

Using Rubrics for assessment marking and feedback



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Overview

A **rubric** is a grading tool that lists **assessment criteria** for an assignment and provides **feedback** to students on their level of achievement for each of the criteria. Rubrics can help students organise their efforts to meet the requirements of an assignment. Lecturers can use rubrics to explain their assessment decisions to students.

A rubric is typically composed of rows and columns, the rows corresponding to the various criteria of an assignment and the columns corresponding to the level of achievement expressed for each criterion. A description and point value for each cell in the rubric defines the assessment and score of an assignment.

From the Grade Centre, Rubrics can be associated with any column and can be viewed from the Grade Centre during the grading process.

Using a rubric in *LearnJCU* for grading and feedback is a three-step process:

1. Create the rubric
2. Link the rubric to an assessment item
3. Grade the assessment using the rubric

Create the rubric

1. Go to Control Panel > Subject Tools > **Rubrics**
2. Click the **Create Rubric** button
3. Provide a **name** and optionally a **description** for your rubric

Create Rubric

Rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion. A description and point value for each cell in the rubric define the evaluation and score of an assignment. There is no limit to the number of Rubrics that can be created. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Rubric Information

* Name

Description

abc ✓

4. Use the **Add Row** button to create as many criteria dimensions as required
5. Use the **Add column** button to create as many levels of achievement as required
5. Edit the row and column titles using **Edit** from the action menu next to the titles

2. Rubric Detail

The Rubric Grid lists Criteria (rows) for measuring Levels of Achievement (columns)

The screenshot shows the 'Rubric Detail' interface. At the top, there are buttons for 'Add Row' and 'Add Column', a 'Rubric Type' dropdown set to 'Percent', and a checked 'Show Criteria Weight' checkbox. Below this is a 'Levels of Achievement' header with a double-headed arrow. The main grid has three columns: 'Novice', 'Competent', and 'Proficient'. Each column has a dropdown menu. A context menu is open over the 'Novice' column header, showing options '> Edit' and '> Delete this column'. The grid contains two rows: 'Formatting' and 'Organization'. Each cell in the grid has a 'Percent' value and a vertical progress bar. The 'Novice' column has a value of 0, 'Competent' has 50, and 'Proficient' has 100. The 'Formatting' row has a weight of 33.00%, and the 'Organization' row has a weight of 34.00%.

The rows and columns can be re-ordered using the 'Criteria' and 'Levels of Achievement' buttons on the top left of the rubric

6. Click in each cell to add the descriptor for each criterion at each level of achievement

2. Rubric Detail

The Rubric Grid lists Criteria (rows) for measuring Levels of Achievement (columns)

The screenshot shows the 'Rubric Detail' interface with a different set of levels and criteria. At the top, there are buttons for 'Add Row' and 'Add Column', a 'Rubric Type' dropdown set to 'Percent', and a checked 'Show Criteria Weight' checkbox. Below this is a 'Levels of Achievement' header with a double-headed arrow. The main grid has three columns: 'Minimum', 'Basic', and 'Good'. Each column has a dropdown menu. The grid contains two rows: 'Mechanics of posting' and 'Participation in Discussion'. Each cell in the grid has a 'Percent' value and a vertical progress bar. The 'Mechanics of posting' row has a weight of 10%. The 'Mechanics of posting' row has descriptors: 'organization, several grammar and/or spelling errors' for Minimum, 'has three or more grammar and/or spelling errors per paragraph' for Basic, and 'or less per paragraph) grammar and/or spelling errors' for Good. The 'Participation in Discussion' row has descriptors: 'provides minimal comments and information to other participants' for Minimum, and the cell for Basic is highlighted in yellow. The 'Participation in Discussion' row has a weight of 10%.

7. From the **Rubric Type** pulldown choose from:

- **No Points** – shows the descriptors only
- **Points** – allows you to specify a set point value for each level of achievement (e.g. 5)
- **Points Range** – allows you to specify a point range for each level of achievement (e.g. 1-3)
- **Percent** - allows you to specify a weighting for each level of achievement (eg. 30%), and optionally after clicking the 'Show Criteria Weight' checkbox, a weighting for each criterion.

