

## Creating and using rubrics and grading forms

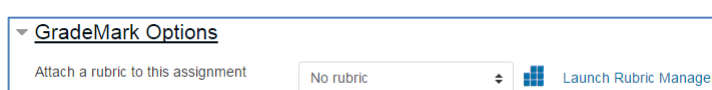
Rubrics can be used to evaluate student work based on defined criteria and scales. Grading forms can be used to provide free form feedback and scores to evaluate student work based on defined criteria. Rubrics and grading forms can be exported and imported, allowing them to be shared across a programme or within a School.

### Creating rubrics

#### Accessing the Rubric Manager

Rubrics and grading forms are created and managed from within the Rubric Manager. There are three ways of accessing the Rubric Manager.

1. **While creating a Turnitin inbox:** Click 'launch Rubric Manager' within the Feedback Studio options section.



2. **From the Turnitin inbox:** Click on the Rubric Manager icon (1) from within the Turnitin inbox.

Title	Start Date	Due Date	Post Date	Marks Available	Export
Essay submission (Part 1)	15 Jun 2015, 10:00	22 Jun 2015, 17:00	10 Jul 2015, 10:00	100	1 [grid icon] [QM]

3. **From the Document Viewer:** On the right-hand menu, click on the rubric icon (1) to access the rubrics and grading forms pane. To access the Rubric Manager, click on the cog icon which then appears.



#### Types of rubric

There are three different types of rubric available within Turnitin:

**Standard rubric** - allows you to enter scale values and criteria percentages. The maximum value for the Standard rubric will be the same as the highest scale value entered.

**Custom rubric** - allows you to enter any value directly into the rubric cells. The maximum value for the Custom rubric will be the sum of the highest value entered in each of the criteria rows.

**Qualitative rubric** - allows you to create a rubric that has no numeric scoring.

#### Creating a standard rubric

1. Access the Rubric Manager using one of the three methods described above.
2. Click on the menu icon (Figure 1, 1).
3. Select 'create new rubric' from the drop down menu (2).

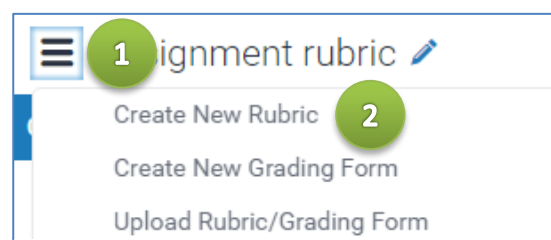


Figure 1 - Creating a rubric

4. Enter the rubric name in the top left of the rubric manager (figure 2, 1 – overleaf).

- To edit the name, description, or percentage value for a criterion, click directly on the title (2), description (3) or percentage value (4) to open the text box field. Enter the new title, description or value and press enter to finish editing the field or click elsewhere on the screen.

Criteria		Scales	
		Scale 1	Scale 2
		0.00	0.00
Knowledge	20 %		
Use of knowledge			
Criterion 2	0 %		
Criterion 3	0 %		

Attach to Assignment  Off

Save Cancel Close

Figure 2 - Editing a rubric

- To add extra rows of criteria, click on the + icon to the right of the criteria header.
- To enter the description for each cell, click on the cell, enter the description and then click outside of the cell's text field to finish editing the description (5).
- To enter the scale title or value, click on the scale title or scale value and enter the title or value (6). Click elsewhere on the screen to finish editing.
- To add extra scale columns, click on the + icon to the right of the scales header.
- Once the rubric is completed, click on 'save' at the bottom of the Rubric Manager (7). You can only attach it to the assignment (8) once it has been saved.

## Qualitative and custom rubrics

Different types of rubric (standard, qualitative or custom) may be chosen using the menu next to 'Scoring' at the top right of the rubric manager.

- Access the Rubric Manager using one of the methods described on Page 1.
- Click on the rubric list icon.
- Select 'create new rubric' from the drop down menu.
- Choose the type of rubric at top right
- Edit the criteria title and description, the scale title, and each cell description by clicking on either the title or description fields.
- Enter the cell value for each cell by clicking on the '0.00' portion of each cell. In a custom rubric cell values are chosen by the teacher.
- Once the rubric is completed, click on 'save' at the bottom right of the Rubric Manager.

