

iLearn: Rubrics

Center for Innovation in Teaching and Learning

This document outlines how to create and grade with a rubric in Assignments and Discussion Topics.

Rubrics

Rubrics outline the criteria used to evaluate an assignment, specifying the attributes being assessed and the standards each criterion must meet at different levels. Each level is typically associated with a specific grade or score.

- <u>Create a Rubric</u>
- <u>Attach a Rubric to an Assignment</u>
- Attach a Rubric to a Discussion Topic
- Grading Assignments and Discussion Topics with Rubrics

Create a Rubric

From Rubric Tool

When creating a new rubric, the system auto-saves, so there is no Save button.

- 1. On the purple navigation bar, click **Course Tools**.
- 2. Select Rubrics.
- 3. Click New Rubric.
- 4. Give the rubric a name.
- 5. Select a rubric type from the dropdown menu.
 - **Analytic** (default): Multi-criteria rubrics that evaluate detailed aspects of performance on an activity. This is the recommended option.
 - Holistic: Single criterion rubrics that assess overall achievement on an activity.
- 6. Select a Scoring method from the dropdown menu.
 - **Points (Default):** The rubric generates a numeric score, with all criteria carrying equal weight.
 - **Custom Points:** The rubric calculates a numeric score, allowing certain criteria to be weighted more heavily. In custom point rubrics, individual criterion cells adjust dynamically when modifying the criterion's maximum value.
 - **No Score:** The rubric provides only text-based feedback without assigning a numeric score.
 - Percentage (Holistic Rubric Only): A percentage is assigned based on the level score of the associated activity.
- 7. Add or remove levels
 - To add levels, click the + button [1].
 - To remove levels, click the trash can icon [2].

··· ↓ ↓	Level 4 4 pt 2 Initial Feedback	Level 3 3 pt	Level 2 2 pt	Level 1 1 pt	۲¢ /4
		+ Add Criterio	on		

Figure: Adding and removing levels

- 8. Add or remove criterion
 - To add criterion, click + Add Criterion [1].
 - To remove criterion, select the ellipsis [2], then select Delete Row [3].

••••	Copy Row Delete Row	3 pt 💼	Level 3 3 pt	Level 2 2 pt	Level 1	¢
New Criterion					/4	
		Initial Feedback		1	1	
+ Add Criterion						

Figure: Adding and removing criterion

- 9. All level and criteria text, as well as point values, can be modified by selecting the corresponding field or box.
- 10. To evaluate different aspects of an assignment independently, such as creativity and formatting, multiple sections or groups of criteria can be added. Each Criteria Group may have distinct descriptions and point values. To add a new group, select the **Add Criteria Group** button.
- 11. The Overall Score section totals the scores earned on each Level for each Criterion.
- 12. (Optional) Click the down arrow next to **Options** to change rubric and score visibility.
- 13. When finish, click Close.
- 14. To edit or copy a rubric, click the arrow next to the rubric and select either **Edit** or **Copy**. Note: After a rubric has been used for assessment, only its text components can be modified. To adjust point values, create a copy of the existing rubric and associate the new version.

From an Assignment

- 1. On the purple navigation bar, click Assignments.
- 2. Select the dropdown arrow [1] next to the name of the assignment.

3. Select Edit Assignment [2].

Weld	come Announcement Creation	~ 1		0/12	3/12	3/12
		View Submissions			20 per p	age 🗸
		Edit Assignment				
		Hide from Users				
		Manage Exemptions				

Figure: Edit Assignment

- 4. Under the Evaluation & Feedback tab, click Add Rubric.
- 5. Choose either **Create New** or **Add Existing**.
 - a. Create New: Follow the same steps from Create a Rubric.
 - b. Add Existing: Check the box next to the rubric to attach, then click Add Selected.
- 6. Click Save and Close.

From a Discussion Topic

- 1. On the purple navigation bar, click **Discussions**.
- 2. Click the dropdown arrow [1] next to name of the discussion topic.
- 3. Select Edit Topic [2].

