CREATING A RUBRIC FOR GROUP TASK AND TIME MANAGEMENT

1. Use the following elements for a *Group Task and Time Management* rubric:

	LIMITED	DEVELOPING	PROFICIENT	ADVANCED	EXEMPLARY
Monitors group progress.					
Sets appropriate and realistic goals.					
Develops a plan for completing group work.					
Keeps track of materials.					
Maintains group focus on what's important.					
Allocates time effectively.					

2. Add descriptors depicting what students do as they develop the group task and time management expertise needed to complete the project. Here is an example of criteria for the first element of the rubric:

	LIMITED	DEVELOPING	PROFICIENT	ADVANCED	EXEMPLARY
Monitors progress.	Group does not attempt to monitor its progress or fails to do so when requested.		Group monitors and assesses progress as necessary.		Group regularly monitors and assesses progress of individual members and group as a whole using structured discussion.

"Creating a Rubric for Group Task and Time Management" is adapted from materials provided by Sir Francis Drake High School, San Anselmo, California, Tamalpais Union High School District, Larkspur, California, and Northwest Regional Educational Laboratory, Portland, Oregon.