

Technological Literacy Rubric

Ability/Skill	1 - Attempting	2 - Developing	3 = Proficient	4 = Excelling
Computer Literacy				
Identify, select and use appropriate device(s) for a given task	Uses an inappropriate device, fails to select a device, or incorrectly uses an appropriate device to accomplish a task.	Uses a device that is less than optimal to accomplish a task or makes errors in using an appropriate device.	Correctly uses appropriate device to accomplish a task.	Creates or locates improved method for accomplishing a task on unexpected device.
Identify, select and use appropriate software for a given task	Uses an inappropriate software, fails to select software, or incorrectly uses appropriate software to accomplish a task.	Uses software that is less than optimal to accomplish a task or makes errors in using appropriate software.	Correctly uses appropriate software to accomplish a task.	Creates or locates improved method for accomplishing a task with unexpected software.
Organize and track data files within a file management hierarchy	Loses files, duplicates files, submits incorrect versions of files or otherwise confuses the management of files or directories.	Creates, moves, and/or deletes files and directories within a hierarchy with few inconsequential errors.	Correctly creates, moves, and/or deletes files and directories within a hierarchy.	Improves data file management structure or processes beyond standard practice.
Analyze issues and apply solutions to troubleshoot technology problems	Fails to overcome challenges brought about by technology to arrive at desired outcome.	Implements less than optimal solutions to overcome challenges brought about by technology.	Overcomes challenges brought about by technology to arrive at desired outcome.	Implements or improves technological processes to more efficiently arrive at desired outcome.
Online Literacy				
Use technology to communicate effectively	Does not achieve effective communication due to incorrectly engaging technology or the conventions of the chosen medium.	Uses technology communication systems to send and receive information with few inconsequential errors.	Uses technology communication systems such as email, texting, A/V chat, etc. to send and receive information.	Utilizes advanced features of communication technology to enhance the effective exchange of information.
Use online collaboration tools to participate in group activities	Does not achieve effective collaboration due to incorrectly engaging technology or the conventions of the chosen medium.	Attempts to use online collaboration tools to contribute to group activities with less than optimal results.	Uses online collaboration tools to contribute to group activities.	Establishes or hosts online collaborations.
Increase knowledge by locating, accessing and assessing the credibility of online information	Does not find appropriate information or incorrectly determines its credibility.	Locates online information that is adequate but not optimal or originates from a source of disputable credibility.	Uses appropriate search techniques to find information online and correctly determines its credibility.	Applies credible online information to a given scenario or to accomplish a task.

Practice secure behaviors while accessing and maintaining technology	Ignores or misuses basic security precautions in computing.	Exhibits some secure behaviors but efforts are less than optimal.	Utilizes anti-virus and other such security software, protects passwords, refrains from opening unknown email attachments, uses encryption, etc.	Uses advanced security techniques and/or teaches positive security behaviors to others.
Problem Solving				
Use technology to solve problems	Incorrectly manipulates technology to arrive at correct or appropriate solutions.	Inconsistently arrives at correct or appropriate solutions through the use of technology.	Correctly utilizes technological devices such as calculators, smart phone apps, 3D printing, etc., to produce solutions.	Incorporates the use of multiple technologies to arrive at solution.
Media Literacy				
Use digital tools for information design, data visualization, or creative expression	Incorrectly represents data or fails to express an idea or message through use of digital tools.	Represents data or expresses an idea or message through use of digital tools with infrequent and/or minor errors.	Digitally create charts, graphs, images, video, audio, etc., that correctly represents data and/or expresses an idea or message.	Incorporates the use of multiple tools to create a complex data representation or creative expression.