

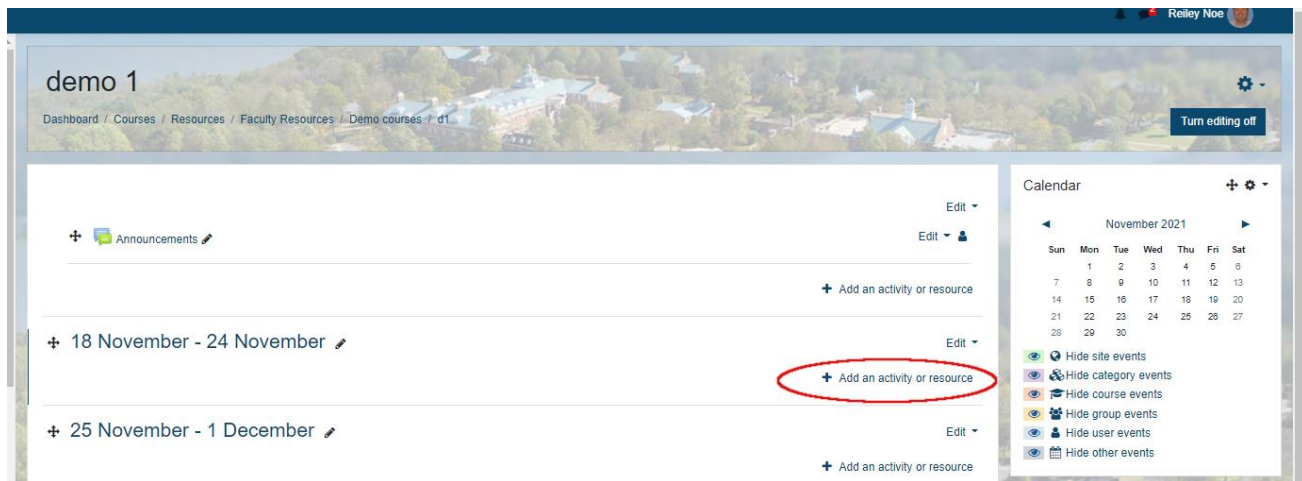
## Making a Rubric and Grading with a Rubric in Moodle

You can configure Moodle so that you can grade Assignment submissions with rubrics. You can also share and reuse rubrics across classes.

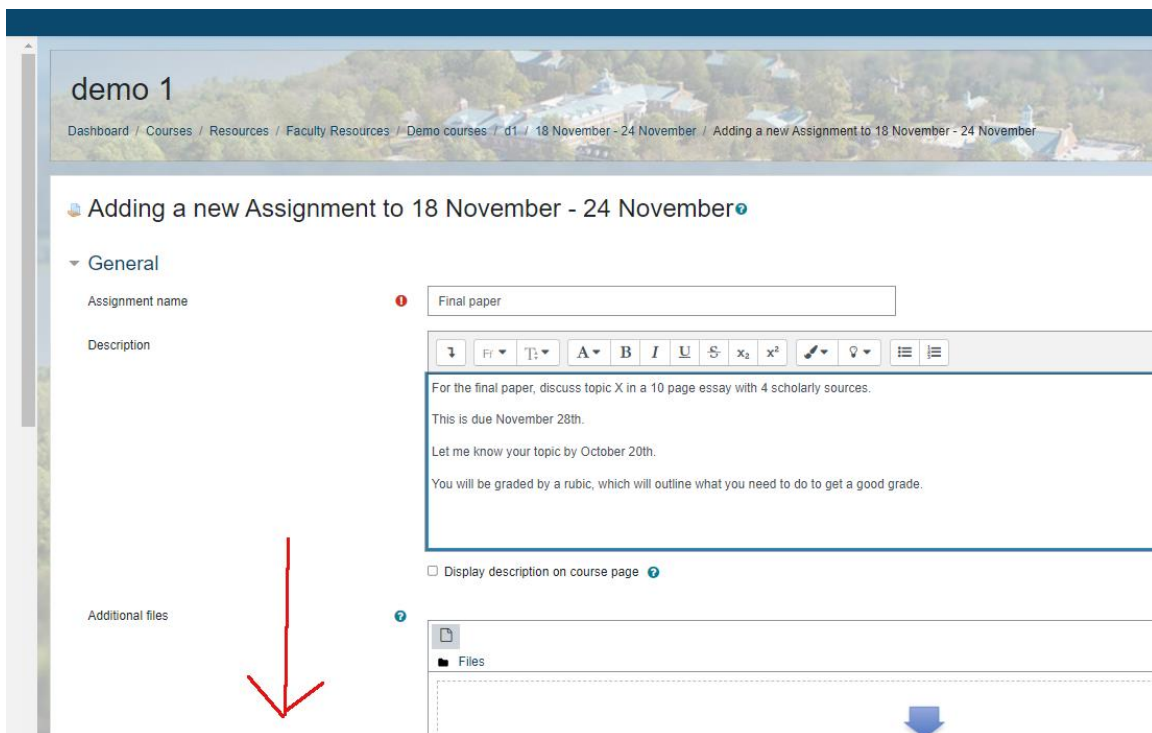
Rubric grading is available both natively in Moodle, and with Turnitin, if you use the Turnitin 2 assignment, but the way to set them up differ somewhat. This set of screenshots will discuss how to set up and grade a rubric in an Assignment but **not using** the Turnitin 2 activity.

