Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Per \_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**RUBRIC – Threading a Sewing Machine**

**Teacher**: Place a check mark (**√**) in the appropriate “Test” column to indicate when the student has mastered each procedure.

**Students**: You much accomplish this task with ***100% accuracy***. If your teacher informs you that you must re-test, then practice the Threading procedures with your partner again before asking the teacher to re-assess your skills. You will be assessed on these criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| **Procedural Description—Thread the Top of the Machine** | **1st Test** | **2nd Test** | **3rd Test** |
| 1. Spool of thread is correctly placed on the spool holder |  |  |  |
| 1. Hand Wheel is ALWAYS turned toward the user |  |  |  |
| 1. All thread tension are used and correctly threaded |  |  |  |
| 1. The Thread Regulator is threaded from right side to left side |  |  |  |
| 5. The Take-up Lever is correctly raised for threading |  |  |  |
| 1. Eye of the needle is threaded from front to back |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Procedural Description—Thread the Bottom of the Machine** | **1st Test** | **2nd Test** | **3rd Test** |
| 1. Bobbin is correctly placed in the bobbin case |  |  |  |
| 1. Bobbin case is correctly placed and locked in the bobbin housing |  |  |  |
| 1. Bobbin thread is correctly brought through the hole of the throat plate. |  |  |  |
| 1. Both top thread and bobbin thread are guided through the slit in the presser foot and placed to the back of the machine |  |  |  |
| 1. The needle is lowered to pierce the practice fabric before the presser foot is lowered |  |  |  |
| 1. The presser foot is safely lowered, not “dropped” |  |  |  |
| 1. Student continuously practiced safety throughout the process |  |  |  |