

## Rubric - Spreadsheets for Data Cleaning

	1 - Emerging	2 - Approaching	3 - Meeting	4 - Exceeding
Viewing Data	<p>Can view and read data once it is uploaded.</p> <p>Is unfamiliar with “sorting” and “filtering.” Is not comfortable using the filter or sort tools to adjust the way you view data..</p>	<p>Can view and read data once it is uploaded.</p> <p>Has encountered the terms “sorting” and “filtering” but is unsure what they mean.</p> <p>Is able to use either the sort or filter tool, but often makes mistakes or takes a few tries to achieve their goal.</p>	<p>Can view and read data once it is uploaded.</p> <p>Is aware of what the terms “sorting” and “filtering” mean.</p> <p>Is able to use both the sort and filter tool, but sometimes makes mistakes or takes a few tries to achieve their goal.</p>	<p>Can view and read data once it is uploaded.</p> <p>Is able to explain what the terms “sorting” and “filtering” mean.</p> <p>Is adept at using both the sort and filter tool.</p>
Cleaning Typos and Standardizing Text	<p>Is able to find typos, inconsistencies, and whitespace in an entry-by-entry manner.</p> <p>Is unable to apply sorting and filtering to find typos, inconsistencies, and whitespace systematically.</p> <p>Is unable to use the Find and Replace function to clean data systematically.</p> <p>Is able to clean data and standardize text entry by entry.</p>	<p>Is able to find typos, inconsistencies, and whitespace in a systematic manner using sorting and filters.</p> <p>Is unable to use the Find and Replace function features to clean data systematically.</p> <p>Is able to clean data and standardize text entry by entry.</p>	<p>Is able to find typos, inconsistencies and whitespace in a systematic manner using sorting and filters.</p> <p>Is able to use the Find and Replace function to clean data systematically.</p>	<p>Is adept at finding typos, inconsistencies, and whitespace in a systematic manner using sorting and filters.</p> <p>Is adept at using the Find and Replace function to clean systematically.</p> <p>Is able to explain the purpose of standardization and text cleaning.</p>
Splitting or Concatenating Columns	<p>Is aware of one of the terms: splitting OR concatenating.</p> <p>Is unable to perform either function.</p>	<p>Is aware of the terms splitting and concatenating.</p> <p>Is able to either split or concatenate.</p>	<p>Is able to define the terms splitting and concatenating.</p> <p>Is able to split and concatenate columns.</p>	<p>Is able to define the terms splitting and concatenating.</p> <p>Is adept at splitting and concatenating</p>

	<p>Is unsure of the purpose of splitting and concatenating.</p> <p>Can't identify a function.</p>	<p>Is unsure of the purpose of splitting and concatenating.</p> <p>Can't identify a function.</p>	<p>Is generally aware of the purpose of splitting and concatenating, but may struggle to apply that to their own data.</p> <p>Is aware of functions.</p>	<p>columns.</p> <p>Is aware of the purpose of splitting and concatenating as they apply to their data.</p> <p>Is aware of and can create and run basic functions.</p>
Importing and Exporting	<p>Is aware of what importing and exporting files are.</p> <p>Is capable of importing and exporting a file, but not without mangling some data.</p> <p>Is unaware of the factors that can cause data to be mangled.</p> <p>Is not sure which format to use when exporting data.</p>	<p>Is able to import and export files without mangling data.</p> <p>Is generally aware of the factors that can cause data to be mangled.</p> <p>Is unable to describe the purpose of separator values/which separator value to use.</p> <p>Is able to correctly identify which format to use when exporting data.</p>	<p>Is able to import and export files without mangling data.</p> <p>Is aware of what it means for data to be mangled and how it happens.</p> <p>Is aware of the purpose of separator values/which value to use.</p> <p>Is able to correctly identify which format to use when exporting data.</p>	<p>Is capable of importing and exporting files without mangling data.</p> <p>Can explain what it means for data to be mangled and how it happens.</p> <p>Is able to describe the purpose of separator values and which value to use.</p> <p>Is able to correctly identify which format to use when exporting data.</p>