

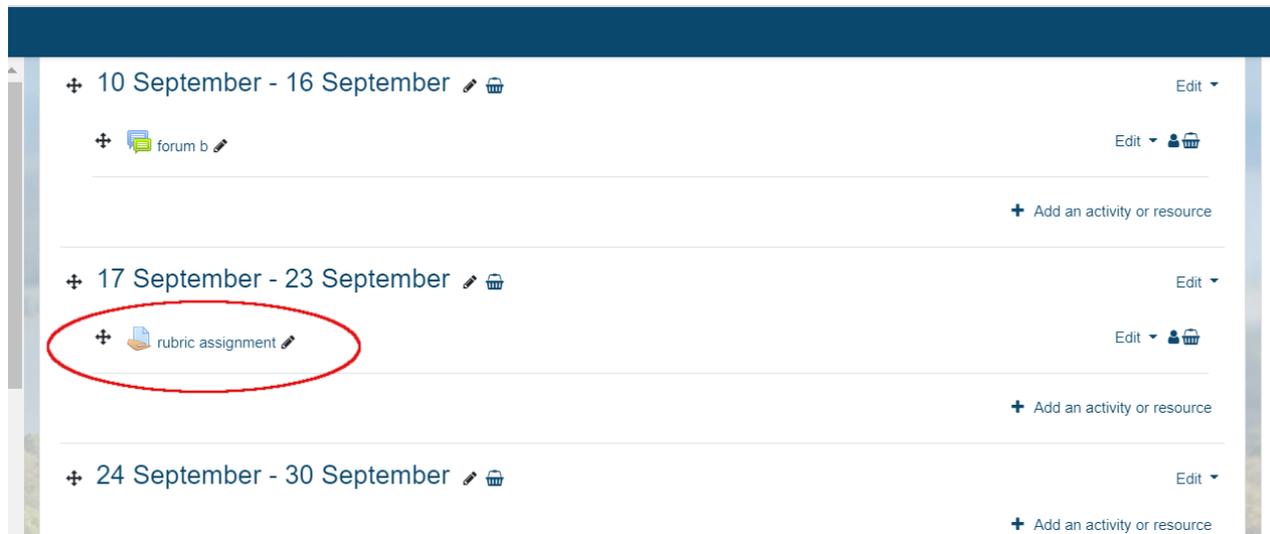
Sharing a Rubric

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

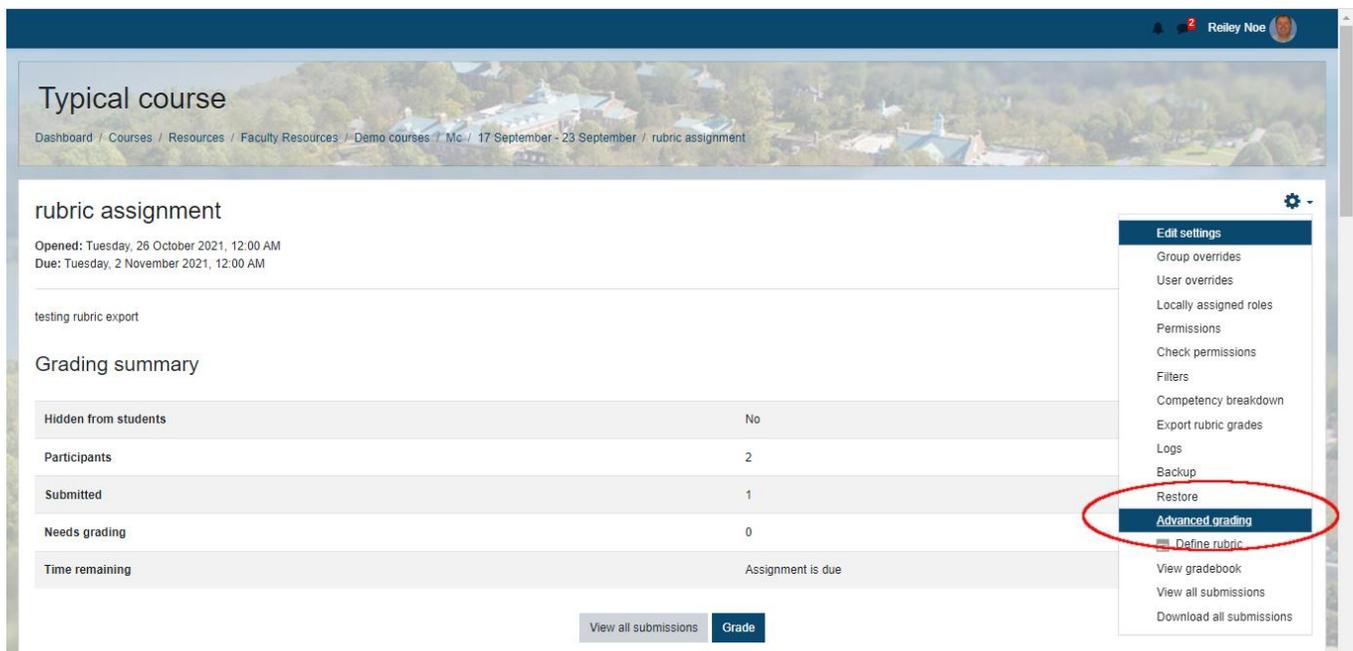
1. Email the Moodle Admin, Reiley Noe (noe@hanover.edu), to get your permissions set up so that you can access this capability.

