# Sharing a Rubric

It is possible to share a non-Turnitin rubric with your colleagues at Hanover.

1. Email the Moodle Admin, Reiley Noe (<u>noe@hanover.edu</u>), to get your permissions set up so that you can access this capability.

Once you are given the green light, there are a few more steps to go through before you can share out your rubric.

2. Go to a class where you are making a Rubric within Moodle.

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	+ Add an activity or resource
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	+ Add an activity or resource

3. Click on the gear for the assignment, then click on Advanced Grading in the drop down menu.

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Typical course Dashboard / Courses / Resources / Faculty Resources / Demo courses / Mc./	17 September - 23 September / rubric assignment	
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Hidden from students	No	Competency breakdown Export rubric grades Logs
Submitted	1	Backup Restore
Needs grading Time remaining	0 Assignment is due	Advanced grading Define rubric View gradebook
	View all submissions Grade	View all submissions Download all submissions

4. Create your rubric. For more details, see <u>Making a Rubric in Moodle</u> for more details on how to do this. Here are the most basic steps. If you already have a rubric made, skip to Step 9.

Essentially you'll go into the Settings and for Grade, you'll change your Grading Method from Simple Direct Grading to Rubric and click **Save and Display**.

Group submission settings		
Notifications		
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5. Click on the **Define a New Grading Form From Scratch**.



6. Name it and then add Criterions (vertical cells) and Levels (horizontal cells). Modify the drop down tick boxes if necessary.

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Allow users to preview rubric (other and the second sec	rwise it will only be display	ed after grading)					

7. Click on the italicized text and a text box appears. Click on the green text to modify the points given for each level.

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

8. Finally, when the rubric is set, click on **Save Rubric and Make it Ready**. This will enable you to save it as a template. You will need to do this before you can share the rubric.

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9. Go to the gear and then click on Advanced Grading

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Typical course Dashboard / Courses / Resources / Faculty Resources / Demo courses / Mc / 17 Septe	mber - 23 September / Yet another rubric assignment	N. Server
Yet another rubric assignment Opened: Monday, 15 November 2021, 12:00 AM Due: Monday, 22 November 2021, 12:00 AM		Edit settings Group overrides User overrides
Grading summary		Locally assigned roles Permissions Check permissions
Hidden from students	No	Filters Competency breakdown
Participants	2	Export rubric grades
Submitted	0	Logs Backup
Needs grading	0	Restore
Time remaining	6 days 7 hours View all submissions Grade	Advanced grading
		Download all submissions

#### Advanced grading: rubric assignment (Submissions) Change active grading method to 😧 Rubric \$ Ŵ Edit the current Delete the Publish the form form definition currently defined as a new form template Rubric A Ready for use Intro Introduction is brief Introduction opens "Introduction sets Introduction as Introduction Introduction as Introduction is prior Introduction opens Introduction opens "hook" that bears no and only makes idea, but stage for essay's eloquently presents real relevance to tenuous connection question/problem topic; poses topic then focuses in real relevance to tenuous connection question/problem topic; poses topic then focuses in topic; no suggestion to topic; dominant not clear; topic is question/problem on question/problem of problem/question; idea/question/problem vague or does not clear language; paper will address; conclusion abrupt hard to locate; set specific focus; focus good; leads smoothly into leads smoothly into and unfocused; no conclusion abrupt conclusion general connection to thesis thesis attempt to address significance of idea and tenuous and/or repetitive and does little to suggest significance of idea clear, conclusion (answer/solution); draws ideas 4 points 7 points does little to suggest significance of idea together and together ideas, together ideas, thoughtfully 11 points suggests some significance of presents overall argument " significance of idea to understanding of 15 points text as a whole 20 points Thesis No real thesis; Thesis is confusing Thesis is general, Thesis is original, Thesis is original, nt of fact or do. not make a naint anagifia r

### 10. Click on the icon for Publish the Form as a New Template.

#### 11. Click Continue.

Dashboard / Courses / Resources / Faculty Resources	ces / Demo courses / Mc / 17 September - 23 September / rubric assignment / Advanced grading
	Confirm
	You are going to save a copy of the grading form 'Rubric A' as a new public template. Other users at your site will be able to create new grading forms in their activities from that template.
	Continue Cancel

12. You'll see a screen like this will different rubrics arrayed vertically. There is also a search tool above it, where you can search for a rubric by name.

