



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email [CTLT@ilstu.edu](mailto:CTLT@ilstu.edu) or call [\(309\) 438-2542](tel:3094382542) 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.

**Annotations in the screenshot:**

- Criterion:** Points to the 'Position Stated' row in the rubric table.
- Rating:** Points to the 'Satisfactory' rating cell in the 'Position Stated' row.
- Editing options:** Points to the edit, copy, and delete icons in the Actions column.
- Add Rubric button:** Points to the '+ Add Rubric' button at the bottom left.
- Red box:** Surrounds the '+ Add Rubric' button.

### 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.

**Dialog Box Content:**

- Rubric Title:** New Rubric
- Buttons:** Save, Cancel


**Background Table Content:**


Site Rubrics	Origin	Author	Modified	Actions	
▼ New Rubric	CTLT 402 03 Bristow	Charles Bristow	Tuesday, July 23, 2019 9:17 AM	🔗 📄 ✕	
🔍	Meets expectations	Exceeds expectations		🔗 ✕	
	1 Points	2 Points			
🔍	Poor	Fair	Good	Exceptional	🔗 ✕
	5 Points	10 Points	15 Points	20 Points	

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:

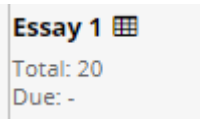
- Once a rubric is associated with a tool, it cannot be edited (unless it is subsequently dis-associated). This will be indicated with a lock icon next to the rubric name  Essay 
- A single rubric can be used for multiple items across tools.

## 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

Adjust individual student scores

Hide Rubric from student

Due date


Release item to students?

Include item in course grade calculations?

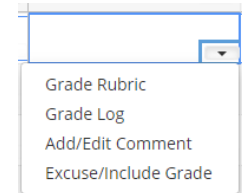
## Grading

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

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

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

Total: 13

### 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.

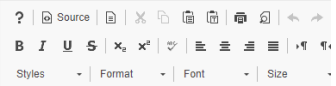
On the grading page for the student, you will see a “Grading Rubric” tab next to the “Assignment Submission” tab. When you click on the Grading Rubric tab, the rubric will appear. You can then click on the appropriate rating for each criterion. That rating will be highlighted, and the point value automatically 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

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



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

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. 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 augi 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**

Gradebook item:  This will

**Grading Rubric**

Do not use a rubric to grade this topic

Use the following rubric to grade this topic

Adjust individual student scores

Hide Rubric from student

## Grading

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

Essay					
<b>Position Stated</b>	<b>Excellent</b> Position is stated with clear, concise language 5 Points	<b>Satisfactory</b> Position is stated in an adequate fashion 4 Points	<b>Unsatisfactory</b> Position is muddled and unclear 3 Points	<b>Poor</b> No position is clearly stated 0 Points	5
<b>Hypothesis support</b>	<b>Excellent</b> Provided several appropriate arguments in support of position, and arguments were clear. 10 Points	<b>Satisfactory</b> Provided one or two appropriate arguments in support of position, and arguments were reasonably stated 8 Points	<b>Unsatisfactory</b> Only one argument in support, or arguments were not appropriate 6 Points		8
<b>Spelling and Grammar</b>	<b>Excellent</b> Almost no spelling or grammar errors 5 Points	<b>Satisfactory</b> Few spelling or grammar errors 4 Points	<b>Unsatisfactory</b> Many spelling or grammar errors 3 Points	<b>Poor</b> Virtually unreadable due to number of spelling or grammar errors 0 Points	4
Total: 17					

**Comment for Hypothesis support** Done

Your argument could be more fleshed out.

## 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.

GRADEBOOK				
Grade Report for zzDemo8 zzStudent8				
Course Grade: -				
Gradebook Item		Grade	Due Date	Comments
quiz 2		- /10	07/19/2019	
Essay 1		- /20	-	
quiz 3		- /10	07/19/2019	

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.

**ASSIGNMENTS** [Link](#) [? Help](#)

## Assignments

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 2 of 2 items

|< < Show 200 items... > >|

Assignment Title	Status	Open Date	Due Date
<a href="#">Essay 1</a>	Not Started	Jul 23, 2019 2:10 PM	<b>Jul 30, 2019 2:10 PM</b>
<a href="#">Check</a>	Not Started	Jul 19, 2019 11:00 AM	<b>Jul 26, 2019 11:00 AM</b>

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.

Part 1 of 1

Question 1 of 1 20.0 Points

**Grading Rubric**

[Preview Rubric](#)

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

Part 1 of 1 15.0 / 20.0 Points

Question 1 of 1 15.0 20.0 Points

**Essay**

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

Total: 15

Write an essay

Donec non diam justo. Praesent vehicula est vel massa accumsan, eget commodo mi laculis. Nunc et diam ligula. Cras et vestibulum ante, sit amet malesuada neque. Nam rutrum erat non est, venenatis, at placerat ante viverra. Donec sodales fringilla urna sed ornare. Suspendisse consectetur orci risus, sit amet convallis eros bibendum vel. Nam ac neque a est convallis mollis vel non justo. Proin nisl ante, tempor eu vehicula eget, posuere vel justo. Integer nunc odio, convallis vel accumsan accumsan, vulputate non urna. Integer placerat scelerisque elit, sit amet malesuada augue gravida et. Fusce pellentesque mollis dolor, vel aliquam ipsum condimentum at. Duis varius, erat id tempor pretium, massa ligula pretium ipsum, eget sollicitudin sem erat sit amet urna. Cras urna nisl, posuere ut interdum scelerisque, volutpat vitae risus. Phasellus molestie tristique leo id posuere.

Duis in turpis lacinia, laoreet sapien at, rutrum ante. Donec eget magna ex. Vivamus trincidunt ornare facilisis. Quisque trincidunt mattis risus, vel vehicula augue facilisis id. In hac habitasse platea dictumst. Morbi sollicitudin scelerisque nisl, vel pharetra magna trincidunt sed. Morbi tempus feugiat purus, quis placerat neque trincidunt id. Mauris ornare augue et dignissim egestas. Ut suscipit aliquet congue. Integer auctor tortor non orci auctor, eu interdum dui facilisis. Phasellus imperdiet bibendum nisl, sed viverra purus porta at. Donec nisl leo, convallis tempus viverra ut, tempor non ex. Fusce sit amet elit dictum, suscipit nibh sed, dapibus elit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis pulvinar nibh, Vestibulum laoreet odio tellus, quis varius arcu faucibus id.

## 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.