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.



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



A screenshot of the Moodle assignment page for 'rubric assignment'. The page shows the assignment details, including the opening and due dates, and a 'Grading summary' table. A gear icon in the top right corner of the assignment area opens a dropdown menu with various options. The 'Advanced grading' option is circled in red.

rubric assignment

Opened: Tuesday, 26 October 2021, 12:00 AM
Due: Tuesday, 2 November 2021, 12:00 AM

testing rubric export

Grading summary

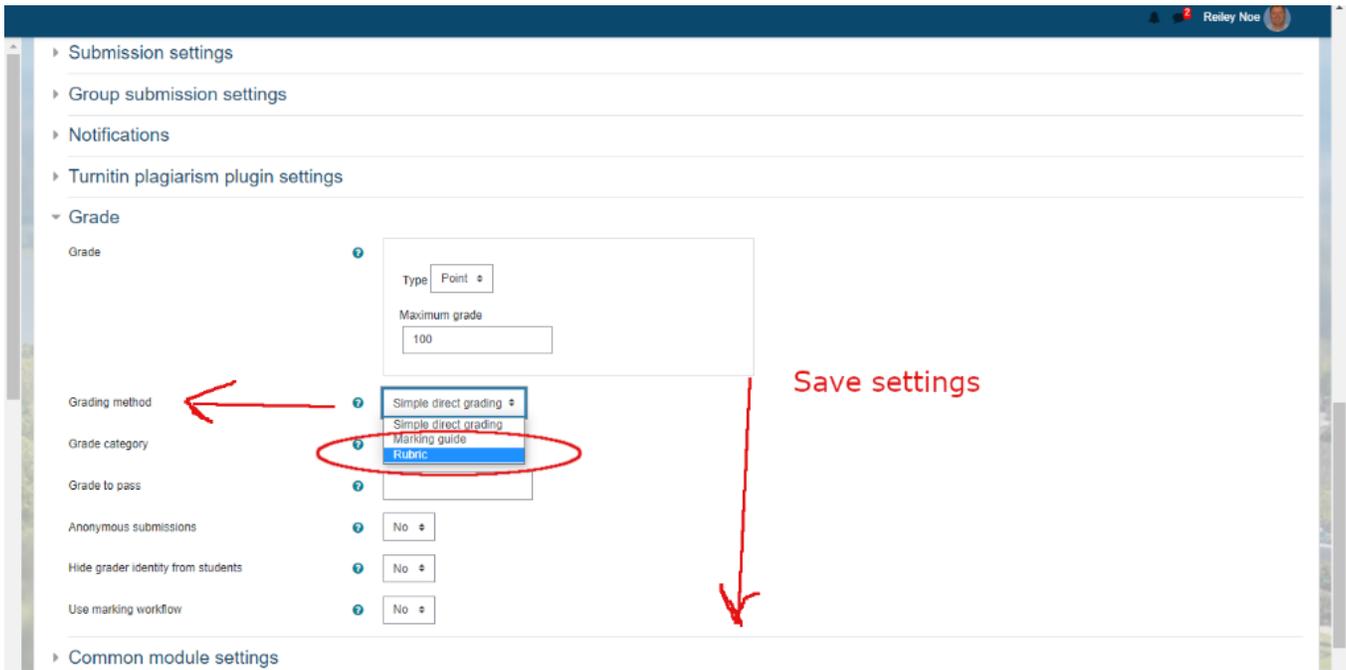
Hidden from students	No
Participants	2
Submitted	1
Needs grading	0
Time remaining	Assignment is due

