

**Handout 17.1.** Let's Build a Rubric on Google Docs!

Google what? (We'll get to that.)

We've spent some time exploring examples of the kind of writing you'll now need to produce, some examples stronger than others.

Keeping in mind the qualities that make for the strongest examples of this type of writing, it's time to build a rubric to guide you as you write.

Google Docs is a Web-based application that allows people to create individual documents and then share them with others so that they also can work on the same document.

I have created a blank rubric page using Google Docs. It's a document that you can all access at the same time and work on together at the same time. Ready?

1. At your computer, open up a Web browser page.
2. Go to [enter here the URL for students to access the document].
3. It's a spreadsheet. That means there are columns and rows of boxes that you can type in. I've put in some column titles that will end up as the different sections of the rubric. Please add your ideas below those column headings. You are essentially defining what quality is for this type of writing. You are building the rubric that will guide you as you write and that I will use to assess your work in the end.

Some things to note:

- The document saves automatically—so each time it saves, you'll see the spreadsheet update with what your classmates have added.
- You'll see a chat window on the right side of the screen. You can chat instantly with the other people working on the spreadsheet at the same time that you are.

If this all sounds weird, just dive in; it will make sense as you go!