

NOTE-TAKING RUBRIC

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February, 2021

NOTE-TAKING					
ELEMENTS	4 	3 	2 	1 	TOTAL S
LABELS:	<i>Every page</i> is clearly labeled at the top with name, date, page #, topic.	<i>Most pages</i> are properly labeled (see left column).	<i>Very few pages</i> (maybe just the first page) are labeled.	Notes present, but no labels anywhere to be found.	
RAW NOTES: 2-Columns	The 2 columns are clear on <i>every page</i> . Left column is left open.	The 2 columns are clear on <i>most pages</i> , but not all.	The 2 columns are <i>inconsistent at best and/or not clearly delineated</i> .	Notes present, but there are <i>no columns</i> .	
RAW NOTES: ample white space between ideas to add to notes in the REVISION process.	<i>On every page</i> , there is ample and consistent white space between ideas.	<i>On most pages</i> , there is ample and consistent white space between ideas.	Ample white space between ideas is <i>inconsistent at best</i> .	Notes present, but there is <i>no white space</i> between ideas. No room for REVISION process.	
REVISED NOTES	<i>On every page</i> , key ideas/terms are written in the left column effectively. Notes have been added in right column. Use of colored pens.	<i>On most pages</i> , key ideas/terms are written in the left column. On most pages, notes have been added in right column. Use of colored pens.	<i>Very inconsistently</i> , key ideas/terms are written in the left column. On most pages, notes have been added in right column. Use of colored pens.	Notes present, but there is no effort to pull out key ideas or terms. No revision present.	
WILD PAGE: What I Learn Daily (3 parts)	Notes end with a WILD PAGE : 2 sentence summary, picture of basic idea, a question about the material.	Notes end with a WILD PAGE , but 1 part is missing.	Notes end with a WILD PAGE , but 2 parts are missing.	Notes present, but no WILD PAGE ..	

