



Descriptor Blocks - Tailoring - General

Shows how to tailor a simple descriptor block, the place for storing benchmarks, standards, rubrics, etc. A descriptor block is a complex table and all its evaluation criteria goes into its Item Inspector. Related Lessons: Tailoring- Descriptor Blocks - Importing Benchmarks.

1. Open Master Tailor or switch to Design Mode.



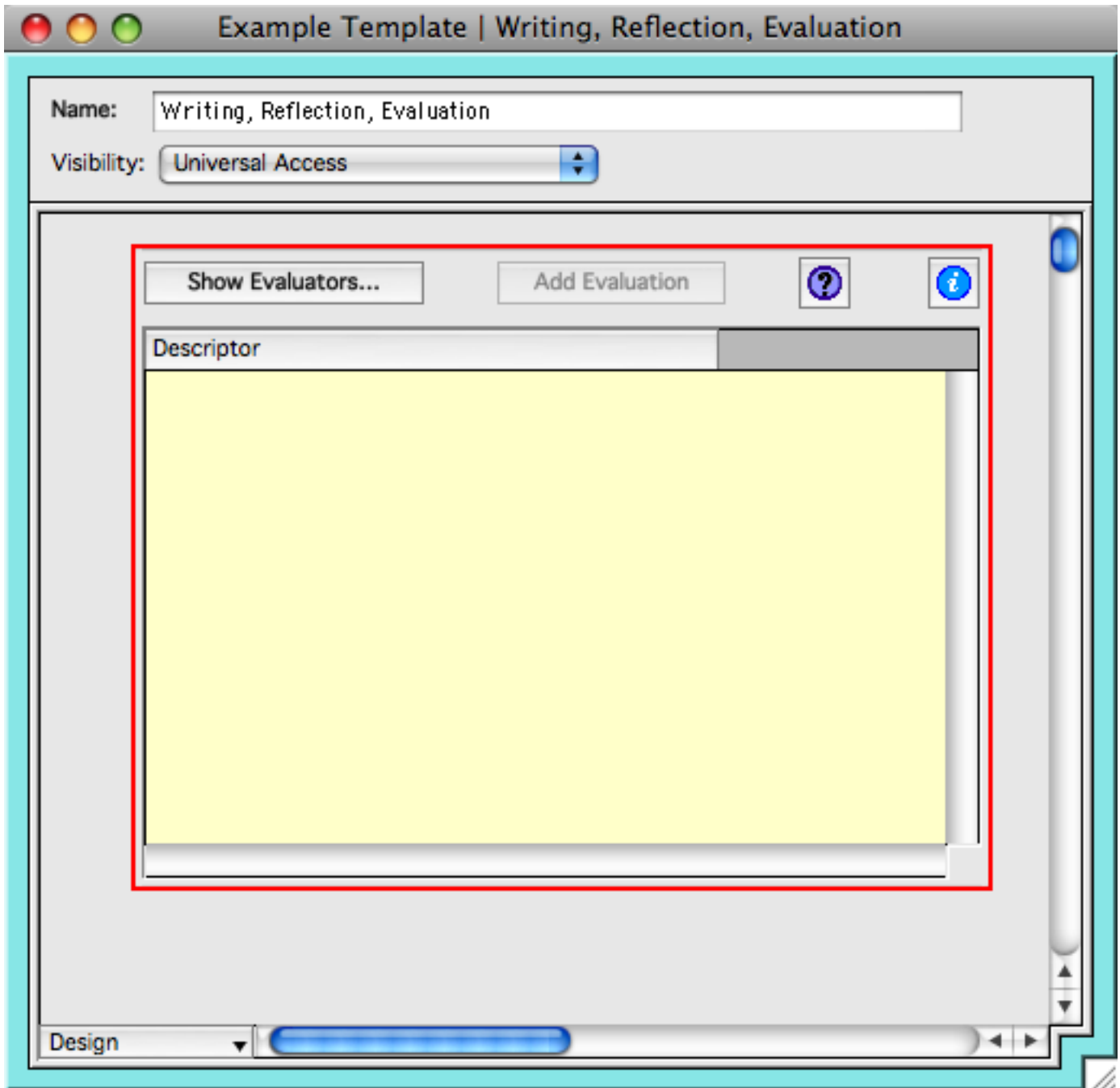
2. Open an Example Template. Add a Descriptor Block item.

