CENTER FOR
TEACHING, LEARNING,
AND TECHNOLOGY
Illinois State University

CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call (309) 438-2542 if you have questions.

ReggieNet: Rubrics

Video - Using the ReggieNet Rubrics Tool

The **Rubrics** tool allows instructors to create grading rubrics and use them for grading student work. You will first need to create your rubric(s). Once a rubric has been created, you can use it to grade items in the following tools: Gradebook, Assignments, Tests & Quizzes (short answer questions) and Forums.

Creating Rubrics

You will first need to add the **Rubrics** tool to your course. The Rubrics tool can be added by going to **Site Info > Manage Tools**, and selecting **Rubrics** in the tool list. *Note: Students will not see the Rubrics tool – permissions are already set for students to view graded rubrics; you do not need to change any settings for the tool in the navigation bar.*

To create a new rubric, click the **Add Rubric** button. You will be prompted to enter a title for the rubric.

The rubric will be created based on the default template. You can now edit the criteria and standards (or ratings) to fit your needs. Each element of the rubric has an edit icon associated with it: click this icon to edit that particular element

Editing Criteria

To edit one of the criteria, click on the edit icon for that criterion; you can then enter a title and description for that criterion.

To copy a criterion, click on the copy icon at the far right:

To delete a criterion, click on the **x** icon at the far right:

To reorder criteria, you can click on the icon and then drag and drop to change order.

Editing Ratings

For each criterion, there are a number of standards or *Ratings* associated with it; each rating can have a title, description, and point value. Note that point values must be whole numbers (no decimals).

To edit a rating, move your cursor over the appropriate cell in the rubric, and click on the edit icon. You can then enter the title, description, and point value. You can also delete the rating from this pop-up.

To add a new rating, move your cursor over the cells; clicking on one of the Add Rating icons will insert a rating at that position.

To reorder ratings, you can click on the icon and then drag and drop to change order.

Attaching and Grading with Rubrics

Rubrics can be used to grade items in several different ReggieNet tools. There are a couple of caveats to be aware of:

- Once a rubric is associated with a tool, it cannot be edited (unless it is subsequently dis-associated). This will be indicated with a lock icon next to the rubric name
- A single rubric can be used for multiple items across tools.

Gradebook

A rubric can be associated directly with a Gradebook item, either at the time the item is created, or later.

1. Click **Add Gradebook Item** (or **Edit Item Details** for an already existing item)
2. Enter Title and point value (should match total available in rubric).
3. Select "Use the following rubric" option.
4. Select the desired rubric from the dropdown list.
5. "Adjust individual student scores" will allow you to assign a rating score different from the one provided by the rubric.
6. Click Create (or Save Changes).

The rubric icon will appear next to the gradebook
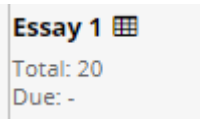
item name.

Add Gradebook Item

* Title

* Point value

☐ Extra credit

Grading Rubric

◯ Do not use a rubric to grade this assignment

◉ Use the following rubric to grade this assignment

Essay ▾ | Preview Rubric |

☐ Adjust individual student scores
☐ Hide Rubric from student

Due date | 🗓 ✕ |

☑ Release item to students?

☑ Include item in course grade calculations?
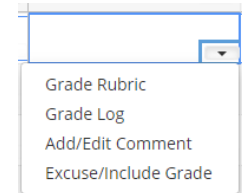
| Create | ✚ | Cancel |

Essay 1 ▦
Total: 20
Due: -

Grading

To grade the item, click the dropdown menu indicator in the lower right corner of the gradebook cell, and select Grade Rubric.

▾
Grade Rubric
Grade Log
Add/Edit Comment
Excuse/Include Grade

The rubric will open in a popup window, you can then click on the appropriate rating for each standard. That rating will be highlighted, and the point value automatically assigned. The total points will be displayed at the bottom left. You can also enter

comments for each criterion by clicking on the comment icon to the right 💬. When a comment has been added, the icon will turn yellow.