View all submissions Grade

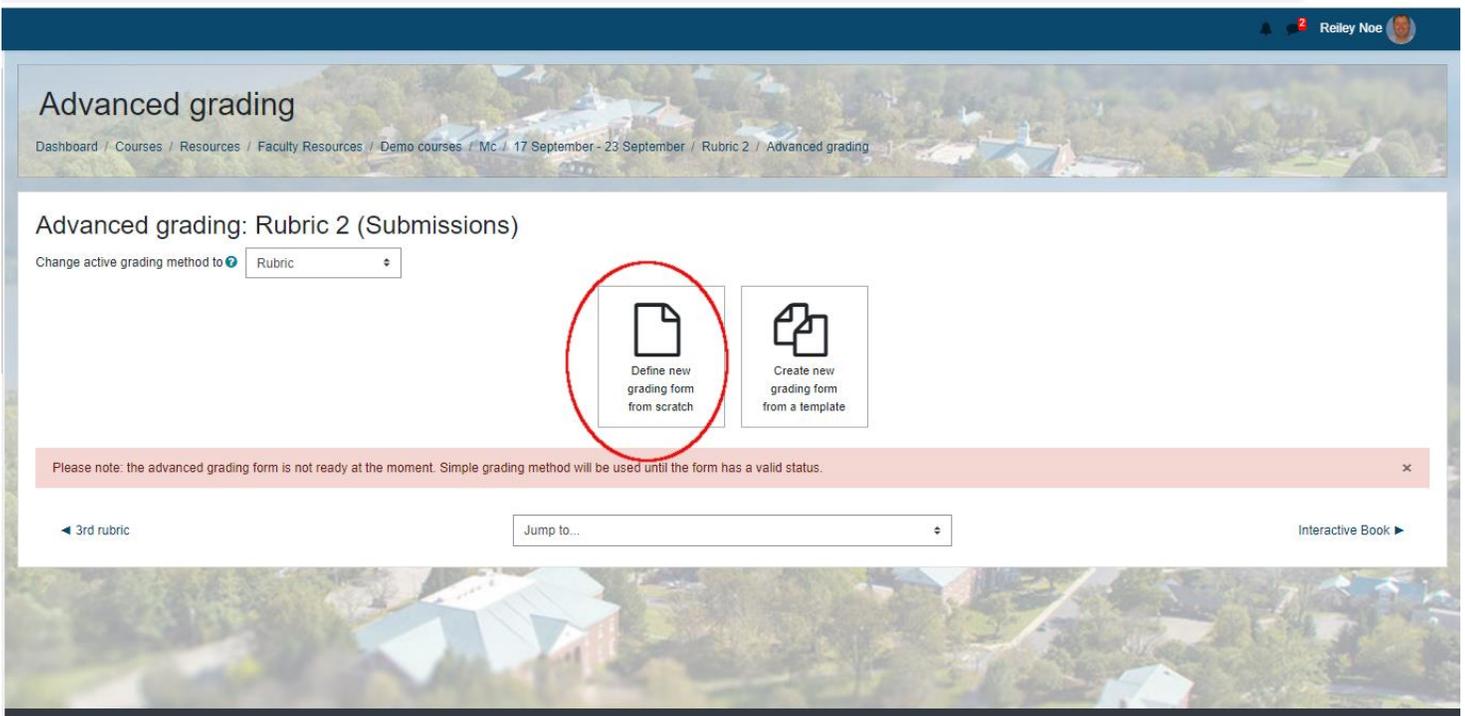
- Edit settings
- Group overrides
- User overrides
- Locally assigned roles
- Permissions
- Check permissions
- Filters
- Competency breakdown
- Export rubric grades
- Logs
- Backup
- Restore
- Advanced grading**
- Define rubric
- View gradebook
- View all submissions
- Download all submissions

4. Create your rubric. For more details, see [Making a Rubric in Moodle](#) 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.**

