



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.

- [Create a Rubric](#)
- [Attach a Rubric to an Assignment](#)
- [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].

Rubrics

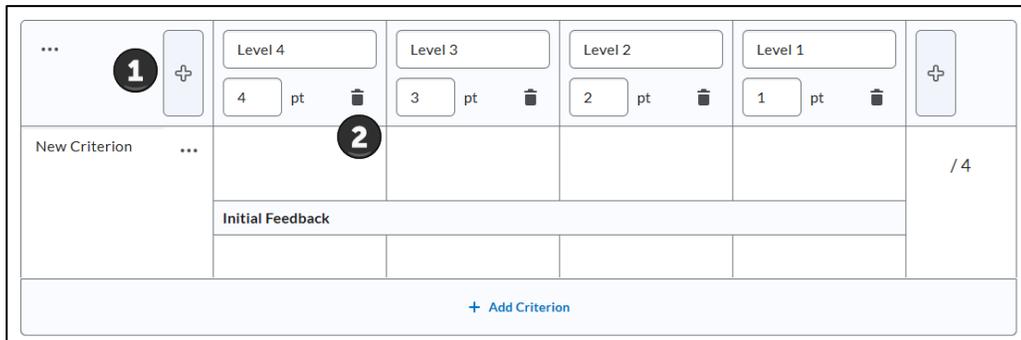


Figure: Adding and removing levels

8. Add or remove criterion

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

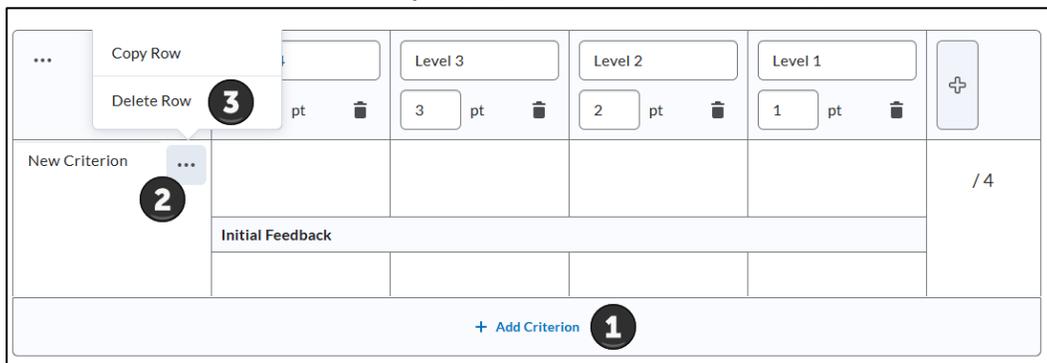


Figure: Adding and removing criterion

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.

Rubrics

3. Select **Edit Assignment** [2].

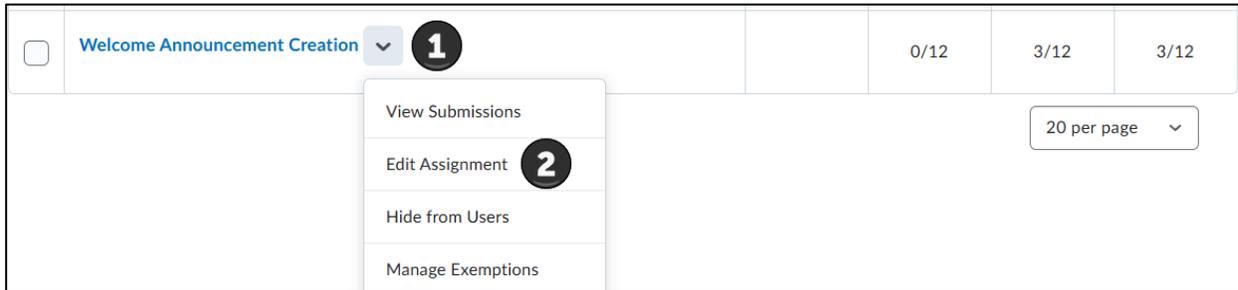


Figure: Edit Assignment

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].

