

Rubrics Tool Guide

WHAT IS THE RUBRICS TOOL?

The Rubrics tool is used to evaluate an activity or item based on a predefined set of criteria. They help ensure that activities and items are evaluated fairly and consistently. The Rubrics tool allows you to create analytic rubrics (multiple criterion) or holistic rubrics (one criterion).

WHY USE THE RUBRICS TOOL?

Use the Rubrics tool to:

- Develop a matrix that will be used for assessment.
- Ensure consistency when assessing learners.
- Provide expectations and assessment requirements prior to assessment.
- Justify and communicate evaluations of learners.
- Define what quality entails by adding detailed descriptors.

USER STORY

Professor Collins teaches Advanced Composition and has a lot of examples of what constitutes good writing. He wants his students to learn how to recognize good writing so that they can apply those evaluative criteria to their own work. Rather than providing the rubric himself, he decides that students would learn more by helping to develop the rubric. He provides them with writing examples and asks them to evaluate each sample and develop a rubric which will help with this task.

Marty Tastoria is a student in Professor Collins class. He engages in the discussion that examines examples of assignments and uses the rubric to complete his assignment for the course.

AN EXAMPLE OF A HOLISTIC RUBRIC

Level	Description	Feedback
Level 4	Mastery	Awesome job!
Level 3	Proficient	Keep up the good work!
Level 2	Approaching	So close keep trying!
Level 1	Beginning	Please see me you are having a lot of troubles!

Holistic rubrics allow you to assess participants' overall achievement on an activity or item based on a single criteria using predefined achievement levels.

AN EXAMPLE OF AN ANALYTIC RUBRIC

Criteria	Level 4 4 points	Level 3 3 points	Level 2 2 points	Level 1 1 point
Chocolate Chips	Perfect amount of chocolate chips.	You either have a bit too much or little of chocolate chips.	There is way too much or way to few chocolate chips.	You forgot to add in the chocolate chips.
Baking	It is perfectly baked!	It is slightly under/over baked.	Your cookie was taken out far too early or left in far too long.	You have burnt my cookie to a crisp or have handed me a piece of raw cookie dough.
Texture	Perfectly soft and squishy.	A little too hard/soft.	Far to hard/soft.	Yikes this cookie is as hard as a rock or a puddle of mush.
Overall Score	Level 4 11	Level 3 8	Level 2 5	Level 1 0

Analytic rubrics have more than one criterion in a single rubric. With analytic rubrics, levels of achievement are displayed in columns and your assessment criteria are displayed in rows.

CREATING A HOLISTIC RUBRIC

- On the Rubrics page, click **New Rubric**.
- Enter a **Name** and **Description**.
- Select a **Rubric Status** from the drop-down list.
- Select "**Holistic**" from the **Rubric Type** drop-down list.
- Select how many achievement levels you want the rubric to have in the **Initial # of Levels field**.
- Select a **Scoring Method**.
- Select whether you want the rubric to be associated with **Competencies** and/or **ePortfolio**.
- If you are creating a rubric from an org unit above a course in your organization's hierarchy, and want to share it with child org units, click **Add Org Units** and select the org units to share with.
- Click **Save**.

CREATING AN ANALYTIC RUBRIC

- On the Rubrics page, click **New Rubric**.
- Enter a **Name** and **Description**.
- Select a **Rubric Status** from the drop-down list.
- Select "**Analytic**" from the Rubric Type drop-down list.
- Select how many achievement levels you want the rubric to have in the **Initial # of Levels field**.
- Select how many criteria you want to break your evaluation down by in the **Initial # of Criteria field**.
- Select a **Scoring Method**.
- Select whether you want the rubric to be associated with **Competencies** and/or **ePortfolio**.
- If you are creating a rubric from an org unit above a course in your organization's hierarchy, and want to share it with child org units, click **Add Org Units** and select the org units to share with.
- Click **Save**.

ANALYTIC RUBRIC SCORING METHODS

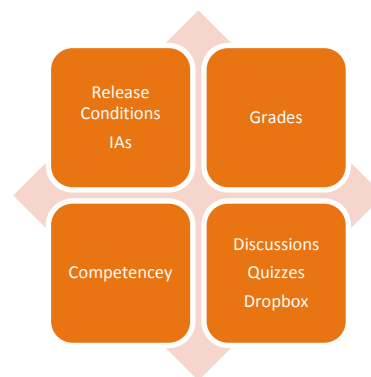
Analytic rubrics may use a points, custom points or text-only scoring methods. Points and custom points analytic rubrics may use both text and points to assess performance. **Custom points** allows each criterion to be worth a different amount of points.

EFFECTIVE PRACTICES

- When creating a rubric set the **Rubric Status** to draft until you want learners to be able to view the rubric.
- Attach rubrics to the Dropbox tool so learners can see how they are being evaluated before they submit assignments.
- Be sure to use language in your criterion descriptions that your learners can easily understand.

WHAT TOOLS INTERACT WITH THE RUBRICS TOOL?

Many tools interact with the Rubrics tool. Some common interactions are:



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