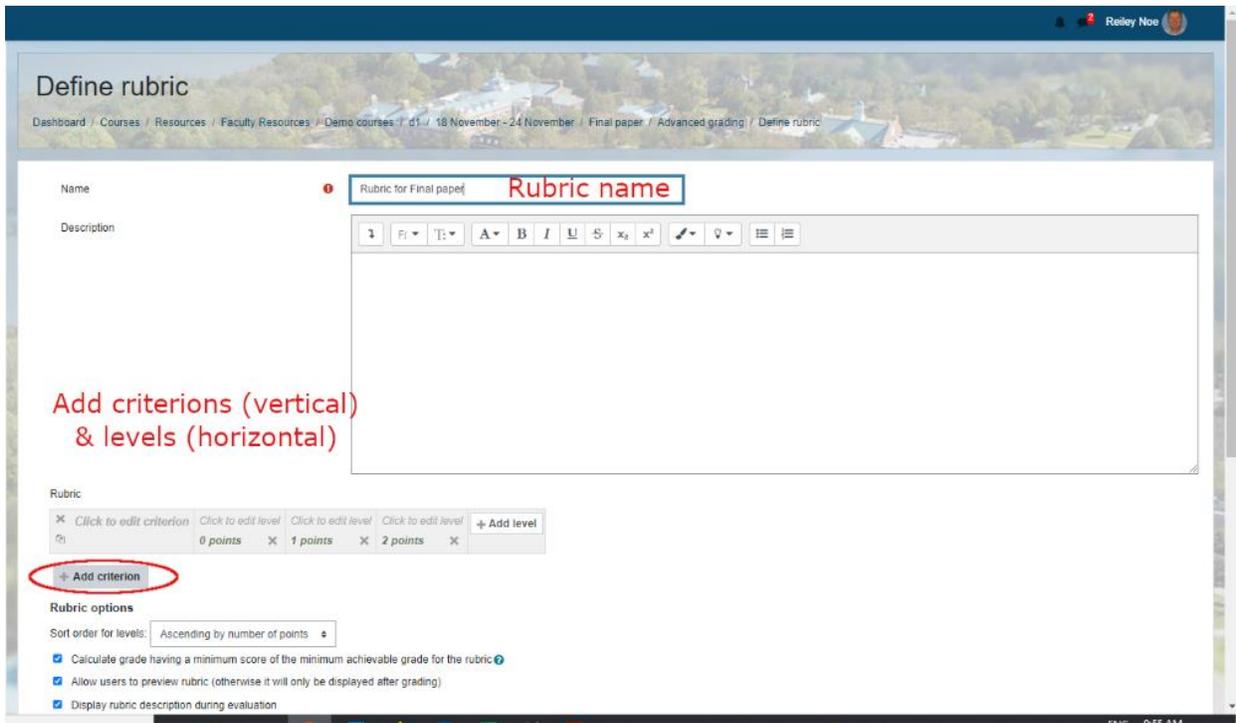
Essentially you'll go into the Settings and for Grade, you'll change your Grading Method from Simple Direct Grading to Rubric and click **Save and Display**.



5. Click on the **Define a New Grading Form From Scratch**.



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



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

The screenshot shows a rubric configuration interface. At the top, there are two criteria: 'Intro' and 'Conclusion'. Each criterion has three levels: 'unclear', 'better', and 'great'. The 'Intro' criterion has 1, 5, and 10 points respectively. The 'Conclusion' criterion has 1, 5, and 10 points respectively. Below the criteria, there are 'Rubric options' with several checkboxes, all of which are checked. At the bottom, there are three buttons: 'Save rubric and make it ready', 'Save as draft', and 'Cancel'. The 'Save rubric and make it ready' button is circled in red. Below the buttons, there is a message: 'There are required fields in this form marked 1'. At the bottom left, there is a navigation link '3rd rubric' and a 'Jump to...' dropdown menu.

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

The screenshot shows a course page for 'Typical course'. The page title is 'Yet another rubric assignment'. Below the title, there are dates: 'Opened: Monday, 15 November 2021, 12:00 AM' and 'Due: Monday, 22 November 2021, 12:00 AM'. Below the dates, there is a 'Grading summary' section with a table. The table has five rows: 'Hidden from students' (No), 'Participants' (2), 'Submitted' (0), 'Needs grading' (0), and 'Time remaining' (6 days 7 hours). At the bottom of the page, there are two buttons: 'View all submissions' and 'Grade'. On the right side, there is a settings menu with a gear icon. The 'Advanced grading' option is circled in red.

Grading summary	
Hidden from students	No
Participants	2
Submitted	0
Needs grading	0
Time remaining	6 days 7 hours

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

Advanced grading: rubric assignment (Submissions)

Change active grading method to ? Rubric ▾



Edit the current form definition



Delete the currently defined form



Publish the form as a new template

Rubric A Ready for use

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
Thesis	No real thesis; statement of fact or	Thesis is confusing or does not make	Thesis is general, vague, makes point	Thesis is original, specific, presents	Thesis is original, interesting, specific

11. Click Continue.

Advanced grading

Dashboard / Courses / Resources / Faculty Resources / 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

◀ forum b

Jump to... ▾

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.

The form was successfully saved as a template - click to close

Advanced grading: rubric assignment (Submissions)

Change active grading method to Rubric

Edit the current form definition

Delete the currently defined form

Rubric A Ready for use

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
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.