Finally, the rubrics in the Moodle Assignment allow you to give a specific point value – not a range – for each cell in the rubric.

1. Click on the Turn Editing On button. Click on the link for Add an Assignment or Activity in the week or Topic (if you are arranging it by topic) that you want. Choose the Assignment from the Activity Chooser.



2. Name the activity. You can add a description, and if you'd like. Scroll down.



3. As you fill in your settings, make sure to click on Grade. When the area below expands, find the Grading Method drop down menu. Pick Rubric from the list.

Continue to add whatever settings are appropriate and then click a blue button to save.

Submission settings

Group submission settings

Notifications

Turnitin plagiarism plugin settings

Grade

Grade

Type: Point

Maximum grade: 100

Grading method: Simple direct grading (selected)

Grade category

Grade to pass

Anonymous submissions: No

Hide grader identity from students: No

Use marking workflow: No

Common module settings

Save settings

4. Click on the X to clear out the pink ribbon noting that the Advanced Grading form is not yet ready. Don't let this warning slow you down. Nothing informs you that the form is ready, so don't wait more than a minute or so. Just cancel out the pink ribbon and then click on the icon for **Define New Grading Form from Scratch**.

Advanced grading

Dashboard / Courses / Resources / Faculty Resources / Demo courses / 01 / 18 November - 24 November / Final paper / Advanced grading

Advanced grading: Final paper (Submissions)

Change active grading method to: Rubric

2. Define new grading form from scratch

Create new grading form from a template

1. Please note: the advanced grading form is not ready at the moment. Simple grading method will be used until the form has a valid status.

Announcements

Jump to...

5. Give your rubric a name to identify it to you. You'll notice the box below it. You can add Criteria – the vertical categories to the far left of your rubric – by clicking on the button for Add Criterion. Levels is the name that they've given for the horizontal array of cells that you use to specify different quality benchmarks for the assignment.

Define rubric

Dashboard / Courses / Resources / Faculty Resources / Demo courses / d1 / 18 November - 24 November / Final paper / Advanced grading / Define rubric

Name: Rubric for Final paper **Rubric name**

Description:

Add criteria (vertical) & levels (horizontal)

Rubric

Click to edit criterion	Click to edit level	Click to edit level	Click to edit level	+ Add level
0 points	1 points	2 points		

+ Add criterion

Rubric options

Sort order for levels: Ascending by number of points

☒ Calculate grade having a minimum score of the minimum achievable grade for the rubric

☒ Allow users to preview rubric (otherwise it will only be displayed after grading)

☒ Display rubric description during evaluation

6. Click on a Criterion cell to add your name for each individual criterion.

Description:

Rubric

Click to edit criterion	Click to edit level	Click to edit level	Click to edit level	+ Add level
Organization	0 points	1 points	2 points	

+ Add criterion

Rubric options

- For the levels, you can either type in the rubric level description directly into the box, or you can paste it in there from another document, like an excel sheet. At the very bottom is a place where you can put in the point value for the level.

It is important to note that for the Assignment Rubric, you have to give it a single point value, like 10 pts., rather than a range, like 8-10 pts.

Rubric

	Click to edit level	Click to edit level	Click to edit level	+ Add level
<b>Intro</b>	Introduction eloquently presents topic then focuses in on question that paper will address; leads smoothly into thesis (answer/solution); conclusion wraps together ideas.	1 points	2 points	
<b>Thesis</b>	0 points	1 points	2 points	
<b>Organization</b>	0 points	1 points	2 points	

- You can add more levels by clicking the button.

Rubric

<b>Intro</b>	Introduction eloquently presents topic then focuses in on question that paper will address; leads smoothly into thesis (answer/solution); conclusion wraps together ideas.	Introduction opens idea, but question/problem not clear; topic is vague or does not set specific focus; conclusion general and/or repetitive and does little to suggest significance of idea	Introduction as "hook" that bears no real relevance to topic; no suggestion of problem/question; conclusion abrupt and unfocused; no attempt to address significance of idea	+ Add level
<b>Thesis</b>	Thesis is original, interesting, specific, arguable; shows advanced interpretation of literature; shows careful reading and insight into text/topic; each idea flows clearly from thesis	Thesis is general, vague, makes point but gives no reason for reader to be interested; ideas reference thesis; interpretation is vague or unclear	No real thesis; statement of fact or unarguable idea; little to no evidence or evidence inadequate to prove point; reveals misunderstanding of text	+ Add level

9. Below the actual rubric are a set of options that you may want to look over and decide whether you want to activate them or not.

