

# Advanced Grading Method: Rubric

Grade:

Rubric for the test

Main Idea & Focus	Skillfully combines story 4 points	Combines story elements around main idea 3 points	Story elements do not reveal a main idea 2 points	There is no clear main idea 1 points	
Plot & Narrative Devices	Characters, plot, and setting are developed strongly 4 points	Characters, plot, and setting are developed 3 points	Characters, plot, and setting are minimally developed 2 points	Lacks development on characters, plot, and setting 1 points	
Late Submission	Not late 0 points	1-3 days late -10 points	3-5 days late -20 points		

Current grade in assign

An example of Rubric criteria in Assignment activity

## Overview:

This guide shows you how to create rubric criteria in Assignment activity.

## What to know:

The rubric feature affords a teacher the ability to provide grades and feedback in an alternative manner to simple grading.

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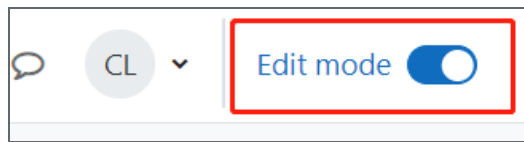
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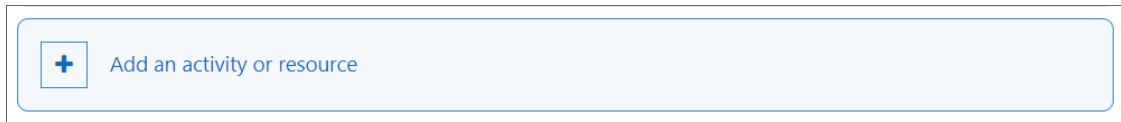
Step 1: Turn on editing mode in your module area/course

Click the 'Turn editing on' button displayed near the upper right of the module area/course.



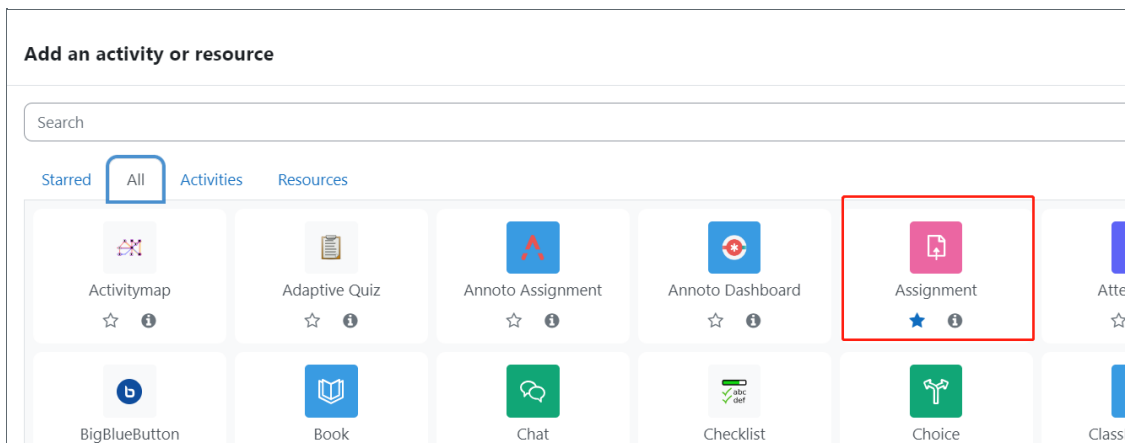
## Step 2: Click 'Add an activity or resource'

1. When editing mode is turned on, navigate to the section where you want to add the assignment activity.
2. Next, click the 'Add an activity or resource' button displayed at the bottom of the section.



## Step 3: Choose the Assignment activity

From the pop-up activity chooser window, locate and select The Assignment activity, then click the 'Add' button.



## Step 4: Provide a name for your activity

Now you come to the assignment creation page.

1. Please complete 'assignment name' and 'description'.
2. Then click 'save and return to module' at the bottom of the page to save the settings

**General**

Assignment name ?

Description

Rich text editor toolbar with icons for undo, redo, text color, background color, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, and outdent.