Торіс			Threads	Posts	Last Post
Ask a Question, Answer a Question I wanted to create a centralized space where w could impact all of you This post can serve as clarification, and anything else that might pop	View Topic	^{+bat} ing	0	0	
Feel free to reply to this post to ask any questi	View Topic in Grid View	swers.			
	Edit Topic				

Figure: Edit Topic

- 4. Under the Evaluation & Feedback tab, click Add Rubric.
- 5. Choose either **Create New** or **Add Existing**.
 - a. Create New: Follow the same steps from Create a Rubric.
 - b. Add Existing: Check the box next to the rubric to attach, then click Add Selected.
- 6. Click Save and Close.

Grading

An Assignment

- 1. On the purple navigation bar, click Assignments.
- 2. Click the name of the assignment.
- 3. Under a student's name, click the file/submission link.
- 4. Click the arrow beside the name of the rubric [1].

5. (Optional) Click the icon above the arrow [2] to pop the rubric out into a new window.

Student Noah	
Back to User Submissions	
	Rubrics 2 C
	Announcement Video … >
	Not scored

Figure: Open the rubric either within the Assignment screen or in a new window.

- 6. Grade the assignment based on the rubric.
 - Hover over the level to read the wording.

Criteria					
Clarity and effectiveness of communication					
$\bigcirc \bigcirc $					
 Meets Expectations 3 / 5 Introduces themselves clearly and enthusiastically, fostering a positive rapport with students. Effectively communicates course objectives and expectations, demonstrating enthusiasm for the subject matter. 					
Add Feedback					

Figure: Hover over a level to read the requirements.

- Click the box for the level the student achieved for each criterion. As scores are selected for each criterion, the rubric will automatically update the overall score.
- (Optional) Click **Add Feedback** to enter qualitative feedback. *Note: Clicking the X in the feedback box will clear all text that was entered.*
- 7. The rubric automatically saves information as it is entered. When finished, select Publish or Save Draft.

A Discussion Topic

- 1. On the purple navigation bar, click **Discussions**.
- 2. Click the dropdown arrow [1] next to name of the discussion topic.

3. Select Assess Topic [2].

Торіс			Threads	Posts	Last Post
Building a Community of Learners					
Group/section restrictions. Includes asses Please take a moment to introduce yourself sentences) on why you believe it's crucial to	View Topic	mers in	3	3 (3)	Student Hannah March 21 at 9:24 AM
an online course setting.	View Topic in Grid View	ners in Grid View			
	Edit Topic				
-	Hide from Users				
	View Topic Statistics				
_	Assess Topic				
	Manage Exemptions				

Figure: Assess Topic

- 4. For each student, select **Topic Score**.
- 5. Click the arrow beside the name of the rubric [1].
- 6. (Optional) Click the icon above the arrow [2] to pop the rubric out into a new window.

Posts 🗸 Sort: Oldest First 🗸	2
Post: 1 thread, 0 replies	Rubrics
Hello, everyone! Mar 21, 2025 9:03 AM • 74 words Hi everyone, my name is Noah! I enjoy backpacking, camping, rock climbing, birdwatching, wildlife photography, and kayaking on local rivers and lakes. I believe fostering a strong community of learners in an online course is essential because it creates a supportive environment where we can share ideas, collaborate, and stay motivated. Engaging with others helps deepen our understanding and makes the learning experience more enriching for everyone. Looking forward to connecting with you all!	Discussion Rubric Discussio Rubric Discussion Rubric Discussion Rubric Discussion Ru

Figure: Open the rubric either within the Discussion thread or in a new window.

7. Grade the assignment based on the rubric.

• Hover over the level to read the wording.

Criteria	
Content & Depth	
\bigcirc	\bigcirc
5 points	5 / 5
Provides insightful and thorou with clear connections to cour materials and additional resea	ugh analysis rse arch.
Add Feedback	

Figure: Hover over a level to read the requirements.

• Click the box for the level the student achieved for each criterion. As scores are selected for each criterion, the rubric will automatically update the overall score.

Discussion Rubric	···· •
Total Score	11 / 15
Criteria	
Content & Depth	
	\bigcirc
5 points	5 / 5
Provides insightful and thorough with clear connections to course materials and additional research	analysis n.
Add Feedback	

Figure: Example rubric with scores selected and total score updated

- (Optional) Click **Add Feedback** to enter qualitative feedback. Note: Clicking the X in the feedback box will clear all text that was entered.
- 8. The rubric automatically saves information as it is entered. When finished, select **Publish** or **Save Draft.**