Managing Information Rubric

Definition

Managing Information is the ability to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions. Through the effective management of information, students should be able to design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal.

SLO: Locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions. *(M1)*

Performance Indicator	Proficient 3	Developing 2	Emerging 1	Insufficient 0	Not Applicable to the Assignment
(P1) Locates information from a variety of sources	Demonstrates a *thorough* ability to locate information from a variety of sources	Demonstrates *adequate* ability to locate information from a variety of sources	Demonstrates *minimal* ability to locate information from a variety of sources	*Does not* demonstrate ability to locate information from a variety of sources	
(P2) Organizes information from a variety of sources	Demonstrates a *thorough* ability to organize information from a variety of sources	Demonstrates *adequate* ability to organize information from a variety of sources	Demonstrates *minimal* ability to organize information from a variety of sources	*Does not* demonstrate ability to organize information from a variety of sources	
(P3) Stores information from a variety of sources	Demonstrates a *thorough* ability to store information from a variety of sources	Demonstrates *adequate* ability to store information from a variety of sources	Demonstrates *minimal* ability to store information from a variety of sources	*Does not* demonstrate ability to store information from a variety of sources	
(P4) Retrieves information from a variety of sources	Demonstrates a *thorough* ability to retrieve information from a variety of sources	Demonstrates *adequate* ability to retrieve information from a variety of sources	Demonstrates *minimal* ability to retrieve information from a variety of sources	*Does not* demonstrate ability to retrieve information from a variety of sources	
(P5) Evaluates information from a variety of sources	Demonstrates a *thorough* ability to evaluate information from a variety of sources	Demonstrates *adequate* ability to evaluate information from a variety of sources	Demonstrates *minimal* ability to evaluate information from a variety of sources	*Does not* demonstrate ability to evaluate information from a variety of sources	
(P6) Synthesizes information from a variety of sources	Demonstrates a *thorough* ability to synthesize information from a variety of sources	Demonstrates *adequate* ability to synthesize information from a variety of sources	Demonstrates *minimal* ability to synthesize information from a variety of sources	*Does not* demonstrate ability to synthesize information from a variety of sources	
(P7) Annotates information from a variety of sources	Demonstrates a *thorough* ability to annotate information from a variety of sources	Demonstrates *adequate* ability to annotate information from a variety of sources	Demonstrates *minimal* ability to annotate information from a variety of sources	*Does not* demonstrate ability to annotate information from a variety of sources	

Managing Information Rubric

Definition

Managing Information is the ability to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions. Through the effective management of information, students should be able to design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal.

SLO: Access and generate information from a variety of sources, including the most contemporary technological information services. (M2)

Performance Indicator	Proficient 3	Developing 2	Emerging 1	Insufficient 0	Not Applicable to the Assignment
(P1) Identifies contemporary technological sources	Identifies *thoroughly* contemporary technological sources	Identifies *adequately* contemporary technological sources	Identifies *minimally* contemporary, technological sources	*Does not* identify contemporary, technological sources	
(P2) Generates information from a variety of sources	Demonstrates *thorough* ability to generate information from a variety of sources	Demonstrates *adequate* ability to generate information from a variety of sources	Demonstrates *minimal* ability to generate information from a variety of sources	*Does not* demonstrate ability to generate information from a variety of sources	
(P3) Accesses information from a variety of sources	Demonstrates *thorough* ability to access information from a variety of sources	Demonstrates *adequate* ability to access information from a variety of sources	Demonstrates *minimal* ability to access information from a variety of sources	*Does not* demonstrate ability to access information from a variety of sources	

Managing Information Rubric

Definition

Managing Information is the ability to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions. Through the effective management of information, students should be able to design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal.

SLO: Evaluate information for its currency, usefulness, truthfulness, and accuracy. (M3)

Performance Indicator	Proficient 3	Developing 2	Emerging 1	Insufficient 0	Not Applicable to the Assignment
(P1) Evaluates information for its currency (i.e., recency)	Correctly evaluates the currency of the information covered *most* of the time.	Correctly evaluates the currency of the information covered *some* of the time.	Correctly evaluates the currency of the information covered *rarely*.	*Does not* determine the currency of information	
(P2) Evaluates information for its usefulness	Correctly evaluates the usefulness of the information *most* of the time.	Correctly evaluates the usefulness of the information *some* of the time.	Correctly evaluates the usefulness of the information *rarely.*	*Does not* determine the usefulness of information	
(P3) Evaluates information for truthfulness	Correctly evaluates the truthfulness of the information *most* of the time.	Correctly evaluates the truthfulness of the information *some* of the time.	Correctly evaluates the truthfulness of the information *rarely.*	*Does not* assess the truthfulness of information	
(P4) Evaluates information for accuracy	Correctly evaluates the accuracy of the information *most* of the time.	Correctly evaluates the accuracy of the information *some* of the time.	Correctly evaluates the accuracy of the information *rarely*.	*Does not* assess the accuracy of information	

Managing Information Rubric

Definition

Managing Information is the ability to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions. Through the effective management of information, students should be able to design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal.

SLO: Present information clearly and concisely, using traditional and contemporary technologies. *(M4)*

Performance Indicator	Proficient 3	Developing 2	Emerging 1	Insufficient 0	Not Applicable to the Assignment
(P1) Presents information clearly	Presents the *majority* of the information clearly	Presents *some* of the information clearly	Presents a *minimal* amount of the information clearly	*Does not* present the information clearly	
(P2) Presents information concisely	Presents the *majority* of the information concisely	Presents *some* of the information concisely	Presents a *minimal* amount of the information concisely	*Does not* present the information concisely	
(P3) Presents information using traditional technologies	*Mostly* uses traditional technologies to present the information	*Sometimes* uses traditional technologies to present the information	*Rarely* uses traditional technologies to present the information	*Does not* use traditional technology to present the information	
(P4) Presents information using contemporary technologies	*Mostly* uses contemporary technologies to present the information	*Sometimes* uses contemporary technologies to present the information	*Rarely* uses contemporary technologies to present the information	*Does not* use contemporary technology to present the information	