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3	Rubric A Re	eady for use				
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ber		and unfocused; no attempt to address significance of idea 4 points	conclusion abrupt and tenuous 7 points	conclusion general and/or repetitive and does little to suggest significance of idea	connection to thesis clear; conclusion draws ideas together and	thesis (answer/solution); conclusion wraps together ideas,
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•	Thesis	No real thesis;	Thesis is confusing	Thesis is general,	Thesis is original,	Thesis is original,

13. Now your colleague can navigate to another class that will use this rubric. Setup an Assignment and then click on the link for it on the course page.

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	<ul> <li>Add an activity or resource</li> </ul>
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# 14. Click on the Gear and then Advanced Grading

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Yet another rubric assignment Opened: Monday, 15 November 2021, 12:00 AM Due: Monday, 22 November 2021, 12:00 AM		Edit settings Group overrides User overrides
Grading summary		Locally assigned roles Permissions Check permissions
Hidden from students	No	Filters Competency breakdown
Participants	2	Export rubric grades
Submitted	0	Logs Backup
Needs grading	0	Restore
Time remaining	6 days 7 hours	Advanced grading
	View all submissions Grade	View gradebook View all submissions Download all submissions

15. On the drop-down menu that appears, select Rubric.

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16. Click on Create New Grading Form from a Template.

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	Advanced grading: Yet anoth Change active grading method to	ner rubric assignment (Submissie	ons)
	✓ rubric assignment	grading form from scratch Jump to	erading form from a temptate
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17. Search for the name of the template. If you are searching among your own templates, tick the box.

		Reiley Noe 🔮 Teacher
urces / Demo courses / Mc / 17 September - 23 September / Ye	t another rubinc assignment / Advanced grading	A Cart
Ingude my own forms Template nam	e (Search	
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Jump to	•	Interactive Book ►
	urces / Demo courses / Mc / 17 September - 23 September / Ye	urces / Demo courses / Mc / 17 September - 23 September / Yet another rubnc assignment + Advanced grading

18. Once you find the rubric that you want, scroll down.

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✓ Grading	forms search <b>e</b>	<b>√</b> incl	ude my own forms ru	Ibric	Searc	h		
Rubric A Own form Location: rubric assignment (Submissions)								
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 4 points	Introduction is brief and only makes tenuous connection to topic, dominant idea/question/problem hard to locate; conclusion abrupt and tenuous 7 points	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 11 points	"Introduction sets stage for essay's topic; poses question/problem in clear language; focus good; connection to thesis clear; conclusion draws ideas together and suggests some significance of overall argument " 15 points	Introduction eloquently presents topic then focuses in on question/problem paper will address; leads smoothly into thesis (answer/solution); conclusion wraps together ideas, thoughtfully presents significance of idea to understanding of text as a whole 20 points	Scroll down		
Thesis	No real thesis; statement of fact or unarguable idea; little to no evidence or evidence inadequate to prove point; reveals misunderstanding of text	Thesis is confusing or does not make point, tenuous connection between ideas and thesis; little understanding shown of text 7 points	Thesis is general, vague, makes point but gives no reason for reader to be interested, ideas reference thesis; interpretation is vague or unclear 11 points	Thesis is original, specific, presents point about essay that can be argued; ideas linked to thesis; writer obviously understands text; ideas connected to thesis	Thesis is original, interesting, specific, arguable; shows advanced interpretation of literature; shows careful reading and insight into text/topic; each idea flows clearly from	$\checkmark$		

19. Click on the green check mark to choose the rubric. Don't worry about the Rubric Options being grayed-out. You can change these later.