Rich text editor content area

Words: 0

Display description on course page ? ?

### Step 5: The Rubric function

You'll now go to the settings area within this area. Scroll down to the 'Grade' section, then from the 'Grading Method' drop-down menu, please choose 'Rubric', then 'Save changes'.

**Grade**

Grade ?

Type

Maximum grade

Grading method ?

Grade category ?

Grade to pass ?

Anonymous submissions ?

Simple direct grading

Checklist

Marking guide

**Rubric**

Ranged rubric

Rubrix

### Step 6: Selecting the grading form

Now you are taken to a screen where you can choose the grading method either by using a template or creating a grading form from scratch. Alternatively you have the option of even changing the grading method.

## Advanced grading

Change active grading method to Rubric

Define new grading form from scratch

Create new grading form from a template

### Step 7: Naming your Rubric

You will have to name your Rubric, much in the same manner as you named the Assignment activity initially.

Name ! Rubric

Description

Words:0

### Step 7: Defining your Rubric

1. Provide a name for the Rubric Criteria.
2. Add criteria descriptions and points, also add level, delete, move, and duplicate

Rubric

<span>×</span>	Main idea and Focus	Click to edit level 0 points	<span>×</span>	Click to edit level 1 points	<span>×</span>	Click to edit level 2 points	<span>×</span>	<span>+</span> Add level
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+ Add criterion

Rubric

Add level for additional criteria items

<input type="checkbox"/> <b>Delete criteria level</b> <input type="checkbox"/> <b>Main idea and Focus</b> <input type="checkbox"/> <b>Move criteria level</b> <input type="checkbox"/> <b>Copy criteria level</b>	No clear idea <b>1 points</b>	×	No main story element <b>2 points</b>	×	Clear story element <b>3 points</b>	×	Skillful <input type="button" value="+ Add level"/> 4 point s
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## Step 8: Adding negative points to your rubric

You can add negative points to your rubric, for example, if your students submit after the deadline, you have the ability to penalise them, so that their final grade reflects this. Please note you will also have to add a criteria description that does not negatively affect their score for example '0'.

	<b>1 points</b>	×	<b>2 points</b>	×	<b>3 points</b>	×
↓ ☰						
↑ ×	<b>Late Submission</b>	3-5 days late <b>-3 points</b>	×	1-3 days late <b>-2 points</b>	×	On time <b>0 points</b>
☰						

## Step 9: Saving the Rubric

Once you have completed your rubric, go down to the 'rubric options', decide which ones are applicable for your needs, then save the rubric and make it ready.

**Note:** it's advisable the you leave the 'Calculate grade having a minimum score of the minimum achievable grade for the rubric' ticked, as unticking this option could affect your rubric in a significant and often negative manner.

**Rubric options**

Sort order for levels:  ▾

- 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

## Step 9: Using the rubric criteria

Here is an example of the rubric.

Note: when you are grading with your rubric you are obliged to select a rubric item from each criteria, none can be omitted, therefore if you believe that a student has not met an expectation please factor this in to your rubric items/descriptions when you are designing it i.e. creating a description with 'not met' and applying a '0' grade for that item.

The screenshot shows a web-based grading interface. On the left, an essay titled "Features Of The Suzhou Museum Cultural Studies Essay" is displayed. The essay text discusses the legacy of the ancient canal city of Suzhou and its gardens, mentioning Marco Polo and the classical Suzhou garden as a microcosm of the world. It also mentions the Suzhou Museum and a man born in 1917. On the right, a rubric table is visible, with a red box highlighting the "Main idea and Focus" and "Plot & Narrative Devices" sections. The rubric table has columns for "No clear idea", "No main story", "Clear story", and "Skillful element". The "Main idea and Focus" row shows scores of 1, 2, 3, and 4. The "Plot & Narrative Devices" row shows scores of 1, 2, 3, and 4. At the bottom right, there is a "Late Submission" section with a score of 3-5 and a status of "On".

	No clear idea	No main story	Clear story	Skillful element
Main idea and Focus	1	2	3	4
Plot & Narrative Devices	1	2	3	4

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/advanced-grading-method-rubric-207.html>