Example of partially graded rubric:

Grade Rubric for zzDemo1 zzStudent1 (zzstu1)

Essay

	Excellent	Satisfactory	Unsatisfactory	Poor	
Position Stated	Position is stated with clear, concise language *5 Points*	Position is stated in an adequate fashion *4 Points*	Position is muddled and unclear *3 Points*	No position is clearly stated *0 Points*	💬 **5**
Hypothesis support	Provided several appropriate arguments in support of position, and arguments were clear. *10 Points*	Provided one or two appropriate arguments in support of position, and arguments were reasonably stated *8 Points*	Only one argument in support, or arguments are not appropriate *6 Points*	Arguments are completely absent or do not logically support the postition *0 Points*	💬 **8**
Spelling and Grammar	Almost no spelling or grammar errors *5 Points*	Few spelling or grammar errors *4 Points*	Many spelling or grammar errors *3 Points*	Virtually unreadable due to number of spelling or grammar errors *0 Points*	💬 **0**

Total: **13**

[Save Rubric Grading] [Cancel]

Assignments

A rubric can be associated with an assignment, either at the time you create it, or later.

1. In the Assignments tool click **Add** (or **Edit** for an already existing assignment)
2. In the section labeled **Grading**, select "Points" from the Grade Scale dropdown menu, and enter the point value (should match total available in rubric). This will cause the Grading Rubric options to appear.
3. Select "Use the following rubric" option.
4. Select the desired rubric from the dropdown list.
5. "Adjust individual student scores" will allow you to assign a rating score different from the one provided by the rubric.

Grading

Grade Scale *   [Points ▼]

For points, enter maximum possible * [   ]

◉ Do not add assignment to Gradebook
◯ Add Assignment to Gradebook
◯ Associate with existing Gradebook item

Grading Rubric

◯ Do not use a rubric to grade this assignment
◉ Use the following rubric to grade this assignment

[Essay ▼] [Preview Rubric]

☐ Adjust individual student scores
☐ Hide Rubric from student

Grading

To grade an assignment using the rubric, click on the "Grade" link for the assignment, then click on one of the student names.
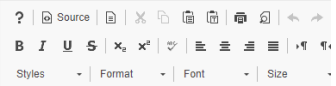
On the grading page for the student, you will see a "Grading Rubric" tab next to the "Assignment Submission" tab. When you click on the Grading Rubric tab, the rubric will appear. You can then click on the appropriate rating for each criterion. That rating will be highlighted, and the point value automatically assigned. The total points will be displayed at the bottom left. You can also enter comments for each criterion by clicking on

the comment icon to the right 💬 . When a comment has been added, the icon will turn yellow.

Student	zzDemo1 zzStudent1 (zzstu1)
Submitted Date	Jul 23, 2019 2:18 PM
Status	Ungraded

▸ Assignment Instructions

[**Assignment Submission**] [Grading Rubric]

Below is the submission from a student. You can insert com red to the student.

? | ◉ Source | ▤ | ✂ ▦ ▦ ▦ | ▦ ▣ | ↺ ↻
B I U S | x₂ x² | ✎ | ≣ ≡ ≡ ≣ | ¶ ¶
Styles ▼ | Format ▼ | Font ▼ | Size ▼

Phasellus non est ut augue tincidunt suscipit sit amet vel r justo justo at justo. Etiam posuere bibendum quam, ac co sapien, auctor gravida mauris leo at massa. Vivamus id od commodo vestibulum malesuada. Mauris lacinia risus nib Curabitur efficitur fermentum dui.

You can then complete the grading for the assignment (comments, saving and release) as you would for any assignment.

Tests and Quizzes – short answer questions

A rubric can be associated with a Short Answer/Essay question in an assessment in the Tests & Quizzes tool.

1. In the editing page for the assessment, choose "Short Answer/Essay from the **Add Question** dropdown selection list.
2. In the Edit Question page for a Short Answer question enter the point value (should match total available in rubric).
3. Select "Use the following rubric" option.
4. Select the desired rubric from the dropdown list.
5. "Adjust individual student scores" will allow you to assign a rating score different from the one provided by the rubric.

Edit Question: rubric

Question1 - Short Answer/Essay

Change Question Type Short Answer/Essay ▼

Save Cancel

Answer Point Value 20

Display Point Value while student is taking the exam ● Yes ○ No

Grading Rubric
○ Do not use a rubric to grade this assignment
● Use the following rubric to grade this assignment

Essay ▼ Preview Rubric

☐ Adjust individual student scores
☐ Hide Rubric from student

Grading

You can grade student answers using the rubric whether you are grading by student or by question.