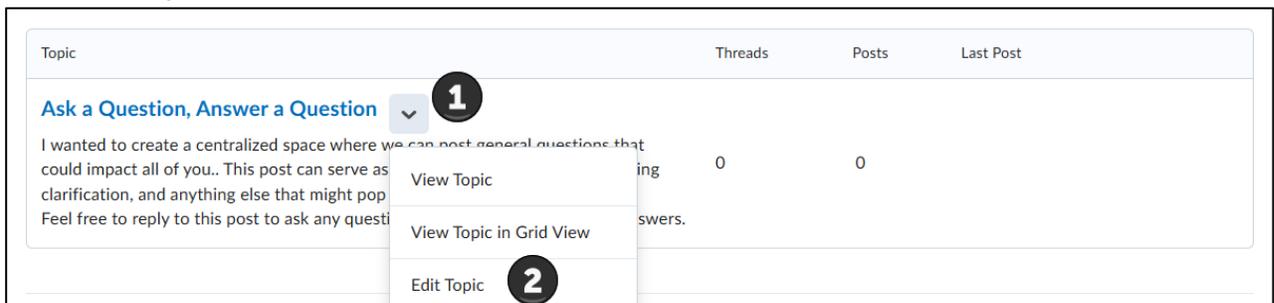


Figure: Edit Topic

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].

Rubrics

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



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

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

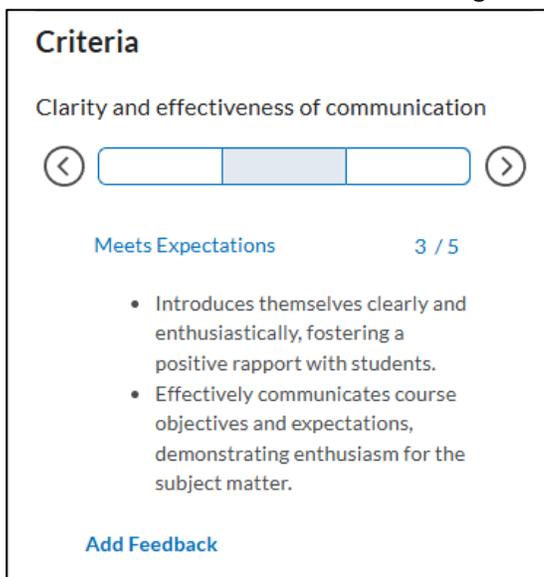


Figure: Hover over a level to read the requirements.

- 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.

- The rubric automatically saves information as it is entered. When finished, select **Publish** or **Save Draft**.

A Discussion Topic

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

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3. Select **Assess Topic** [2].

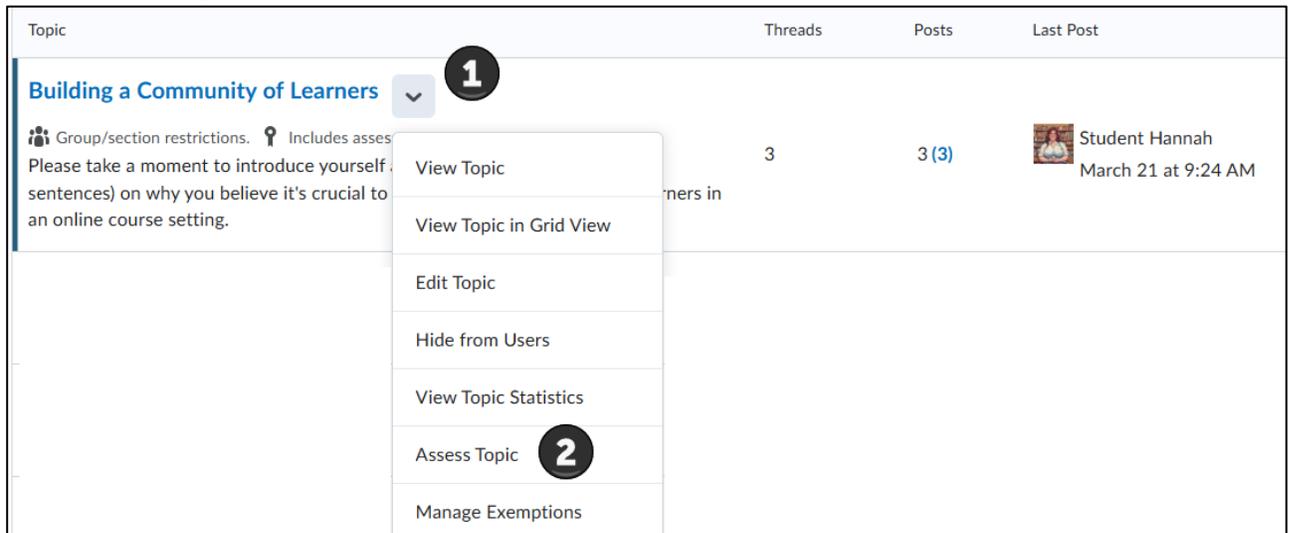


Figure: Assess Topic

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.