Scoring: Qualitative

**Standard**  
Enter scale values for each column and weight criteria rows using percentages.

**Qualitative**  
Provides standard feedback without numeric scoring.

**Custom**  
Enter any value directly into each rubric cell.

## Creating a grading form

1. Access the Rubric Manager using one of the methods described on Page 1.
2. Click on the menu icon (1).
3. Select 'create new grading form' from the drop down menu (2).
4. Name the grading form (3).
5. Edit the criteria titles and descriptions (4).  
Add additional criteria by clicking the + icon.
6. Select whether to enable scoring at the top right of the screen (5).
7. When all the criterion titles and descriptions have been edited click on 'save' to save the rubric.

Figure 3 - Creating a grading form

Figure 4 - Editing a grading form

## Modifying and duplicating rubrics and grading forms

### To modify a rubric or grading form

1. Access the Rubric Manager using one of the methods described on Page 1.
2. Click on the menu icon
3. Select the rubric or grading form you would like to edit from the list of rubrics.
4. Change the rubric as needed.
5. Click 'save' to save any changes.

### To duplicate a rubric or grading form

1. Access the Rubric Manager using one of the methods described on Page 1.
2. Click on the menu icon
3. Select the rubric or grading form you would like to duplicate from the list of rubrics.
4. Click on the menu icon again and then click 'Duplicate'.
5. Where required, make changes to the duplicated rubric.
6. Click 'save' to save any changes.

**Note:** Rubrics already attached to an assignment cannot be edited

## Attaching a rubric or grading form to an assignment




In order to use a rubric or grading form, it must first be attached to an assignment. Attaching a rubric or grading form to an assignment associates that rubric with all submissions in that particular assignment inbox.

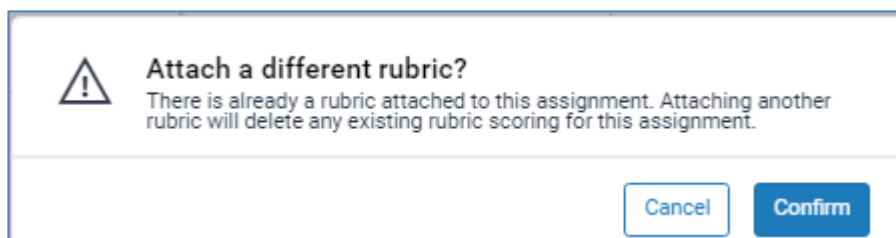
### Adding a rubric or grading form to an assignment

Once you have completed a rubric, you may add it to the current assignment. First save the rubric, then click **Attach to Assignment**, bottom left.



To add the rubric/grading form to another assignment.


1. From within the Turnitin Document Viewer, click on the **rubric icon** on the right-hand menu. 
2. Open the Rubric Manager by clicking on the **cog icon** .
3. Click on the menu icon, top left .
4. Select the rubric you would like to attach from the list of rubrics.
5. Choose the **Attach to assignment** switch at bottom left (shown above) to attach the rubric to the assignment.
6. If a rubric is already attached to the assignment a warning notification will popup.



**Note:** It is also possible to attach a rubric or grading form to an assignment whilst creating a Turnitin inbox; see Page 1.

## Using a rubric to grade an assignment

A rubric allows the teacher to easily score the performance of an assignment against a set of criteria on a scale. The rubric is accessed within the rubric pane in the Document Viewer in Feedback Studio view.

To open the rubric while viewing a student's assignment, the teacher must click on the rubric icon in the right-hand menu of Turnitin's document viewer . A rubric will only appear if there is a rubric attached to the assignment.

To grade with the rubric, **click on the relevant criterion scales** (1). The **rubric score** displays the total of all the selected cell values. The **rubric percentage** displays the weighted total for the rubric. Click on the **'Apply to grade'** button (2) to apply this percentage to the assignment's total point value. Once a grade is applied from the rubric it will appear in the **grade** field (3) at the top right corner of the document viewer.

If QuickMark comments or bubble comments have been associated with a rubric criterion, teachers are able to view the number of comments associated with each criterion and a list of the associated comments.

