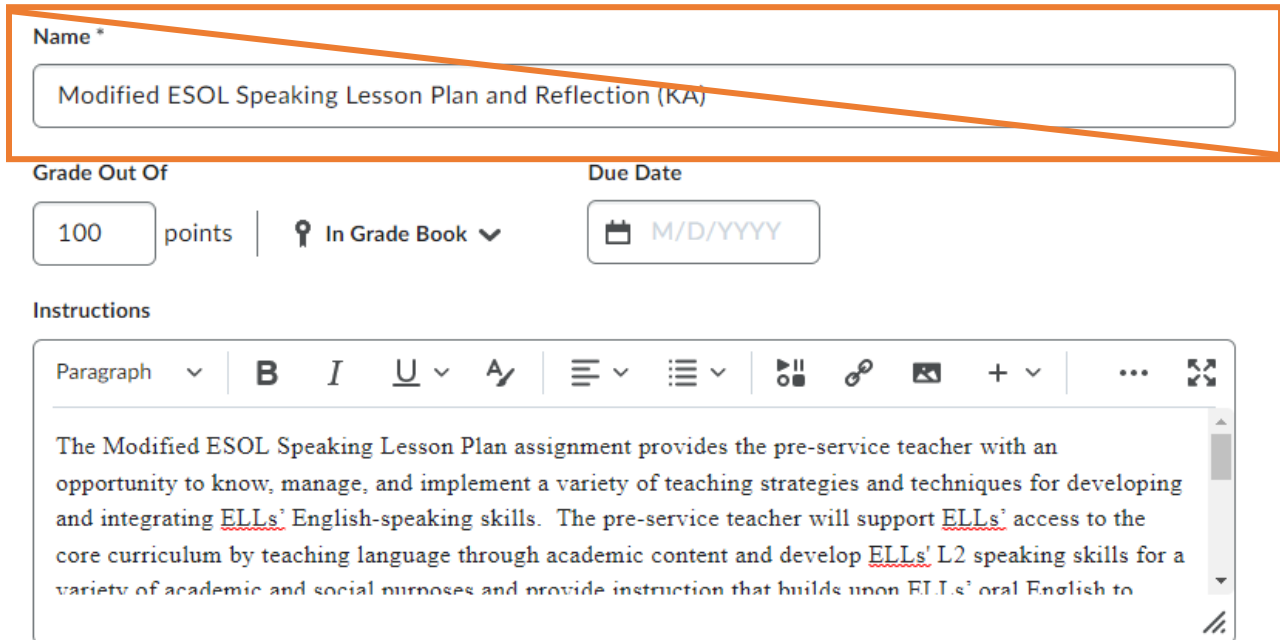


# Key Assignment Dos and Don'ts

## Don't – Modify assignment folder titles

Do NOT alter the title of the key assignment in any way. For example, do not add the due date or the module number to the title. Any change to the assignment title breaks the link to the assessment management system, which means data is no longer connected.



The screenshot shows a form for creating or editing an assignment. The 'Name' field is highlighted with a red box and a diagonal red line, indicating that the title should not be modified. Below the name field are fields for 'Grade Out Of' (100 points), 'In Grade Book' (checked), and 'Due Date' (M/D/YYYY). The 'Instructions' field contains a rich text editor with the following text:

The Modified ESOL Speaking Lesson Plan assignment provides the pre-service teacher with an opportunity to know, manage, and implement a variety of teaching strategies and techniques for developing and integrating ELLs' English-speaking skills. The pre-service teacher will support ELLs' access to the core curriculum by teaching language through academic content and develop ELLs' L2 speaking skills for a variety of academic and social purposes and provide instruction that builds upon ELLs' oral English to

## Do – Add/Modify assignment instructions

Name \*

Modified ESOL Speaking Lesson Plan and Reflection (KA)

Grade Out Of

100

points



In Grade Book

Due Date



M/D/YYYY

Instructions

Paragraph

**B**

*I*

U

*A*

≡

≡

⏮

🔗

✉

+

...

🔄

The Modified ESOL Speaking Lesson Plan assignment provides the pre-service teacher with an opportunity to know, manage, and implement a variety of teaching strategies and techniques for developing and integrating ELLs' English-speaking skills. The pre-service teacher will support ELLs' access to the core curriculum by teaching language through academic content and develop ELLs' L2 speaking skills for a variety of academic and social purposes and provide instruction that builds upon ELLs' oral English to

## Do – Add due dates, if necessary

Name \*

Modified ESOL Speaking Lesson Plan and Reflection (KA)

Grade Out Of

100

points



In Grade Book

Due Date



M/D/YYYY

Instructions

Paragraph

**B**

*I*

U

*A*

≡

≡

⏮

🔗

✉

+

...

