# Learning Skills Rubric

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
</tr>
</thead>
</table>
| **Works Independently**   | • Highly motivated  
• Completes task in detail, following all instructions | • Works quietly on tasks, asking questions when necessary  
• Follows instructions to complete tasks with little guidance | • Eventually may get to work  
• May need assistance to keep on task  
• Needs guidance to complete the task | • Distracts others, talks instead of working  
• Frequently needs help to keep on task  
• Requires continued supervision to complete task |
| **Team Work**             | • Works actively and positively in group  
• Assumes leadership role to help ensure group success  
• Encourages others to share ideas | • Works well with others  
• Does fair share of the work  
• Actively listens to others  
• Shares ideas and resources | • Cooperative  
• Sometimes lets others do the work  
• Participates only when encouraged | • Interrupts, distracts or disrupts group  
• Difficult to work with  
• Participates only with teacher assistance and doesn’t take responsibility for their share of the work |
| **Organization**          | • Notebook is very well organized and always complete  
• Notebook is sequential  
• Arrives prepared and always on time, ready to start | • Notebook is fairly well organized and complete  
• Arrives to class on time with the necessary materials | • Fairly well organized  
• Notebook is incomplete and needs some improvement  
• Usually arrives to class on time but sometimes does not bring materials | • Disorganized  
• Notes not up to date, not in order, pages falling out or missing  
• Seldom arrives on time and frequently forgets necessary materials |
| **Work Habits**           | • Homework and assignments complete and well done.  
• Homework and assignments completed on time and with care  
• Answers checked and corrected  
• Tests prepared for  
• Uses class time effectively | • Homework and assignments usually complete and well done  
• Homework and assignments completed on time  
• Answers usually checked and corrected  
• Tests usually prepared for  
• Usually uses class time effectively | • Assignments and homework sometimes complete  
• Homework and assignments sometimes late  
• Answers sometimes checked and corrected  
• Some attempt made to prepare for tests  
• Needs reminders to use class time effectively | • Assignments and homework often incomplete or late  
• Answers rarely checked and corrected  
• Tests not well prepared for  
• Distracts others instead of using time effectively |
| **Initiative**            | • Always on time  
• Participates actively  
• Demonstrates interest and enthusiasm  
• Always caught up after an absence  
• Begins work promptly and makes use of all class time | • Usually on time  
• Participates fairly well  
• Seeks help when needed  
• Most work caught up after absence  
• Works hard most of the time and begins tasks independently | • Sometimes late  
• Participates when asked  
• Sometimes asks for help when needed  
• Makes some effort to catch up after absence  
• Starts work when prompted and needs reminders to continue to work | • Frequently late  
• Rarely participates  
• Doesn’t ask for help when needed  
• Doesn’t get caught up after being away  
• Begins work only at teacher assistance and strays often from tasks |