To grade a student answer using the rubric, go to the **Scores** page for the assessment, then click on one of the student names.

On the grading page for the student, you will see a "Grading Rubric" tab next to the "Student Response" tab for the question. When you click on the Grading Rubric tab, the rubric will appear. You can then click on the appropriate rating for each criterion. That rating will be highlighted, and the point value automatically assigned. The total points will be displayed at the bottom left. You can also enter

comments for each criterion by clicking on the comment icon to the right [icon]. When a comment has been added, the icon will turn yellow. Complete the grading of the student submission as you normally would.

If you are grading student answers by question, when you navigate to the display of student answers, you will see a rubric icon under the score box for each student. Click on the icon to display the rubric. Complete the rubric as described above.

Name ↕	**UserID**	**Role**	**Date**	**Score**	**Student Response**
zzStudent1, zzDemo1	zzstu1	Student	07/23/2019	18.0	Phasellus non est ut augu aliquet. Nunc scelerisque justo justo at justo. Etiam commodo ex dictum eleif

Note: In order for students to see the completed rubric, you must release "Question-Level Feedback" under the **Grading and Feedback** section of **Settings**.

Forums

Student posts in the Forums tool can be graded using a rubric. There must first be an item in the Gradebook.

1. When creating a topic, in the section labeled **Grading**, select the appropriate choice from the "Gradebook item" dropdown list.
2. Select "Use the following rubric" option.
3. Select the desired rubric from the dropdown list.
4. "Adjust individual student scores" will allow you to assign a rating score different from the one provided by the rubric.
5. Complete the rest of the options as you normally would.

Grading

Grading

Gradebook item: Week 1   This will

Grading Rubric

○ Do not use a rubric to grade this topic

● Use the following rubric to grade this topic

Discussion ▾   Preview Rubric

☐ Adjust individual student scores

☐ Hide Rubric from student

You can grade by either individual post, or by topic. In either method, the grading rubric will appear when you go to the grading screen. You can then click on the appropriate rating for each criterion. That rating will be highlighted, and the point value automatically assigned. The total points will be displayed at the bottom left. You can also enter comments for each criterion by clicking on the comment icon to the right . When a comment has been added, the icon will turn yellow. Make sure you click Save when done.

Sharing Rubrics

Rubrics can be shared; however, if you do share a rubric it will be shared **with all users who have access to the rubric editing screen**. It may be desirable to share college or departmental level rubrics. If you choose to do so, please give the rubric an identifying name including the college or department.

Shared rubrics may be copied by individual users for their own use.

To share a rubric, go to the **Rubrics** tool , click the icon at the right of the rubric name. To unshare a rubric, click the to the right of the shared rubric name.

If you wish to share a rubric just with a colleague, we recommend you do so temporarily, just long enough for that colleague to copy. Then unshare the rubric.

Students' View of Rubrics

In general, students will be able to see both a preview of the rubric, and the graded rubric with comments once you have completed grading.

Student view of completed rubric

Gradebook

When a student views the **Gradebook**, and there is an item with a rubric, they will see the rubric icon in the Grade column. If they click on it, they will see a preview of the rubric.

Once the student has been graded, when they click on the icon, they will see the completed rubric as above.

Assignment

When a rubric has been attached to an assignment, the student will see the rubric icon next to the assignment name. If they click on it, they will see either a preview or the graded rubric.

They can also preview the rubric from within the assignment.

Grading Rubric

[Preview Rubric]

Once the assignment has been graded, the completed rubric will be displayed on the screen.

Tests and Quizzes

When a rubric is attached to a question in **Tests and Quizzes**, the student will be able to preview the rubric when they view the question.

Once the question has been graded, the completed rubric will be displayed on the feedback screen

Rubrics: Do Not

A rubric can be associated directly with a Gradebook item, either at the time the item is created, or later in Gradebook.

- **Do not** edit or change a rubric in Gradebook when the rubric was associated with the gradebook item at the time the item was created in a different tool like assignments. Go directly to the tool the Gradebook item is coming from to change the rubric.
- You may only change or edit a rubric directly in Gradebook when the rubric was associated with the Gradebook item directly in Gradebook.