			explanation minimal 7 points	insufficient information or explanation 11 points		of/information in quotation 20 points				
	Mechanics	Pronoun and verb tense entirely inconsistent; extensive overuse of passive voice; inaccurate or missing citations; errors overwhelm reader comprehension; no evidence of proofreading <i>4 points</i>	Pronoun and verb tense fairly inconsistent; overuses passive voice; inaccurate citations; essay contains so many errors as to impede reader's understanding, shows writer didn't really proofread at all 7 points	Essay occasionally reverts to past tense or 1st/2nd person pronoun use and passive voice; textual citations incomplete; evidence of proofreading, with enough errors to interfree with the reader's comprehension 11 points	Essay mostly consistent in tense/person use and active voice; cites text correctly; writing shows evidence of proofreading, with relatively few errors 15 points	Essay consistently in third person, present tense, active voice; cites text correctly; writing is polished and professional, with very few errors in spelling, grammar, and punctuation 20 points				
1	Rubric options									
8	Sort order for levels:	Ascending by number	of points							
	Calculate grade	having a minimum score	e of the minimum achie	vable grade for the rub	ric 😧					
	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									
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-	Allow grader to	add text remarks for eac	h criterion							
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	Use this form as a te	emplate	>	Click he this	re to cho s Rubric	oose				
-	Rubric A C	)wn form								



21. This screen appears. Click on the Edit icon if you want to edit the content of the rubric or the Rubric Options tick boxes below the rubric. We're going to scroll down.

	ed grading: Yet	another rut	oric assignr	nent (Subm	iissions)
				Edit the current form definition	Delete the currently defined form
Rubric A	Ready for use				

22. One tick box that I think is useful to tick is the one that allows the users to see the rubric before submitting their assignment. If students know what they are being graded on, that should resonate with them and hopefully help them make better quality submissions.

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							4	<mark>2</mark> F	Reiley Noe
	extensive overuse of passive voice; inaccurate or missing citations; errors overwhelm reader comprehension; no evidence of proofreading 4 points	voice; inaccurate citations; essay contains so many errors as to impede reader's understanding, shows writer didn't really proofread at all <b>7 points</b>	protocol use and passive voice; textual citations incomplete; evidence of proofreading, with enough errors to interfere with the reader's comprehension <b>11 points</b>	cites text correctly; writing shows evidence of proofreading, with relatively few errors 15 points	active voice, cites text correctly; writing is polished and professional, with very few errors in spelling, grammar, and punctuation 20 points				iedulei
Rubric options	According by number	r of points							
Calculate grade	having a minimum score	e of the minimum achie	wable grade for the rul	aric 🖸					
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23. When a student clicks on his or her assignment to submit it, and you've ticked the box for them to preview the rubric before submitting, then....

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17 September - 23 September	a second and a second
rubric assignment	and the second sec
Yet another rubric assignment	
24 September - 30 September	The second
1 October - 7 October	
H-P Interactive Book	1 100
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8 October - 14 October	

24. ... they'll see this – the rubric in all of its glory. They'll scroll down to submit the assignment.

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Dened: Monday, 15 Nov Due: Monday, 22 Novemb	vember 2021, 12:00 AM ver 2021, 12:00 AM							
Submission sta	tus							
				The rub	oric appears	on the		
Attempt number	This is attempt 1 ( 1 a	ttempts allowed ).		sub	mission pag	e.		
Submission status	No attempt							
Grading status	Not graded							
Time remaining	6 days 7 hours							
Grading criteria								
	Intro	Introduction as "hook" that bears no real relevance to topic; no suggestion of	Introduction is brief and only makes tenuous connection to topic; dominant idea/question	Introduction opens idea, but question/problem not clear; topic is vague or does not set specific	"Introduction sets stage for essay's topic; poses question/problem in clear language, focus good;	Introduction eloquently presents topic then focuses in on question/problem paper		r
		problem/question; conclusion abrupt and unfocused; no attempt to address significance of	rproblem hard to locate; conclusion abrupt and tenuous	and/or repetitive and does little to suggest	connection to thesis clear, conclusion draws ideas together and surgests some	will address, leads smoothly into thesis (answer/solution); conclusion wraps		1

