

	Not- Yet Meeting Expectations	Minimally Meeting Expectations	Fully Meeting Expectations	Exceeding Expectations
Organization	Needs a template or given categories to make simple notes. No headings or categories.	Uses logical categories or headings with some direction.	Uses logical categories or headings independently.	Uses effective formats with categories or headings.
Details/Content	May include some details; omits key information.	Includes some specific details; may include too little or too much.	Makes accurate notes with appropriate detail.	Makes thorough, accurate, and specific notes. Quotations and references included.
	Some copying is evident.	Generally uses own words.	Uses own words.	Uses own words except for quotes.
	May identify some main ideas.	Identifies most main ideas.	Accurately states main ideas in own words.	Accurately states main ideas in own words; may attempt to synthesize.
	Most of the notes don't make sense; lacks clarity,	Most of the notes make sense, mostly clear	The notes are clear.	The notes are clear.
Point Form	May use some point form.	Generally uses point form.	Always uses point form.	Uses point form with logical abbreviations.
Personal Connections	Generally missing.	Some are included.	Evident through most of the notes.	Insightful connections made throughout.