Personally, I would recommend previewing the rubric to the students in advance, so that they know how they will be graded on the assignment; I think that displaying most of the others might be good practice, too.

**Rubric options**

Sort order for levels: Ascending by number of points

- ☒ Calculate grade having a minimum score of the minimum achievable grade for the rubric
- ☒ Allow users to preview rubric (otherwise it will only be displayed after grading)
- ☒ Display rubric description during evaluation
- ☒ Display rubric description to those being graded
- ☒ Display points for each level during evaluation
- ☒ Display points for each level to those being graded
- ☒ Allow grader to add text remarks for each criterion
- ☒ Show remarks to those being graded

Save rubric and make it ready Save as draft Cancel

There are required fields in this form marked \*

10. You'll see this screen. You can grade the submissions either all at once or once they come in.

**demo 1**

Dashboard / Courses / Resources / Faculty Resources / Demo courses / 01 / 18 November - 24 November / Final paper

**Final paper**

Opened: Friday, 19 November 2021, 12:00 AM  
Due: Friday, 26 November 2021, 12:00 AM

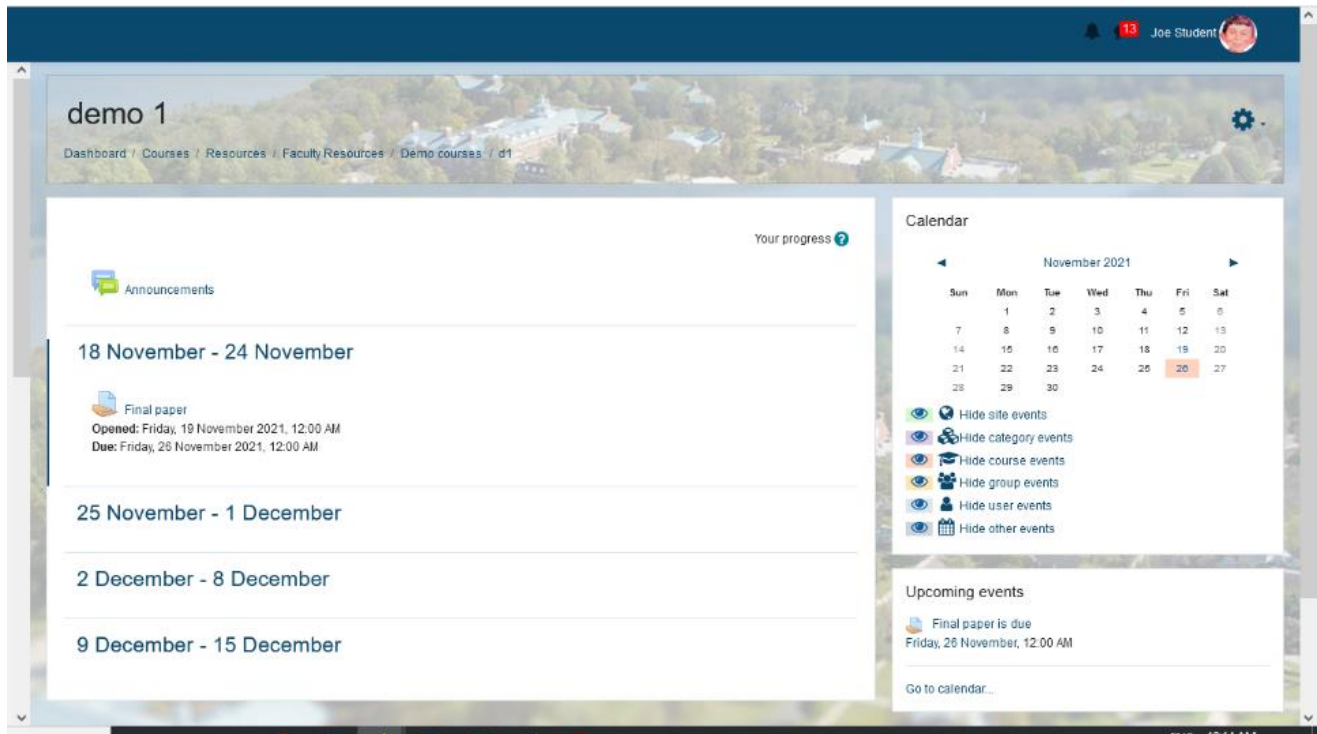
For the final paper, discuss topic X in a 10 page essay with 4 scholarly sources.  
This is due November 28th.  
Let me know your topic by October 20th.  
You will be graded by a rubric, which will outline what you need to do to get a good grade.