10 September - 16 September Edit

forum b Edit

Add an activity or resource

17 September - 23 September Edit

rubric assignment Edit

Yet another rubric assignment Edit

Add an activity or resource

24 September - 30 September Edit

Add an activity or resource

14. Click on the Gear and then Advanced Grading

The screenshot shows a Moodle course page for a teacher named Reiley Noe. The page title is "Typical course" and the assignment is "Yet another rubric assignment". The assignment is open from Monday, 15 November 2021, 12:00 AM to Monday, 22 November 2021, 12:00 AM. A "Grading summary" table is displayed:

Hidden from students	No
Participants	2
Submitted	0
Needs grading	0
Time remaining	6 days 7 hours

Below the table are buttons for "View all submissions" and "Grade". On the right, a settings menu is open, with "Advanced grading" highlighted by a red circle. Other options include "Edit settings", "Group overrides", "User overrides", "Locally assigned roles", "Permissions", "Check permissions", "Filters", "Competency breakdown", "Export rubric grades", "Logs", "Backup", "Restore", "Define rubric", "View gradebook", "View all submissions", and "Download all submissions".

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

The screenshot shows the "Advanced grading" page for a student named Joe Student. The page title is "Advanced grading" and the assignment is "Advanced grading: test of rubric sharing (Submissions)". The page shows a "Change active grading method to" dropdown menu with "Simple direct grading" selected. A red arrow points to the "Rubric" option in the dropdown menu, with the text "Change to Rubric" next to it. Below the dropdown menu is a "Jump to..." dropdown menu. The page also shows a "shared rubric" link and a "Moodle Docs for this page" link. The user is logged in as Joe Student (Log out). The page footer shows the date and time: 11/22/2021, 10:35 AM, 31°F Sunny.

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

The screenshot shows the Moodle 'Advanced grading' interface. At the top, there is a breadcrumb trail: 'Dashboard / Courses / Resources / Faculty Resources / Demo courses / Mc / 17 September - 23 September / Yet another rubric assignment / Advanced grading'. Below this, the page title is 'Advanced grading: Yet another rubric assignment (Submissions)'. A dropdown menu for 'Change active grading method to' is set to 'Rubric'. Two main options are presented: 'Define new grading form from scratch' and 'Create new grading form from a template'. The second option is circled in red. At the bottom, there is a 'Jump to...' dropdown menu and a 'Moodle Docs for this page' link.

17. Search for the name of the template. If you are searching among your own templates, tick the box.

The screenshot shows the Moodle 'Advanced grading' search interface. At the top right, the user is identified as 'Riley Noe Teacher'. The breadcrumb trail is the same as in the previous screenshot. Below the breadcrumb, there is a 'Grading forms search' section. It includes a checkbox labeled 'include my own forms' which is circled in red. Next to it is a search input field containing the text 'Template name', and a 'Search' button which is also circled in red. Below the search section, the message 'No template found' is displayed, along with a 'Back' button. At the bottom, there is a 'Jump to...' dropdown menu and an 'Interactive Book' link.

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

Grading forms search

include my own forms

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
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	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 15 points	Thesis is original, interesting, specific, arguable; shows advanced interpretation of literature; shows careful reading and insight into text/topic; each idea flows clearly from 20 points

Scroll down



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.

OVER LEGE

		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 4 points	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; writing is polished and professional, with very few errors in spelling, grammar, and punctuation 20 points

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

Use this form as a template

Click here to choose this Rubric

Rubric A Own form

20. Click on Continue.

Advanced grading
Dashboard / Courses / Resources / Faculty Resources / Demo courses / Mc / 17 September - 23 September / Yet another rubric assignment / Advanced grading

Confirm

Do you want to use the grading form 'Rubric A' as a template for the new grading form in 'Yet another rubric assignment (Submissions)'?

Continue **Cancel**

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
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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.

Advanced grading
Dashboard / Courses / Resources / Faculty Resources / Demo courses / Mc / 17 September - 23 September / Yet another rubric assignment / Advanced grading

Advanced grading: Yet another rubric assignment (Submissions)

