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| **Category** | **Novice** | **Learner** | **Practitioner** | **Expert** |
| **Organize information** **(Cornell Notes format)** | I **rarely** organize information in a systematic way as appropriate to the research question | I **occasionally** organize information in a systematic way as appropriate to my research task | I **often** organize information in a systematic way | I **consistently and independently** organize information in a systematic way for effectiveness and efficiency.  |
| **Specific to Cornell Notes** | Missing the title and summary. Notes do not represent the key ideas (too few or too many)Headings are identical to the textbook | Notes are competent but may be missing the title and/or summary or they are not at all appropriate for the notes. Headings are there but not appropriate to the notes | Notes are competent and headings are in the students word and make sense. Title is there but not appropriate to the content. Summary is there but not appropriate (too long, too short, missing key ideas) | All components are present (notes, headings, summary, title) and are competent and appropriate to the information.  |