🔄

The Modified ESOL Speaking Lesson Plan assignment provides the pre-service teacher with an opportunity to know, manage, and implement a variety of teaching strategies and techniques for developing and integrating ELLs' English-speaking skills. The pre-service teacher will support ELLs' access to the core curriculum by teaching language through academic content and develop ELLs' L2 speaking skills for a variety of academic and social purposes and provide instruction that builds upon ELLs' oral English to

Don't – Edit/Delete key assignment rubrics

# Rubrics

New Rubric

Rubrics available to this org unit are listed below.

Show Search

- ~~Edit~~
- Preview
- Set Status >
- View Statistics
- Copy
- ~~Delete~~

<input type="checkbox"/>	Name ▲	
<input type="checkbox"/>	Analysis of Program Models (KA)	▼ 🔗

## Do – Score all rubric criteria

### Criteria

Report on tax form the headings including Taxpayer information, Filing Status and Exemption (5 Points) ACC.421.02



Proficient 4 / 5

Section Points Possible (4.5 points)

The taxpayer information was adequate but not complete

#### Criterion Feedback

Good job!

Calculate and report on tax form the amount of gross income and the Income section (50 Points) ACC.421.02



Proficient 46 / 50

Section Points Possible (42-46 points)

The amounts reported in this section were adequate but not complete

[Add Feedback](#)

Calculate and report on the tax form the amount in Adjusted Gross Income section. (10 Points) ACC.421.03



Novice 7 / 10

Section Points Possible (less than 8 points)

The amounts reported in this section were minimum and inaccurate

[Add Feedback](#)

Calculate and report on the tax form the amount in the Taxes and Credits section including Itemized Deductions (30 Points) ACC.421.04



Novice 23 / 30

Section Points Possible (less than 23 points)

The amounts reported in this section were minimum and inaccurate

[Add Feedback](#)

Calculate and report on the tax form the amount in Payments and Refunds section (5 Points) ACC.421.05



Novice 3 / 5

Section Points Possible (less than 4 points)

The amounts reported in this section were minimum and inaccurate

[Add Feedback](#)

**Total Score**

**83 / 100**

## Do- Score all criteria on both grading and assessment rubrics, if applicable

If you happen to have two rubrics attached to the key assignment, you must score all criteria on both rubrics. One rubric will generate the score that gets entered in the gradebook, while the other rubric provides additional assessment data that the program needs. Not all key assignments use two rubrics. To see if any of the courses you teach have a key assignment with two rubrics, you can refer to the “courses with key assignments” spreadsheet on the CTLE website.

### Rubrics




Classroom Management Plan - Grading (KA)


 189 / 200

Level achieved: Level 4






Classroom Management Plan - Assessment (KA)

 12 / 12

Level achieved: Level 4



### Grading Rubric

Classroom Management Plan - Grading (KA) 

### Overall Grade

189 / 200  

## Don't – Skip rubric criteria

The assessment management system can only pull data from your course when all rubric criteria are scored. Unscored criteria are seen as incomplete assignments and are disregarded.

Calculate and report on the tax form the amount in Adjusted Gross Income section. (10 Points) ACC.421.03

◀ [ ] [ ✓ ] [ ] [ ] [ ] ▶

Novice 7 / 10

Section Points Possible (less than 8 points)

The amounts reported in this section were minimum and inaccurate

[Add Feedback](#)

Calculate and report on the tax form the amount in the Taxes and Credits section including Itemized Deductions (30 Points) ACC.421.04

◀ [ ] [ ] [ ] [ ] [ ] ▶

Not scored / 30

[Add Feedback](#)

Do – Override the final grade, if necessary



Overall Grade

17 / 20 🔑 📶

Overall Feedback


Paragraph ▾ | **B** ▾ | ☰ ▾ | ☰ ▾ | + ▾ | ... 🗑️

Don't – Enter a final grade without scoring all rubric criteria first

If you score rubrics after you enter an overall grade, the grade will change based on the selections made on the rubric.

Rubrics

 Classroom Management Plan - Grading (KA) ▶  
Not scored

 Classroom Management Plan - Assessment (KA) ▶  
Not scored

Grading Rubric

Classroom Management Plan - Grading (KA) ▾

Overall Grade

~~195~~ / 200 🔑 📶