Change active grading method to **Rubric**

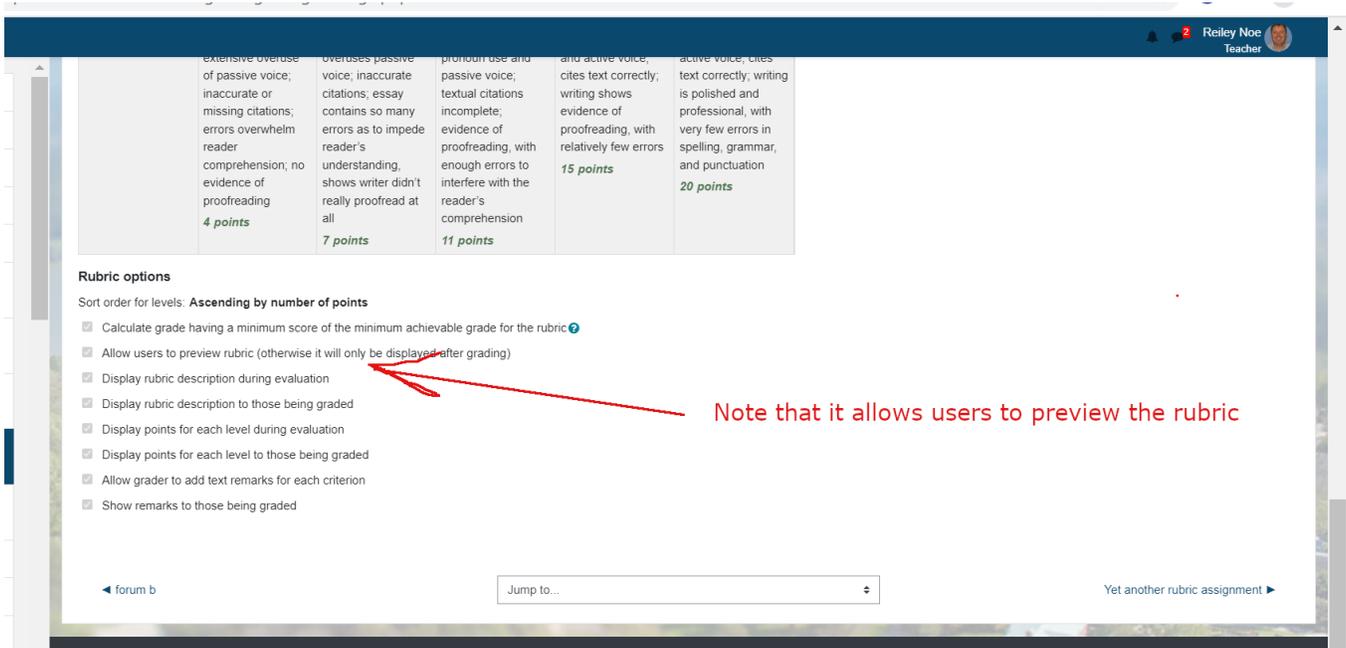
Edit the current form definition

Delete the currently defined form

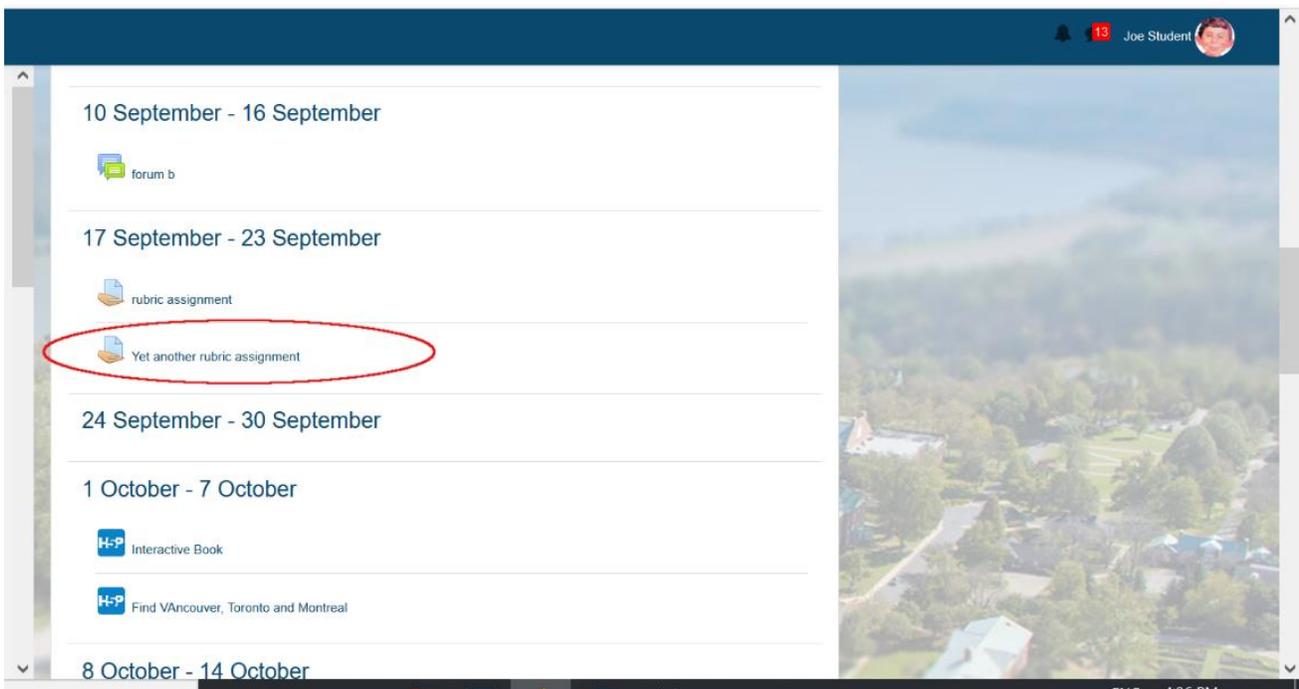
Rubric A Ready for use

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
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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.



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....



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

Typical course

Dashboard / Courses / Resources / Faculty Resources / Demo courses / Mc / 17 September - 23 September / Yet another rubric assignment

Yet another rubric assignment

Opened: Monday, 15 November 2021, 12:00 AM
Due: Monday, 22 November 2021, 12:00 AM

Submission status

Attempt number	This is attempt 1 (1 attempts allowed).
Submission status	No attempt
Grading status	Not graded
Time remaining	6 days 7 hours

The rubric appears on the submission page.

Grading criteria