8. Click the **Submit** button when done.




Managing your rubrics

You can perform a range of management functions on your rubrics at any time by going back to **Control Panel > Subject Tools > Rubrics**


On this page you can use the buttons or action menus to:

- **Import** or **Export** rubrics – rubrics are saved as zip files
- **Create** rubrics – build a new rubric
- **Delete** rubrics – select the checkbox next to the rubric, then click Delete
- **Open** a rubric – display the completed rubric
- **Edit** a rubric – any information in a rubric can be modified provided it is not currently being used for grading.
- **Copy** a rubric – creates a duplicate of the selected rubric and adds this to the list

- **View Associated Content** – displays a link to any assessment items linked to the rubric and allows you to access a Rubric Evaluation Report from the action menu.

 **View All Items: Discussion forum rubric**

All items associated with this rubric are listed on this page. Click the **Item Name** to edit the association or click **OK** to return to the main Rubrics page. [More Help](#)

Item Name	Category	Visible to Students	Points Possible
Assignment 2: Discussion task 	Assignment	Yes (With Rubric Scores)	16

×
 > Rubric Evaluation Report

Link the rubric to an assessment item

Before a rubric can be used for grading an assessment item, the rubric must be linked with that assessment item in the Grade Centre.

To link a rubric to an assessment item:

1. Go to the Grade Centre and from the action menu of the assessment item (column) to be graded, select **Edit Column Information**
2. In the Associated Rubrics section use the **Add Rubric** pulldown to **Select a Rubric** from those listed (or Create a Rubric, or Create from an Existing rubric)
3. From the **Type** pulldown select the **Used for Grading** option if the rubric is to be used to grade the assessment item
4. From the **Show Rubric to Students** pulldown, select the information students can see (*Options*: Yes (with rubric scores); Yes, (without rubric scores); After Grading; or No)

1. Column Information:

Item Name Assignment 2: Discussion task

Grade Centre Display Name

Description Text Editor is: ON

Normal 3 Arial **B** *I* U abc x₂ x² [List Icons]

[Rich Text Editor Icons]

Path: [body](#)

Primary Display
Grades must be entered using the selected format. Grades display in this format in both the Grade Centre and My Grades.

Secondary Display
This display option is shown in the Grade Centre only.

Score attempts using

Category

★ Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
Discussion forum rubric	Used for Grading	June 17, 2011	Yes (With Rubric Scores)

5. Click the **Submit** button to finish linking the rubric to the assessment item

Grading with a rubric

To use a rubric to grade a linked assessment item:

1. Go the Grade Centre and **View Grade Details** for the assessment attempt of the student you wish to mark (Hint: use the action menu of the cell in the Grade Centre containing that attempt)
2. Click the **View Rubric** button to display the linked rubric in a pop-up window.
3. Click directly on the rubric to award a level of achievement for each criterion, and if desired, type in a comment to provide feedback on that particular criterion.

Rubric Detail

Name: Discussion forum rubric
 Description: This rubric will be used in assessing the quality of your participation in the online forums. These assessment criteria will be applied to your posts in conjunction with the requirement for visiting the course website three times per week and regular participation in the online forums.

	Minimum	Basic	Good	Exemplary
Mechanics of posting	Points: 1 Poor sentence structure inadequate organization, several grammar and/or spelling errors	Points: 2 Complete sentences, comprehensible, organization could be improved to present a more coherent argument or statement, has three or more grammar and/or spelling errors per paragraph	Points: 3 Complete sentences, well organized, but some (2 or less per paragraph) grammar and/or spelling errors Feedback: A few misspelled words	Points: 4 Complete sentences, well organized, grammatically correct and free of spelling errors
Participation in Discussion	Points: 1 Provides minimal comments and information to other participants	Points: 2 Sporadically provides comments and some new information	Points: 3 Provides comments and some new information in a few paragraphs	Points: 4 Provides comments and new information in a number of paragraphs

Grade: 13 out of 16.0

View Rubric

4. Leave general feedback or alter the automatically calculated grade at the bottom if appropriate

Raw Total: 13.00 (of 16.0)
 Change the number of points out of 16.0 to:

Feedback

A great effort but need to back up your ideas a little more with solid references

Name: Discussion forum rubric
 Description: This rubric will be used in assessing the quality of your participation in the online forums. These assessment criteria will be applied to your posts in conjunction with the requirement for visiting the course website three times per week and regular participation in the online forums.

Exit Save

5. Click the **Save** button

Rubric evaluation reports

Rubric evaluation reports provide a statistical analysis of grades awarded to students using the rubric tool for a given assessment item.