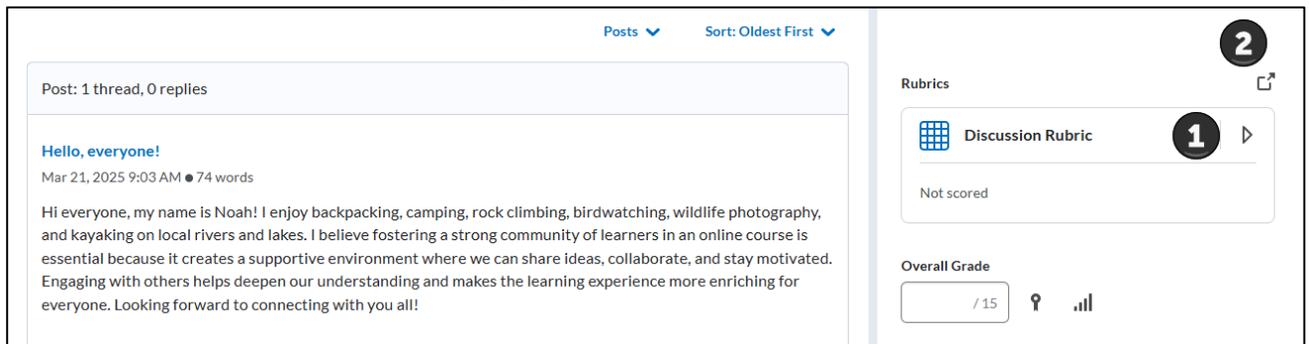


Figure: Open the rubric either within the Discussion thread or in a new window.

7. Grade the assignment based on the rubric.

Rubrics

- Hover over the level to read the wording.

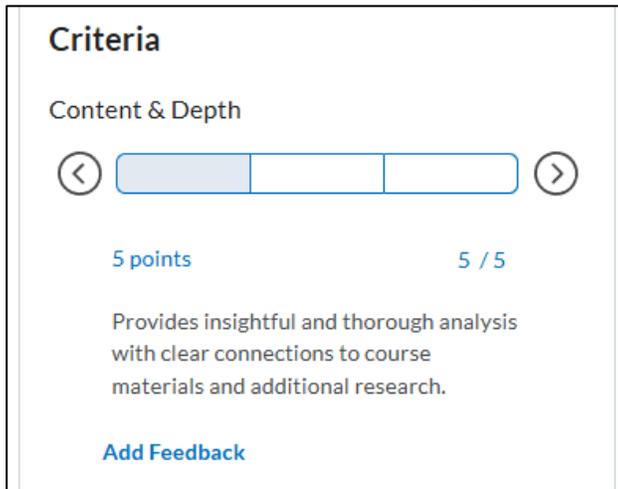


Figure: Hover over a level to read the requirements.

- 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.

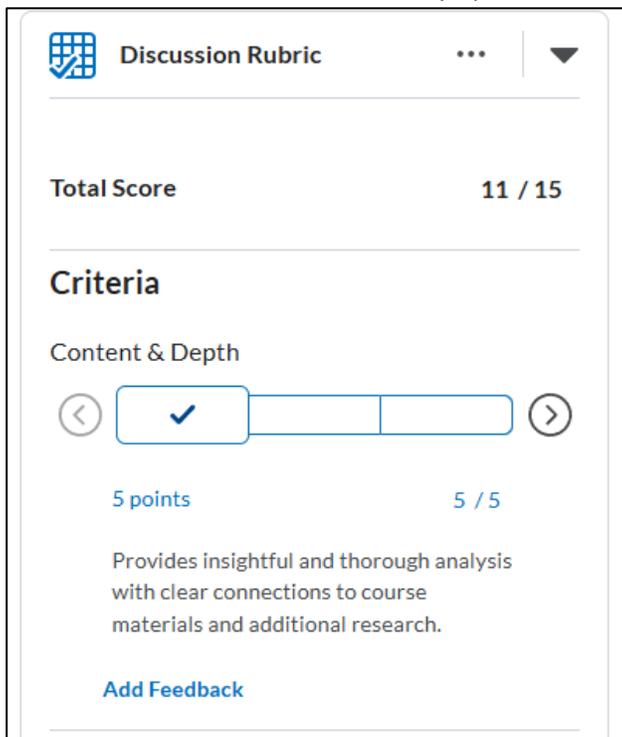


Figure: Example rubric with scores selected and total score updated

- (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**.