The screenshot shows the 'Example Template | Writing, Reflection, Evaluation' interface. The 'Name' field is set to 'Writing, Reflection, Evaluation' and the 'Visibility' is set to 'Universal Access'. The main workspace contains a text box with the instruction: **Drag a Descriptor Block to the card and let go.** The 'Item Palette' is open on the right, showing various item types. The 'Descriptor Block' item is highlighted with a red box and a red arrow pointing to it.

Item Type
Check Boxes
Custom Help
Date Field
Decimal Field
Decorative Box
Decorative Caption
Decorative Line
Descriptor Block
Exhibit - External File
Exhibit - Graphic
Exhibit - Movie
Exhibit - Reading Sample
Exhibit - Sound
Exhibit - Text
Exhibit - Web Page
Integer Field
Mail-To Field
Popup Menu
Radio Buttons
Slide Switch
Table
Table of Contents
Text Field - Long
Text Field - Short
Text Field - Styled
Yes/No (Boolean) Field



3. It will be empty, outlined in red. Double-click it to see its Inspector.





4. Enter an Identifier.

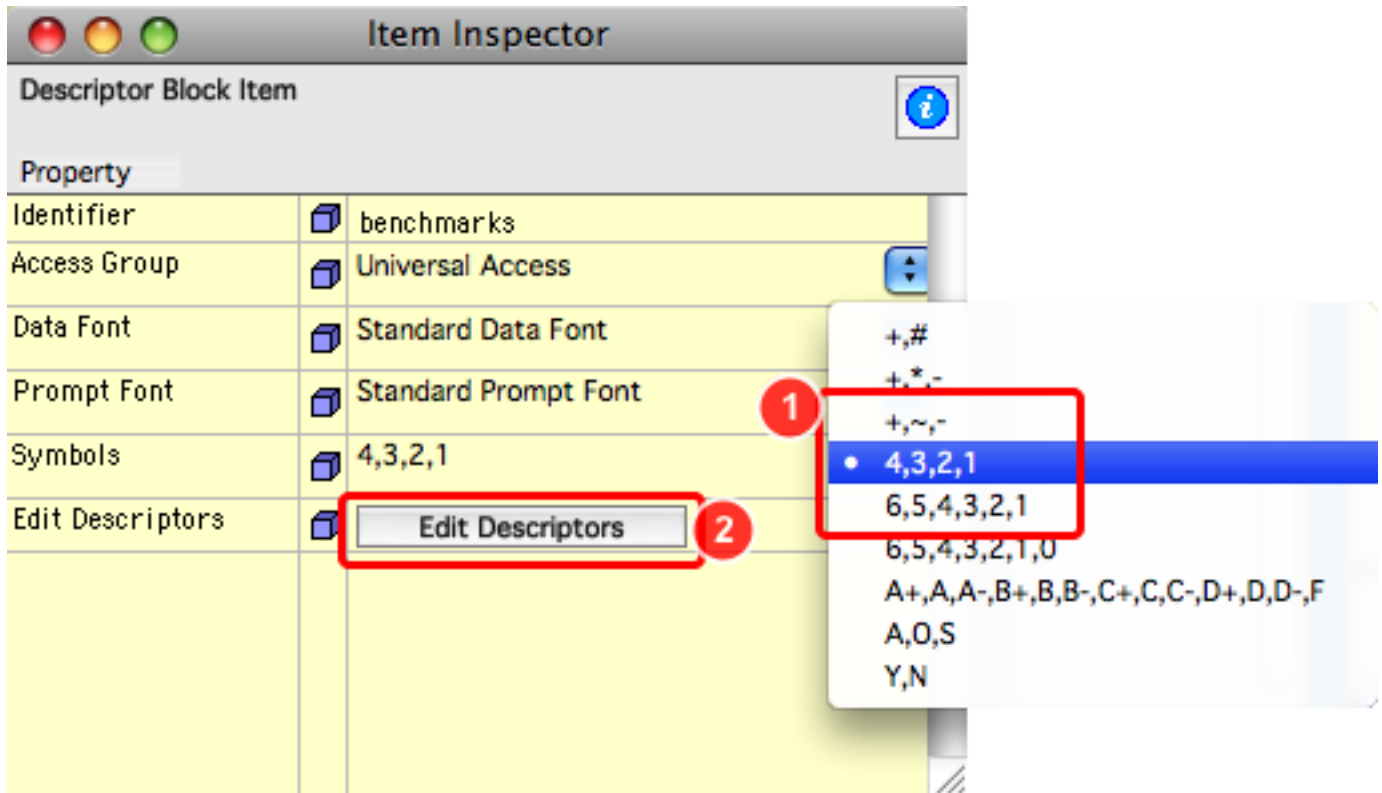
The screenshot shows a window titled "Item Inspector" with a "Descriptor Block Item" header. Below the header is a table with the following rows:

Property		
Identifier	benchmarks	Required
Access Group	Universal Access	▼
Data Font	Standard Data Font	▼
Prompt Font	Standard Prompt Font	▼
Symbols	4,3,2,1	▼
Edit Descriptors	Edit Descriptors	

Every field on the same card must have a unique identifier. (You could use the same identifier on a field on a different card.)



5. Set the Symbols menu. Click Edit Descriptors.



If none of the symbols work for you, see the lesson on Symbol Tailoring.



6. Initially, the Descriptor Block Editor will be empty.

Descriptor Block Editor

Goal or Objective

[Para No.] [Text]

Standards

[Para No.] [Text]

[Para No.] [Text]

Properties

Show Goal Show Standards Show Desc Ref
 Include Para No. Include Para No. Show Card Links
 Use Larger Font Both Standards

	Ref	Descriptor
		Empty Descriptor Block Editor

0 descriptors defined



7. Click the + Add button to get a new line. Type the benchmark.

Descriptor Block Editor

Goal or Objective

1.2.3 All Students can Write
[Para No.] [Text]

Standards

[] []
[] []

Properties

Show Goal Show Standards Show Desc Ref
 Include Para No. Include Para No. Show Card Links
 Use Larger Font Both Standards

	Ref	Descriptor
		Use prewriting strategies to generate ideas, develop voice, and plan 2

1 descriptors defined 1



8. Add benchmarks until you are finished; click OK.

Descriptor Block Editor

Goal or Objective

1.2.3 All students can write
[Para No.] [Text]

Standards

[] []
[] []

Properties

Show Goal Show Standards Show Desc Ref
 Include Para No. Include Para No. Show Card Links
 Use Larger Font Both Standards

	Ref	Descriptor
		Use prewriting strategies to generate ideas, develop voice, and plan
		Develop drafts, alone and collaboratively, by organizing and reorganizing content and by refining style to suit occasion, audience, and purpose
		Writing for appropriateness of organization, content, style, and conventions
		Revised pieces frequently to publish for general and specific audiences
		Attention to detail for aspects of creating, revising, editing, and publishing
		Presentable work that shows accurate spelling and correct use of the conventions of punctuation such as italics and ellipses
		Demonstrate control over grammatical elements such as subject-verb agreement, pronoun-

11 descriptors defined **1** **3**

To Delete a descriptor, click its hand (it changes to a fist) and click Remove.



9. Switch the mode to Preview to see how the items will appear in a portfolio.

Example Template | Writing Sample - Author's Note

Name: Writing Sample - Author's Note

Visibility: Universal Access

Writing Sample

Author's Note

1.2.3 All students can write

Show Evaluators... Add Evaluation

Test Data	Descriptor
+ []	Use prewriting strategies to generate ideas, develop voice, and plan
+ []	Develop drafts, alone and collaboratively, by organizing and reorganizing content and by refining style to suit occasion, audience, and purpose
+ []	Proofread writing for appropriateness of organization, content, style, and conventions
+ []	Refine selected pieces frequently to publish for general and specific audiences
+ []	Use technology for aspects of creating, revising, editing, and publishing
+ []	Produce legible work that shows accurate spelling and correct use of the conventions of punctuation and capitalization such as italics and ellipses

Preview

Design
Tab Order
✓ Preview

Note: Any data you enter in Preview mode will *not* be saved. **Related Lesson:** Card Layout - Descriptor Blocks - *Importing* Benchmarks