Step 8: Cornell Note-Taking Rubric

	3	2	1	0
Step 1: Create Format	☐ All parts (name, class, topic, period, date, standard/ objective, essential question) are properly written in the correct place	☐ Most parts (name, class, topic, period, date, standard/ objective, essential question) are properly written in the correct place	☐ Some parts (name, class, topic, period, date, standard/ objective, essential question) are properly written in the correct place	☐ Few parts (name, class, topic, period, date, standard/ objective, essential question) are properly written in the correct place
Step 2: Organize Notes	☐ All main ideas, key words, and phrases are recorded ☐ Sufficient space is provided between main ideas ☐ All abbreviations/ symbols are used appropriately ☐ Indentation is used consistently to show the relationship between ideas ☐ Many bullets are used to create lists to organize notes ☐ Effective use of paraphrasing is evident	☐ Most main ideas, key words, and phrases are recorded ☐ Some space is provided between main ideas ☐ Many abbreviations/ symbols are used appropriately ☐ Some indentation is used to show the relationship between ideas ☐ Some bullets are used to create lists to organize notes. ☐ Some paraphrasing is evident	☐ Some main ideas, key words, and phrases are recorded. ☐ Inadequate space is provided between main ideas. ☐ Some abbreviations/ symbols are used ☐ Limited indentation is used to show the relationship between ideas ☐ Few bullets are used to create lists to organize notes. ☐ Limited paraphrasing is used	☐ Few main ideas, key words, and phrases are recorded. ☐ There is no space between ideas ☐ Few or no abbreviations/ symbols are used ☐ No indentation is used to show relationship between ideas ☐ No bullets are used--complete sentences are record ☐ Paraphrasing is not used—notes are copied word for word
Step 3: Revise Notes/ * Step 5: Exchange Ideas	☐ All notes are numbered to indicate a new concept, main idea, or topic ☐ All vocabulary/ key terms are circled ☐ All main ideas are underlined in pencil/ highlighted ☐ All missing/paraphrased information is added in red ☐ All unimportant information is deleted by drawing a line through it	☐ Some notes are numbered to indicate a new concept, main idea, or topic ☐ Some vocabulary/ key terms are circled ☐ Some main ideas are underlined in pencil/ highlighted ☐ Some missing/paraphrased information is added in red ☐ Most unimportant information is deleted by drawing a line through it	☐ Few notes are numbered to indicate a new concept, main idea, or topic ☐ Few vocabulary/ key terms are circled ☐ Few main ideas are underlined in pencil/ highlighted ☐ Limited missing/paraphrased information is added in red ☐ Some unimportant information or important information is deleted by drawing a line through it	☐ No notes are numbered to indicate a new concept, main idea, or topic ☐ No vocabulary/ key terms are circled ☐ No main ideas are underlined in pencil/ highlighted ☐ No missing/paraphrased information is added in red ☐ No unimportant information or important information is deleted by drawing a line through it
Step 4: Note Key Idea	☐ All questions on left are developed to reflect main ideas in notes ☐ Most questions are higher level (Bloom's Levels 3–6 or Costa's Level 2 and 3)	☐ Most questions on left are developed to reflect main ideas in notes ☐ Some questions are higher level (Bloom's Levels 3–6 or Costa's Level 2 and 3)	☐ Some questions on left are developed to reflect main ideas in notes ☐ Few questions are higher level (Bloom's Levels 3–6 or Costa's Level 2 and 3)	☐ Few/ no questions on left are developed to reflect main ideas in notes ☐ No questions are higher level (Bloom's Levels 3–6 or Costa's Level 2 and 3)
Step 6: Link Learning	☐ Synthesized summary reflects the questions/ notes ☐ Summary addresses all aspects of the essential question based on the standard/ objective for the lesson	☐ Summary reflects most questions/ notes ☐ Summary addresses most aspects of the essential question based on the standard/ objective for the lesson	☐ Summary reflects some questions/ notes ☐ Summary addresses some aspects of the essential question based on the standard/ objective	☐ Summary does not reflect the questions/ notes ☐ Summary does not address the essential question of the lesson
Step 7: Learning Tool	☐ Detailed information to be used on test, essay, tutorial, etc. is clearly noted/ identified with an asterisk	☐ Information to be used on test, essay, tutorial, etc. is noted/ identified	☐ Some information to be used on test, essay, tutorial, etc. is noted/ identified with an asterisk	☐ No information to be used on test, essay, tutorial, etc. is noted