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	Introduction is brief and only makes tenuous connection to topic; dominant idea/question /problem hard to locate; conclusion abrupt and tenuous	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 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	Introduction eloquently presents topic; then focuses in on question/problem paper will address; leads smoothly into thesis (answer/solution); conclusion wraps
	7 points	7 points	11 points	15 points	20 points

25. Joe clicks on Add Submission to submit it.

Mechanics	Pronoun and verb tense entirely inconsistent; extensive overuse of passive voice; inaccurate or missing citations; errors overwhelm reader comprehension; no evidence of proofreading	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	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	Essay mostly consistent in tense/person use and active voice; cites text correctly; writing shows evidence of proofreading, with relatively few errors	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
	4 points	7 points	11 points	15 points	20 points

Last modified -

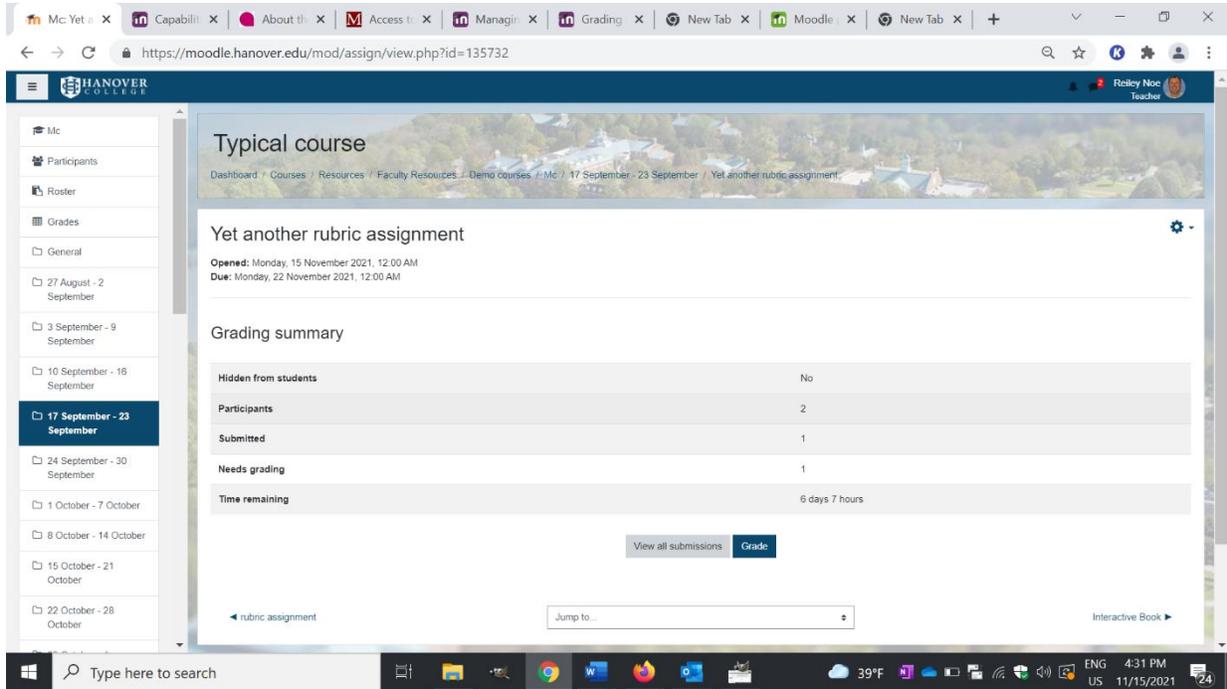
Submission comments ▶ Comments (0)