**Grading summary**

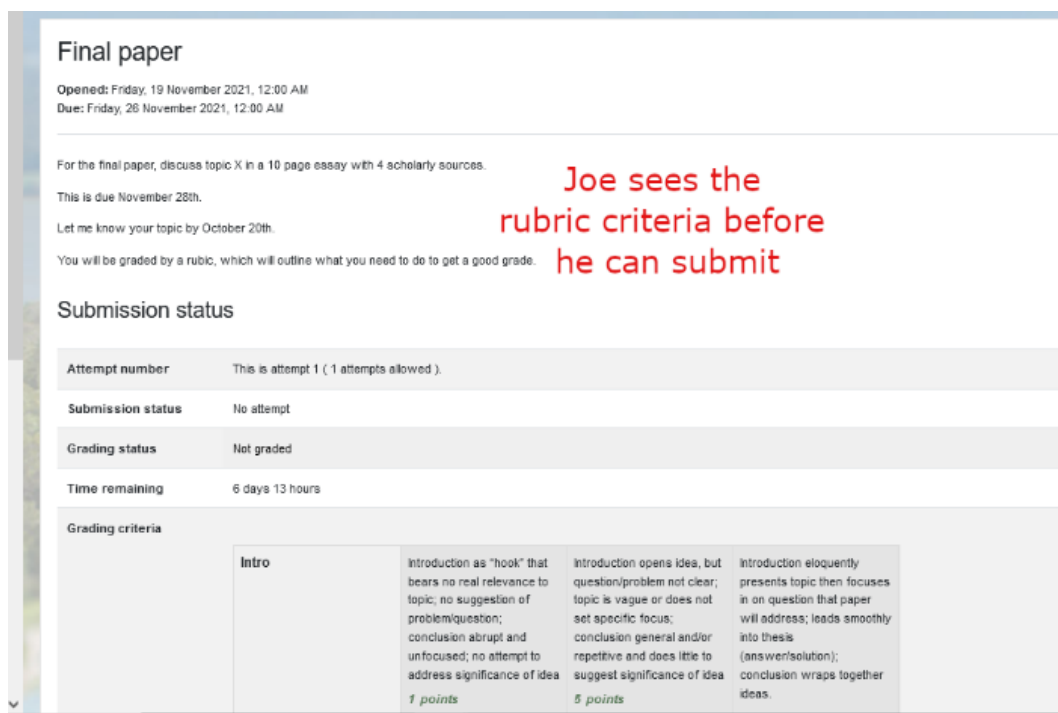
Hidden from students	No
Participants	0
Submitted	0
Needs grading	0
Time remaining	6 days 13 hours

View all submissions Grade

11. This is what your student sees when he or she is about to submit their assignment. They will click on the link to submit their paper and then you'll get a chance to grade it with their rubric.



12. Along with your description of the assignment and some of the boilerplate information that you see for every assignment – like the time remaining to submit – Joe will see the actual rubric, if we've enacted it in the options that we saw previously. This is what it looks like.





13. If he scrolls past the rubric, he will see the Submit button. He'll click on this to submit and then he'll see the file picker and upload his paper from there as normal. So that's what a student will see.

The screenshot shows a student's view of a submission page. At the top, there is a navigation bar with a bell icon, a red notification badge with the number '13', and the user's name 'Joe Student' next to a profile picture. Below the navigation bar is a rubric table with four columns. The first column is 'Evidence'. The second column describes examples that are missing or illogical, paragraphs that are very short with no development of analysis/ideas, and quotations that are inappropriate or sloppy, not integrated, with no explanation, worth 1 point. The third column describes some quotations that support the thesis directly or indirectly, many repeat class examples, paragraphs that are average in length, each paragraph contains 1 quotation, integration present but may give insufficient information or explanation, worth 5 points. The fourth column describes chosen quotations that accurately support interpretation/analysis of text, extensive paragraphs develop idea, each paragraph contains two well-chosen quotations, fully integrated, explanations clarify purpose of information in quotation, worth 10 points. Below the rubric is a section for 'Last modified' and 'Submission comments' with a link to 'Comments (0)'. In the center of the page, there is a red circle around a button labeled 'Add submission'. Below the button, it says 'You have not made a submission yet'. At the bottom, there is a 'Jump to...' dropdown menu and a footer that says 'You are logged in as Joe Student (Log out)'.