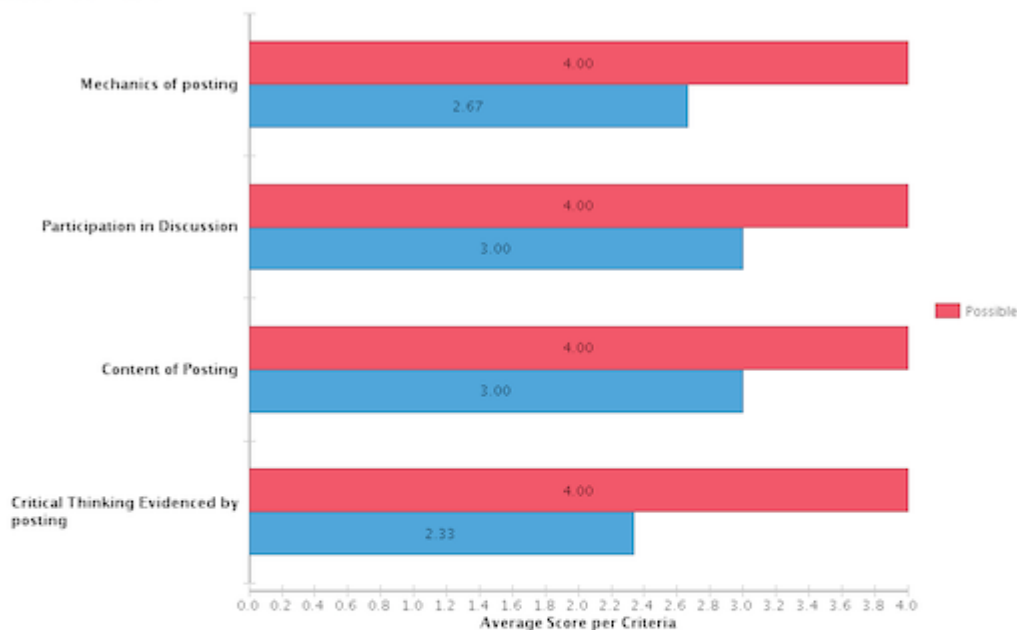
Statistics are provided graphically and include:

- Rubric overall performance (bar chart of average total score for the class)
- Average score per criterion
- Frequency distribution of scores within each criterion

To access a Rubric Evaluation Report for a rubric-linked assessment item:

1. Go to the Grade Centre and from the action menu of the assessment item (column) to be graded, select **Rubric Evaluation Report**
2. Select the Report Specifications you require:
 - Format – select from PDF, HTML, Excel, Word
 - Start and End Dates – select a date range to run the report
3. Click the **Submit** button to run the report

Rubric Analysis
Discussion forum rubric



Frequency Distribution
Discussion forum rubric

Criteria	Minimum	Basic	Good	Exemplary	Number Evaluation	Average	Median	Mode	Std. Deviation
Mechanics of posting	1.00	2.00	3.00	4.00	3	2.67	3.00	3.00	0.58
Participation in Discussion	1.00	2.00	3.00	4.00	3	3.00	3.00		1.00
Content of Posting	1.00	2.00	3.00	4.00	3	3.00	3.00		1.00
Critical Thinking Evidenced by posting	1.00	2.00	3.00	4.00	3	2.33	3.00	3.00	0.58

Student view of assessment graded with a rubric

If you have enabled the rubric to be seen by students, the graded rubric, along with your comments, can be seen by students in their **Tools > My Grades** area.

A **View Rubric** button will be displayed next to assessment items that are linked to a rubric and can be clicked to display the rubric as feedback on the assessment. The information displayed will be limited to what was allowed by the lecturer when they linked the rubric to the assessment.



My Grades

Item Name	Due Date	Last Student Activity	Last Instructor Activity	Grade	Points Possible	Average
Total				N	266	35.99%
MA1000 quiz	11/02/2011	16/06/2011 10:03 AM	29/09/2011 10:05 AM	40.00	250	
Reflection on biology Tutorial		09/02/2011 9:08 PM	09/02/2011 9:08 PM	✓	0	
Assignment 1: Research essay		09/02/2011 9:05 PM	09/02/2011 9:05 PM	!	16	
Assignment 2: Discussion task	11/02/2011	09/02/2011 9:06 PM	15/08/2011 12:27 PM	14.00 View Rubric	16	
Prac Wk3				-	20	
Creating Estates				-	4	