



## Collaboration 7/8 Rubric

*Adapted from EdLeader21 4C Rubrics*

Not Yet	Level 2	Level 3: Proficient	Level 4: Exemplary
<p><b>Leadership and Initiative</b> - Demonstrates a clear understanding of the scope of the team's work; Describes the duties and/or roles of all team members; Helps clarify roles and responsibilities among team members; Fulfills roles and responsibilities with little prompting or coaching</p>			
	<ul style="list-style-type: none"> <li>• I can sometimes provide a basic description of my group's work</li> <li>• I so offer ideas on meeting goals and deadlines.</li> <li>• I need reminders and support regularly.</li> </ul>	<ul style="list-style-type: none"> <li>• I can consistently provide a clear description of the work of my group</li> <li>• I offer significant ideas on meeting goals and deadlines</li> <li>• I do not need regular reminders or support.</li> </ul>	<ul style="list-style-type: none"> <li>• I provide a detailed description of the work of my group</li> <li>• I provide leadership by developing ideas for organizing and dividing our work.</li> </ul>
<p><b>Cooperation and Flexibility</b> - Displays awareness of the diversity of ideas, opinions and feelings of group members; Resolves conflict or address challenges within the group through discussion and consensus-building activities</p>			
	<ul style="list-style-type: none"> <li>• I have a limited ability for respectful discussions with my group members</li> </ul>	<ul style="list-style-type: none"> <li>• I consistently have respectful discussions with my group members</li> <li>• I listen and respond to all of my group members' opinions.</li> </ul>	<ul style="list-style-type: none"> <li>• I consistently lead my group through challenges and disagreements so everyone has a voice.</li> <li>• I can lead my group to agreement by demonstrating respect for everyone's ideas.</li> </ul>
<p><b>Responsibility and Productivity</b> - Accepts responsibilities with a positive attitude; Accepts responsibilities with a positive attitude; Assists others as needed; values opinions and skills of all group members; Is well-prepared for group work; completes all individual action items on time; Submits high-quality products; regularly meets specifications for assigned tasks; Consistently and accurately monitors individual and team progress toward goals, making corrections and adjustments when needed</p>			
	<ul style="list-style-type: none"> <li>• I demonstrate a lack of willingness to accept responsibility</li> <li>• I am occasionally prepared with my work, but my work often lacks quality and may not meet all expectations. From time to time, I check in on group goals and deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• I accept responsibilities with a positive attitude and assist others as needed.</li> <li>• I complete all my work on time and with high quality.</li> <li>• I follow and support group goals and deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• I eagerly accept responsibilities and inspire others to do the same.</li> <li>• I am always prepared on time with high quality work.</li> <li>• I provide leadership by monitoring individual and team progress to meet goals and deadlines and by providing suggestions that assist others in their work.</li> </ul>
<p><b>Use of Technology Tools</b> - Shows an awareness of the current technological tools available for collaboration and helps the team select of the most appropriate tools for the tasks; Uses selected tools appropriately and responsibly in a manner that enhances the team's productivity; Uses effective communication strategies to exchange information and read, interpret; Responds to collaborators' work using an appropriate tone</p>			
	<ul style="list-style-type: none"> <li>• I can describe some technological tools and how they can be used for collaboration.</li> <li>• When I use tools, I sometimes don't use them efficiently or effectively.</li> <li>• I am not confident when using technological tools for collaboration, but can be guided to do so.</li> </ul>	<ul style="list-style-type: none"> <li>• I can describe various technological tools that support positive and productive collaboration.</li> <li>• I can use selected tools to effectively and responsibly make my team more productive.</li> <li>• I am confident in my use of technological tools for collaboration.</li> </ul>	<ul style="list-style-type: none"> <li>• I can consistently and confidently use a wide variety of technological tools to support effective communication, to increase production, and improve exchange of ideas and information among group members.</li> </ul>

<b>Responsiveness</b> - Provides constructive feedback in a manner that is well-received by the recipients; Consistently accepts and shows appreciation for constructive feedback			
	<ul style="list-style-type: none"> <li>• I can sometimes offer feedback to my team members.</li> <li>• I sometimes listen to feedback from my team, but I don't often appreciate it or use it to improve my work.</li> </ul>	<ul style="list-style-type: none"> <li>• I can provide effective feedback to my team members that they appreciate and use to improve their work</li> <li>• I always listen to and almost always act upon feedback from my team</li> </ul>	<ul style="list-style-type: none"> <li>• I can make sure the work of my group is high-quality by providing frequent feedback to group members and asking for helpful feedback from a variety of sources</li> <li>• I am skilled at using the feedback to help improve the work of my group.</li> </ul>
<b>Engaging in Conversations and Discussions</b> - Use interpersonal skills during conversations and discussions to build positive relationships with others and promote collaborative learning; Communicate interactively and effectively to support individual learning and contribute to the learning of others using a range of contemporary tools, transmissions, and processes; CCR1: Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively			
	<ul style="list-style-type: none"> <li>• I can sometimes apply effective interpersonal skills in conversations to build positive relationships.</li> <li>• I can pose questions that contribute to the discussion, but only sometimes am able to link ideas to others.</li> <li>• I can deliver feedback, but sometimes I come across as lacking respect when trying to be direct.</li> <li>• I can usually remain positive about others' opinions and ideas</li> </ul>	<ul style="list-style-type: none"> <li>• I can use interpersonal skills in conversations to build positive relationships. I do all of the following:</li> <li>• Ask questions that connect to ideas</li> <li>• Clarify, verify, or challenge ideas with respect</li> <li>• Indicate that collaborators' ideas and opinions are valued</li> <li>• I can deliver feedback in a manner that makes the recipients feel respected; I can be direct, but show care and respect.</li> </ul>	<ul style="list-style-type: none"> <li>• I can ask probing questions that lead to greater understanding and help the collaborators think more deeply about the discussion topic.</li> <li>• I can consistently deliver feedback in a manner that makes the recipients feel respected.</li> <li>• I can consistently communicate positively and indicate that collaborators' opinions and ideas are valued.</li> </ul>