Evidence	Examples are missing or illogical; paragraphs are very short with no development of analysis/ideas; quotations inappropriate or sloppy; not integrated; no explanation	Some quotations support thesis directly or indirectly; many repeat class examples; paragraphs are average in length; each paragraph contains 1 quotation; integration present but may give insufficient information or explanation	Chosen quotations accurately support interpretation/analysis of text; extensive paragraphs develop idea; each paragraph contains two well-chosen quotations, fully integrated; explanations clarify purpose of information in quotation
	1 points	5 points	10 points

Last modified -

Submission comments [Comments \(0\)](#)

[Add submission](#)

You have not made a submission yet

[Announcements](#)

You are logged in as Joe Student (Log out)

14. Now we'll cut back to the Teacher's view. Let's say that after Joe has submitted his paper, we want to grade him. Although you can click directly on Grade, I tend to prefer clicking on View All Submissions.

The screenshot shows a teacher's view of a submission page. At the top, there is a navigation bar with a bell icon, a red notification badge with the number '2', and the user's name 'Reiley Noe' next to a profile picture. Below the navigation bar is a header section for 'demo 1' with a breadcrumb trail: 'Dashboard / Courses / Resources / Faculty Resources / Demo courses / d1 / 18 November - 24 November / Final paper'. The main section is titled 'Final paper' and includes the text: 'Opened: Friday, 19 November 2021, 12:00 AM', 'Due: Friday, 26 November 2021, 12:00 AM', 'For the final paper, discuss topic X in a 10 page essay with 4 scholarly sources.', 'This is due November 28th.', 'Let me know your topic by October 20th.', and 'You will be graded by a rubric, which will outline what you need to do to get a good grade.' Below this is a 'Grading summary' table. The table has two columns: the first column lists the status and the second column shows the count. The rows are: 'Hidden from students' (No), 'Participants' (1), 'Submitted' (1), 'Needs grading' (1), and 'Time remaining' (6 days 13 hours). At the bottom of the table, there is a red circle around a button labeled 'View all submissions' and a button labeled 'Grade'. The bottom of the page shows a Windows taskbar with various application icons and a system tray showing the date and time as '11/19/2021'.

demo 1

Dashboard / Courses / Resources / Faculty Resources / Demo courses / d1 / 18 November - 24 November / Final paper

## Final paper

Opened: Friday, 19 November 2021, 12:00 AM  
Due: Friday, 26 November 2021, 12:00 AM

For the final paper, discuss topic X in a 10 page essay with 4 scholarly sources.

This is due November 28th.

Let me know your topic by October 20th.

You will be graded by a rubric, which will outline what you need to do to get a good grade.