## 25. Joe clicks on Add Submission to submit it.

									🖡 💶 Joe Student 🌀	^
^						11 points		20 points		
			Mechanics	Pronoun and verb tense entirely inconsistent; extensive overuse of passive voice; inaccurate or missing citations; errors overwheim reader comprehension; no evidence of proofreading <i>4 points</i>	Pronoun and verb tense fairly inconsistent; overuses passive voice; inaccurate citations; essay contains so many errors as to impede reader's understanding, shows writer didn't really proofread at all 7 points	Essay occasionally reverts to past tense or 1st/2nd person pronoun use and passive voice; textual citations incomplete; evidence of proofreading, with enough errors to interfere with the reader's comprehension 11 points	Essay mostly consistent in tense/person use and active voice; cites text correctly; writing shows evidence of proofreading, with relatively few errors 15 points	Essay consistently in third person, present tense, active voice, cites text correctly, wirling is polished and professional, with very few errors in spelling, grammar, and punctuation 20 points		
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26. You can click on the Grade button to grade it with the rubric from the other assignment.

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COLLEGE				Teacher
Mc	Typical course			
Participants	Dashboard / Courses / Resources / Faculty Resou	rces / Demo courses /-Mc / 17 September , 23 September	r / Yet another rubin assignment	
Roster				
Grades	Yet another rubric assignm	ent		
General	Opened: Monday 15 November 2021, 12:00 AM			
27 August - 2 September	Due: Monday, 22 November 2021, 12:00 AM			
3 September - 9 September	Grading summary			
10 September - 16 September	Hidden from students		No	
17 September - 23	Participants		2	
September	Submitted		1	
24 September - 30 September	Needs grading		1	
1 October - 7 October	Time remaining		6 days 7 hours	
8 October - 14 October		Maw all eithm	iecione Grada	
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27. And you can grade with the rubric from the other class.

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Due d	Reiley Noe noe@hanover.edu ate: 17 September 2021, 12:00 AM			Change user
	( ) E E ( )		Submission Submitted for grading Not graded Assignment was submitted 6 day	s 10 hours early
Grade:	2002 I		miss	10 September 2021, 1:42 PM
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 4 points	Introduction is brief and only makes tenuous connection to topic; dominant clear: topic is vague thard to locate; conclusion abrupt and tenuous 7 points 1 points 1 points 1 points 1 for dual context conclusion abrupt conclusion general conclusion abrupt conclusion general conclusion abrupt conclusion general conclusion abrupt conclusion general conclusion abrupt conclusion abrupt conclusion general conclusion abrupt conclusion general conclusion general conclusi	Thtroduction sets introduction eloquently presents topic; poses topic then focuses in question/problem clear language; focus paper will address; good; connection to leads smoothly into thesis clear; thesis conclusion draws significance of significance of significance of significance and to understanding of 15 points text as a whole 20 points		▼ B I U S X <sub>2</sub> X <sup>2</sup>
Thesis No real thesis; statement of fact or unarguable idea; little to no evidence or evidence inadequate to prove point; reveals misunderstanding of text 4 points Organization Essay is	Thesis is confusing or does not make point; tenuous connection between ideas and thesis; interested; ideas shown of text 7 points Problems with Paragraphs need thesis to connection between intersted; ideas interpretation is vague or unclear 11 points the connection between interpretation is vague or unclear preference thesis; 11 points the connection between preference thesis; 11 points the connection between preference thesis; 11 points the connection between the connection be	Thesis is original, specific, presents     Thesis is original, interesting, specific, arguable, shows       hat can be argued;     advanced       ideas linked to     interpretation of       thesis; writer, shows     careful reading and       understands text;     ideas formected to       ideas connected to     each idea flows       thesis     careful reading and       understands text;     each idea flows       clearly from thesis     clearly from thesis       15 points     20 points       Student organized     Student organized		
disorganized with paragraphs	organization of better organization, paragraphs; narrative though some is the second s	paragraphs that paragraphs well, begin with dominant beginning with	🥚 49°F Sunny 🔊 👄	(월월) 11:33 AM (11:33 AM) (11:33 AM) (11:11) (11:12) (11:12)

# More Information

Duplicate Rubrics for other Assignments, Clarendon College.

Creating a Rubric and Grading a Rubric in Moodle, Hanover College.