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(Click on "File" -> "Make a Copy...")
Instructions for teachers to customize template on each page.

Procedural Rubric

Self-Reflection Cycle

Using a rubric to:
draft a project, self-assess, set goals, analyze errors, develop strategies for improvement, and track progress

Step	Components (Complete each step in order)	Completed (total = 13)
Task Procedural Rubric - Self-Reflection Cycle (13 points possible)		
Step 1: **Create/Select a (insert task details)** and brainstorm the details.	❏ Make the 1st draft of your (**enter task product**). ❏ Download this Google Doc, save a copy to your Google Drive that you can edit. *(Click on "File" -> "Make a Copy...")* ❏ Type your *(task product)* title and group member names in the box at the top of **page 2** (above the Self-Assessment and Goal-Setting worksheet) ❏ Use the Rubric to score your *(task product)* 1st draft.	**/4**
Step 2: **Identify successes and goals:**	❏ Enter the score (3-9) in the "Draft Score" box on the "Self-Assessment and Goal-Setting" worksheet (**page 2**). ❏ Use the "Objectives" column on the Self-Assessment and Goal-Setting worksheet to identify and write down "what we are doing well" (areas of strength) and "what we need to improve" (areas for growth). See examples in the table.	**/2**
Step 3: **Error analysis:**	❏ List any "mistakes and omissions" in the Errors column on the Error Analysis worksheet on **page 3**. ❏ Decide on "strategies for improvement", think "what can we do to fix these problems?" and type them in the "Corrections" column on the Error Analysis worksheet.	**/2**
Step 4: **Progress Tracking and Final Draft:**	❏ Copy/Paste the "Goals" column (from the Self-Assessment and Goal-Setting worksheet) and the "Corrections" column (from the Error Analysis worksheet) into the correct columns on the Progress Tracking worksheet on **page 4**. ❏ Use the goals and strategies for improvement that you have identified on the Progress Tracking worksheet to edit your *(task product)* and produce a final draft.	**/2**
Step 5: **Graphing Scores and Submission**	❏ Use the Rubric to score your *(task product)* final draft. ❏ Add the 1st and final draft scores into the "Student Progress Chart" using the linked Google Sheets document. ❏ ***Share a link to this completed Google Doc with your instructor.***	**/3**

1. Change the title and adjust or replace the steps as needed to fit your task.
2. The points for step completion can be changed as well.
3. When finished making adjustments, copy the "Components" criteria column into the Self-Assessment and Goal-Setting worksheet below.

Self-Assessment and Goal-Setting

Name of (task product) ((task product) name here)	Group member names 1. Member 1 (English name) 2. Member 2 (English name) 3. Member 3 (English name) 4. Member 4 (English name) 5. Member 5 (English name)

Self-Assessment and Goal-Setting Worksheet - **Self-Reflection Cycle** - **With Examples**
(For Use with Task Procedural Rubric)

Draft Score /13	Steps (Components) "what is expected"	Areas of Strength (Successes) "what we've completed"	Areas for Growth (Goals) "what we need to Complete"
/4	**Step 1:** **Create/Select a (insert task details) and brainstorm the details.**	➔ (**ex.:** Brainstorming and preparing documents.)	➔ (**ex.:** Need to use the rubric to score our draft.)
/2	**Step 2:** **Identify successes and goals:**	➔ (**ex.:** Entered draft score and identified "areas of strength".)	➔ (**ex.:** Need to identify and write about "areas for growth".)
/2	**Step 3:** **Error analysis:**	➔ (**ex.:** Listed "mistakes and omissions".)	➔ (**ex.:** Need to figure out "strategies for improvement".)
/2	**Step 4:** **Progress Tracking and Final Draft:**	➔ (**ex.:** Copy/Pasted our Goals and Strategies into the Progress Tracking worksheet.)	➔ (**ex.:** Need to edit our task product and produce a final draft.)
/3	**Step 5:** **Graphing Scores and Submission**	➔ (**ex.:** Scored the final draft and graphed the scores.)	➔ (**ex.:** Need to submit the document to the instructor.)

1. Change the title and copy the "Step" and "Completed" columns from the rubric to fit your task.
2. Change the examples for "Successes" and "Goals" to fit your task.