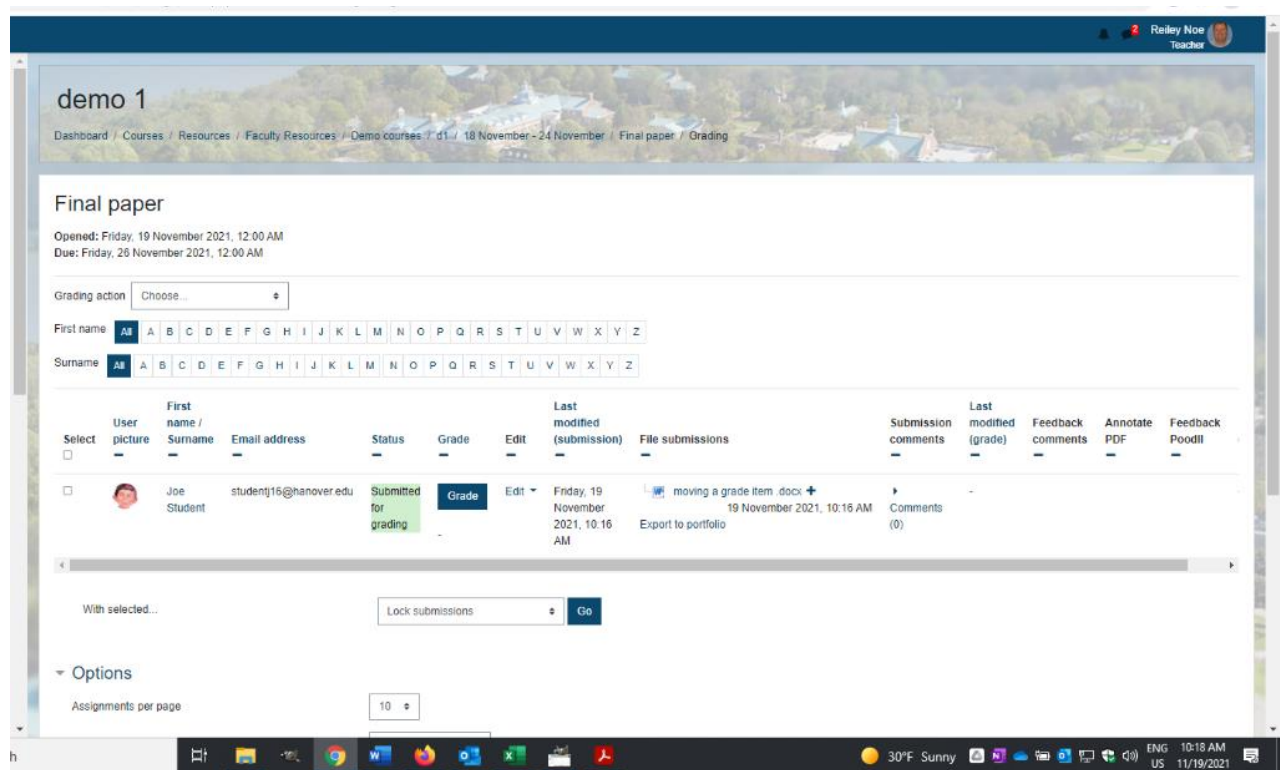
### Grading summary

Hidden from students	No
Participants	1
Submitted	1
Needs grading	1
Time remaining	6 days 13 hours

[View all submissions](#) [Grade](#)

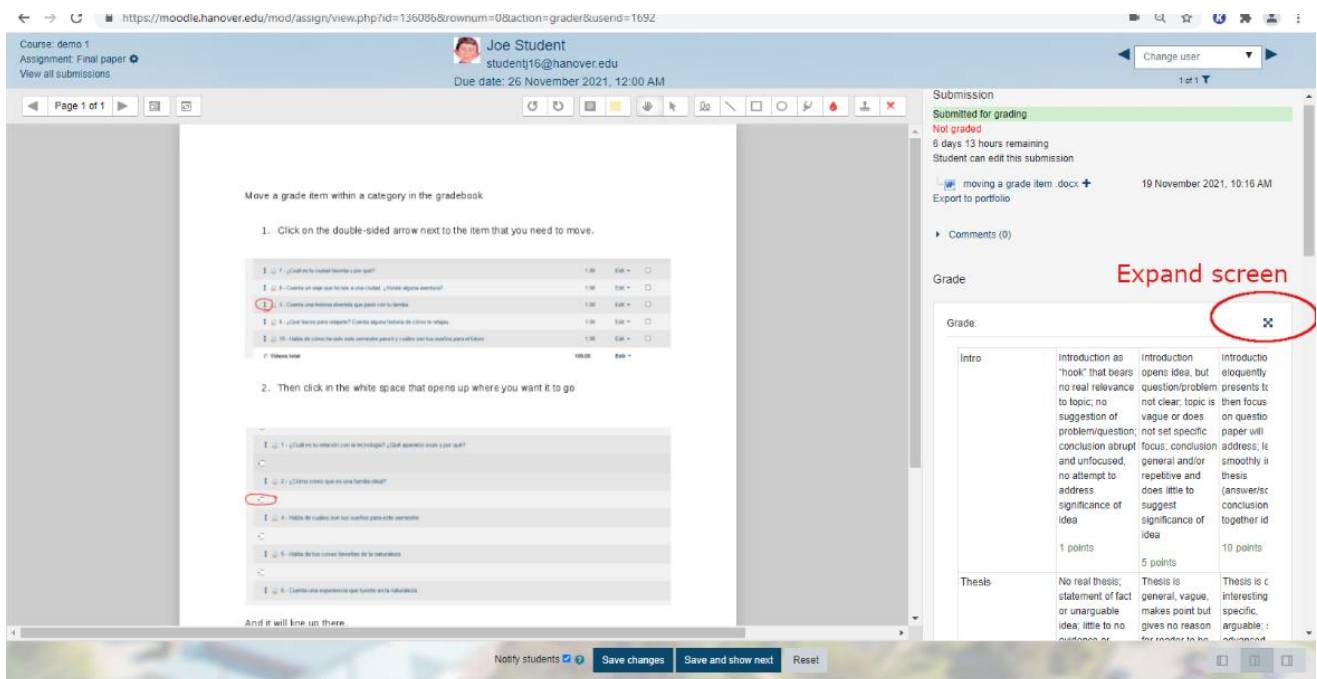
30°F Sunny 10:17 AM 11/19/2021

15. From here you can download the actual papers, if you'd like, and use the rubric to score them as you look at the paper copy (stay tuned for details on this), or you can click on the Grade button and score them with the rubric in a paperless manner.