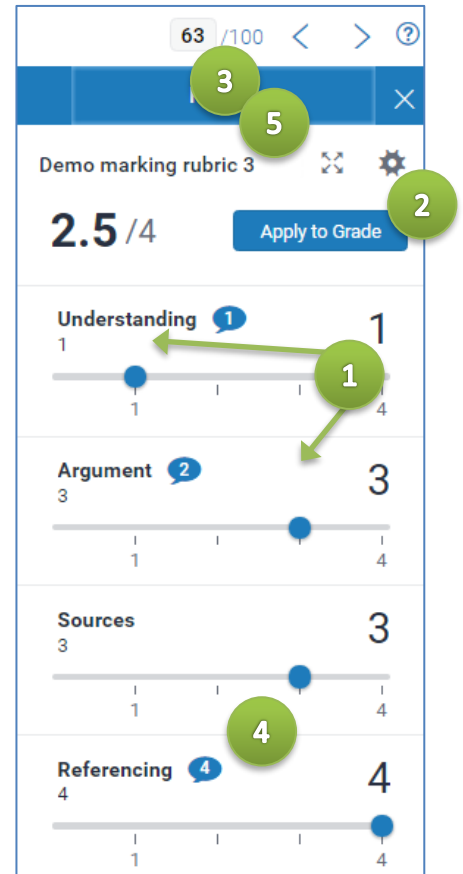
The number of comments associated with a criterion is displayed within the comment icon next to the criterion title (4).

Click on the icon to view the list of comments associated with that criterion.

To view where the comment is located within the paper hover over the comment and click on the **show** link.


Clicking on the **expand** icon (5) will load the rubric in expanded view.

The rubric will load in a new window. Expanded view is particularly useful for larger rubrics and to see particular criteria within the context of the wider rubric.



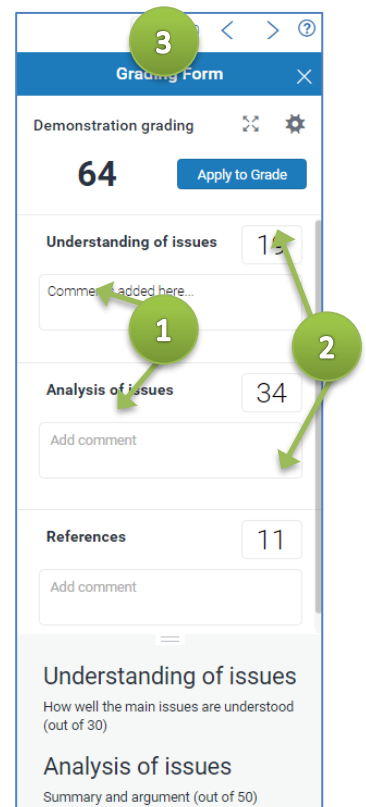
## Using a grading form to grade an assignment

Grading forms enable teachers to provide free form feedback and scores to evaluate student work for a list of criteria.

To open the grading form while viewing a student assignment, the teacher must click on the rubric icon in the top-right menu of Turnitin's document viewer . A grading form will only appear if there is a grading form attached to the assignment.

To grade with the grading form, click on the text box for each criterion and type feedback for the selected criterion (1).

If the grading form has scoring enabled, enter the value merited for each criteria in the score box (2). Click on the **'Apply to grade'** button to apply this value to the assignment's total point value (3).





## Exporting and importing rubrics and grading forms

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Within the Rubric Manager teachers can export rubrics to share with colleagues or import rubrics to use when grading papers with Feedback Studio. Once a rubric has been imported into an account it is then owned by that teacher who may then make changes to the rubric.

### To export a rubric

1. Click on the Rubric Manager icon within the rubric pane .
2. Click on the top left menu , then on the name of the rubric to export.
3. Choose '**Download**' from the drop down menu
4. The file will be saved to your downloads folder. (Depending on your computer's setup, a prompt may appear asking if you would like to save the file, select '**OK**' to save the file.) The file name will be the rubric name with .rbc appended

### To import a rubric

Note that importing a rubric using Safari on a Mac gives an error message. Chrome (a free download from [getchrome.com](http://getchrome.com)) works.

1. Click on the Rubric Manager icon within the rubric pane .
2. Click on the top left menu , then on **Upload Rubric/Grading Form**.
3. Drag and drop the .rbc, .xls, or .xlsx files into the window. Multiple files may be imported at the same time
4. Or click on the '**Or browse**' link to select a file from the computer.
5. Files are imported automatically upon drag and drop or file selection.
6. To import additional rubrics repeat steps 3 or 4.
7. Click the **Back to Previous** button to return to the Rubric Manager, or **Close**.

[Back to Previous](#)

[Close](#)

## Help & Support

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For general help using Moodle, contact your Faculty Learning Technologist (FLT). If you are having problems accessing Moodle, contact the Helpdesk on 01227 82 4888, or email [helpdesk@kent.ac.uk](mailto:helpdesk@kent.ac.uk). Other training guides are available on the e-learning website: [www.kent.ac.uk/elearning/](http://www.kent.ac.uk/elearning/).