Add submission

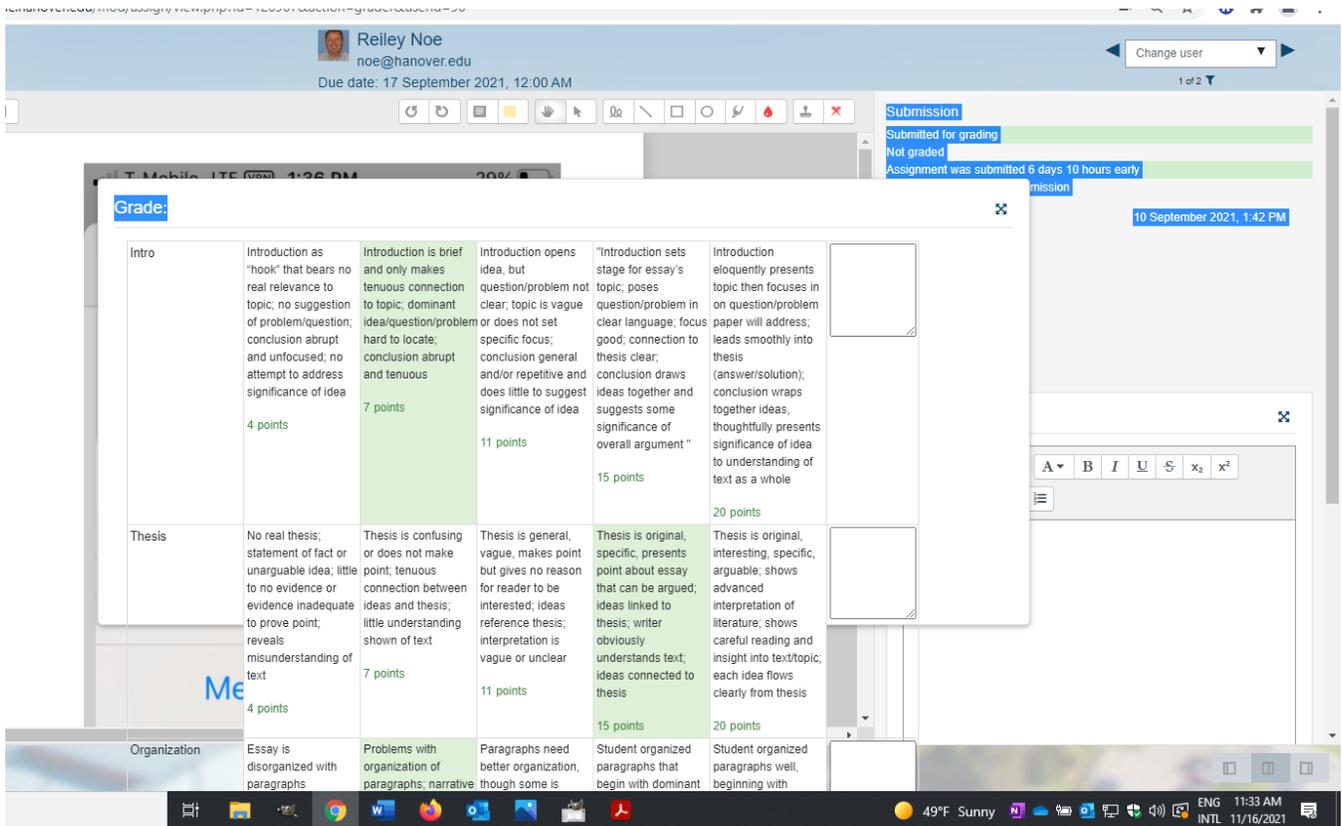
You have not made a submission yet.

◀ rubric assignment Jump to... Interactive Book ▶

26. You can click on the Grade button to grade it with the rubric from the other assignment.



27. And you can grade with the rubric from the other class.



More Information

[Duplicate Rubrics for other Assignments](#), Clarendon College.

[Creating a Rubric and Grading a Rubric in Moodle](#), Hanover College.