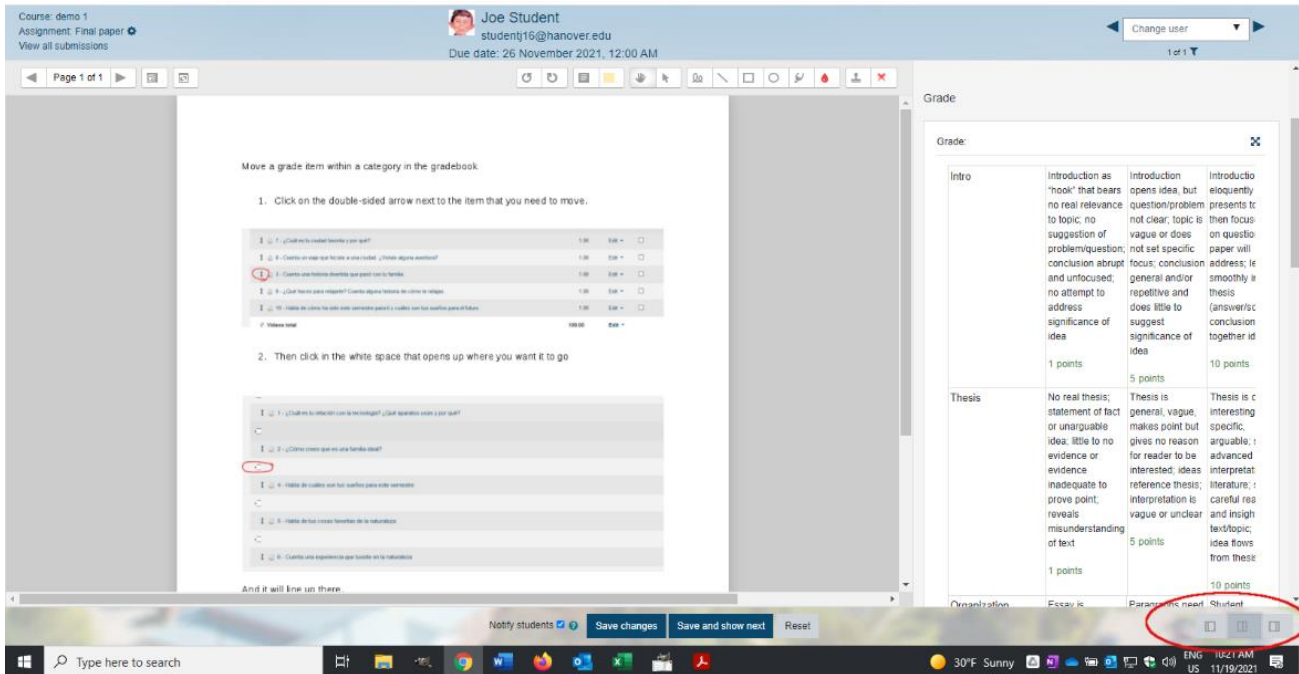
16. In the default view, in the center is the assignment submission as a PDF. The icons below Joe Student's picture and to the right allow you to mark it up, if you'd like.

Notice that the rubric is a bit cut off in this view. There are a few things that you can do to make it visible. First, you can click on the icon to expand the screen, but I find that this cuts off the rubric vertically. The better way to grade is this....



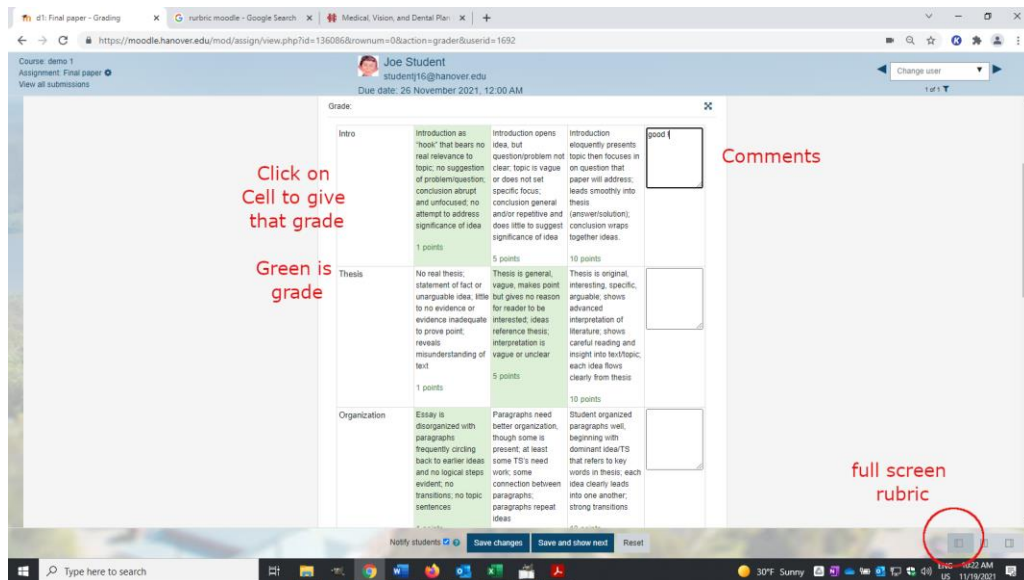


16. I find that the better way to view the entire rubric and the document is to use the 3 icons at the bottom right of the page.



