College and Career Readiness Standard Rubrics: CCR Anchor 6

# CCR Writing Anchor 6: Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others. ***Level A Rubric***

| **Basic** | **Developing** | **Proficient** | **Mastery** |
| --- | --- | --- | --- |
| * With guidance and support can turn on a computer and key in username and password to log onto computer system, email, etc. | * Can independently turn on a computer and key in username and password to log on to computer, intranet, email and LMS accounts. * Can identify and accurately label computer software, hardware and accessories. | * With some guidance and support, can make use of mouse or touchscreen to navigate a computer desktop in order to access the internet. * Can access software programs to key in simple written text. * With guidance and support, can access LMS course page to type simple written responses to activities in learning modules. | * With guidance and support, use a variety of digital tools to produce and publish writing, including in collaboration with peers. (W.1.6) * With guidance and support, can log onto and use keyboard to produce and send an email using standardized format (i.e., subject line, etc.) * With guidance and support can open and navigate simple commands in word processing or presentation software. |

# CCR Writing Anchor 6: Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others. ***Level B Rubric***

| **Basic** | **Developing** | **Proficient** | **Mastery** |
| --- | --- | --- | --- |
| * Can demonstrate basic mouse and keyboarding skills in order to produce written documents. * With guidance and support can open and navigate simple commands in word processing or presentation software. | * Can independently navigate a computer desktop to access and open word processing software, typing simple written text. * With some guidance and support, can participate in LMS activities such as quizzes and collaborative activities such as discussion boards. * With some guidance and support, can access and produce simple sentences writing in a word processing or presentation software. * With some guidance and support can open and navigate simple commands in word processing or presentation software. | * Can demonstrate a basic understanding and use of ‘touch typing’ in use of technology to produce writing. * Can independently participate in collaborative writing projects such as LMS discussion boards and group projects. * With support, can collaborate with others to produce and publish writing. * With guidance and support, can log onto and use keyboard to produce and send an email using standardized format (i.e., subject line, etc.) * With support, can open and navigate simple commands in word processing or presentation software. | * With guidance and support, use technology to produce and publish writing (using keyboarding skills) as well as to interact and collaborate with others. (W.3.6) * Can independently participate in collaborative writing projects such as LMS discussion boards and group projects. * Can independently log onto and use keyboard to produce and send an email using standardized format (i.e., subject line, etc.) * Can independently collaborate with others to produce and publish writing. * Can independently open and navigate simple commands in word processing or presentation software. |

# CCR Writing Anchor 6: Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others. ***Level C Rubric***

| **Basic** | **Developing** | **Proficient** | **Mastery** |
| --- | --- | --- | --- |
| * With guidance and support, use basic word processing programs to type sentences and basic paragraphs. * With guidance and support, can respond and send emails. | * With guidance and support, can use basic word processing programs to type sentences and basic paragraphs. * With guidance and support, can attach documents to email. * With guidance and support can upload and download files. * With guidance and support can do simple web searches * Can independently open and navigate simple commands in word processing or presentation software. | * Can independently use basic word processing program to type sentences and basic paragraphs. * Can independently send and receive email. * With support can do simple web searches * Can independently open and navigate simple commands in word processing or presentation software. * Can independently open and navigate more complex commands in word processing or presentation software. | * With some guidance and support, use technology, including the Internet, to produce and publish writing, as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of one page in a single sitting. (W.4.6) * Can independently open and navigate more complex commands in word processing or presentation software. |

# CCR Writing Anchor 6: Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others. ***Level D Rubric***

| **Basic** | **Developing** | **Proficient** | **Mastery** |
| --- | --- | --- | --- |
| * With support, can produce a simple paragraph in one or more sitting. * With guidance and support, can write response to discussion threads, producing a minimal paragraph, though there may be errors in grammar and structure. | * Can type independently, and with some control of format and structure, a simple paragraph in one sitting. * With guidance and support, can write response to discussion threads, producing a paragraph showing some control of format and grammar. * With guidance and support, can navigate and collaborate on written assignments on applicable LMS | * Can type independently and with accuracy a multi-paragraph document. * With some support, can write response to discussion threads, producing a paragraph showing some control of format and grammar. * With support, can navigate and collaborate on written assignments on applicable LMS | * Use technology, including the Internet, to produce and publish writing and link to and cite sources as well as to interact and collaborate with others, including linking to and citing sources. * Can independently and correctly navigate and collaborate on written assignments on applicable LMS * Can independently write response to discussion threads, producing a paragraph showing control of format and grammar. |

# CCR Writing Anchor 6: Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others. ***Level E Rubric***

| **Basic** | **Developing** | **Proficient** | **Mastery** |
| --- | --- | --- | --- |
| * With guidance and support, can create published work according to standard academic format of assignment * Has basic understanding of keyboard layout, though may ‘hunt and peck’ * With guidance and support, can share documents electronically using a variety of formats and tools to collaborate * With guidance and support, can communicate ideas in writing to multiple audiences using a limited media | * With guidance and support, can create published work according to standard academic format of assignment * Shows basic understanding of ‘touch typing’ * With guidance and support, can share documents electronically using a variety of formats and tools to collaborate and peer edit of writing * With guidance and support, can communicate ideas in writing to multiple audiences using a variety of media | * With support, can create published work according to standard academic format of assignment * Keys text into document using ‘touch typing’ at minimum of 25 wpm * With some support, can share documents electronically using a variety of formats and tools to collaborate and peer edit writing * With some support, can communicate ideas in writing to multiple audiences using a variety of media. | * Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology’s capacity to link to other information and to display information flexibly and dynamically * Creates published work according to standard academic format of assignment * Keys text into document using ‘touch typing’ at minimum of 35 wpm * Shares documents electronically using a variety of formats and tools to collaborate and peer edit writing * Can communicate ideas in writing to multiple audiences using a variety of media |