17. The icon furthest to the left will take away the paper and show you the full rubric. To grade an assignment, by the way, just click on the cell that fits the description and it turns green. You can add comments to the side.

If you were to download the submissions, you could view them in another window or a paper copy and grade from this rubric screen.



18. The center icon will show you the default screen – all of the submission and a slice of the rubric. If you like this view, note that if you scroll down, at the bottom of the rubric side is a slider that you can use to see the rubric.

Course: demo 1  
Assignment: Final paper  
View all submissions

Joe Student  
student16@hanover.edu  
Due date: 26 November 2021, 12:00 AM

Page 1 of 1

Move a grade item within a category in the gradebook.

- Click on the double-sided arrow next to the item that you need to move.

1. Click on the double-sided arrow next to the item that you need to move.

2. Then click in the white space that opens up where you want it to go

And it will line up there.

Notify students Save changes Save and show next Reset

Submission and partial rubric view

Grade:

Intro	Introduction as "hook" that bears no real relevance to topic; no suggestion of problem/question; conclusion abrupt and unfocused; no attempt to address significance of idea	Introduction opens ideas, but not clear; topic is vague or does not set specific focus; conclusion repetitive and does little to suggest significance of idea	Introduction eloquently presents it; then focus on question; paper will address it smoothly if thesis (answer/s conclusion together id
1 points	5 points	10 points	

Thesis

No real thesis; statement of fact or unarguable idea; little to no evidence or inadequate to prove point; reveals misunderstanding of text	Thesis is general, vague, makes point but gives no reason for reader to be interested; ideas reference thesis; interpretation is vague or unclear	Thesis is c interesting specific, arguable; advanced interpretat literature; careful rea and insight text; idea flows from thesk
1 points	5 points	10 points

Organization

Essay is disorganized with paragraphs frequently circling back to earlier	Paragraphs need better organization though some present; at least	Student organized paragraph beginning dominant i

ENG 10:33 AM US 11/19/2021

19. The icon that is the furthest to the right will show you a full-screen view of the submission of the student.

Course: demo 1  
Assignment: Final paper  
View all submissions

Joe Student  
student16@hanover.edu  
Due date: 26 November 2021, 12:00 AM

Page 1 of 1

Move a grade item within a category in the gradebook.

- Click on the double-sided arrow next to the item that you need to move.

1. Click on the double-sided arrow next to the item that you need to move.

2. Then click in the white space that opens up where you want it to go

And it will line up there.

Notify students Save changes Save and show next Reset

Submission view

ENG 10:34 AM US 11/19/2021

20. So let's imagine that we give Joe 2 ten-point ratings and 2 five-point ratings for his submission on our crude 10 - 5- 1 point scale. Since we had 4 criterion worth a maximum of 10 points each, the total maximum for the score would be 40 points. Joe has earned 30 of the 40 points or 75%.

Course: demo 1  
Assignment: Final paper  
View all submissions

Joe Student  
studentj16@hanover.edu  
Due date: 26 November 2021, 12:00 AM

	disorganized with paragraphs frequently circling back to earlier ideas and no logical steps evident; no transitions; no topic sentences 1 points	better organization, though some is present; at least some TS's need work; some connection between paragraphs; paragraphs repeat ideas 5 points	paragraphs well, beginning with dominant idea/TS that refers to key words in thesis; each idea clearly leads into one another; strong transitions 10 points
Evidence	Examples are missing or illogical; paragraphs are very short with no development of analysis/ideas; quotations inappropriate or sloppy; not integrated; no explanation 1 points	Some quotations support thesis directly or indirectly; many repeat class examples; paragraphs are average in length; each paragraph contains 1 quotation; integration present but may give insufficient information or explanation 5 points	Chosen quotations accurately support interpretation/analysis of text; extensive paragraphs develop idea; each paragraph contains two well-chosen quotations, fully integrated; explanations clarify purpose of information in quotation 10 points

2 X 10 and 2x 5 points  
=  
30 out of 40 or 75%

Current grade in gradebook

Feedback comments

Notify students Save changes Save and show next Reset

21. If we look at the gradebook that score is added for the Final paper. You do not have to manually add a grade number to the gradebook, you just must click on the cells that you feel are accurate and Moodle adds the total and adds that score into the gradebook.

demo 1: View: Preferences: Grader report

Dashboard / Courses / Resources / Faculty Resources / Demo courses / d1 / Grades / Grade administration / Grader report

Turn editing on

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 1/1

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Grade is calculated as  
2X10 + 2x5 on Rubric  
then reconfigured to 100 pts.  
300 out of 400 = 75%

demo 1		Essays	Forum	participation			
First name / Surname	Email address	Essays total	Forum total	participation total	participation	Final paper	Course total
Joe Student	studentj16@hanover.edu	-	-	-	-	75.00	75.00
Overall average	Overall average	-	-	-	-	75.00	75.00