# Reuse criteria in advanced marking (Rubric / Checklist / Marking guide)

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Main idea and Focus	No clear idea 1 points	No meleme		Clear story element 3 points		Skillful <b>4 points</b>
Plot & Narrative Devices	Characters, plot, setting are not w developed  1 points		Characters, plot, and setting are developed <b>2 points</b>		Characters, plot, and setting are developed strongly <i>3 points</i>	
Late Submission	3-5 days late -3 points		1-3 days late -2 points		On time O points	
Rubric options						
Sort order for levels: <b>Ascendi</b>	ng by number of	point	s			
Calculate grade having a	minimum score o	f the n	ninimum ach	nievable gra	de for	the rubric ?
Allow users to preview ru	bric (otherwise it v	will on	ly be display	ed after gra	ding)	
Display rubric description	during evaluation					

An example of Rubric marking

#### Overview:

This guide will show you how to make the Rubric / Checklist / Marking guide as a template, and share it in other assignment activities.

### What to know:

If you want to reuse or share a Rubric/Checklist/Marking guide in different activities or across a module, you can make the original rubric as a template so that people can search it. Please be noted that the action will allow all the teachers search, see and use your template.

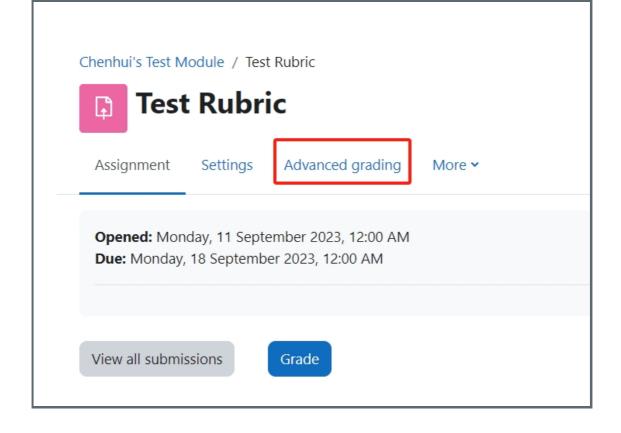
The guide will use rubric as an example.

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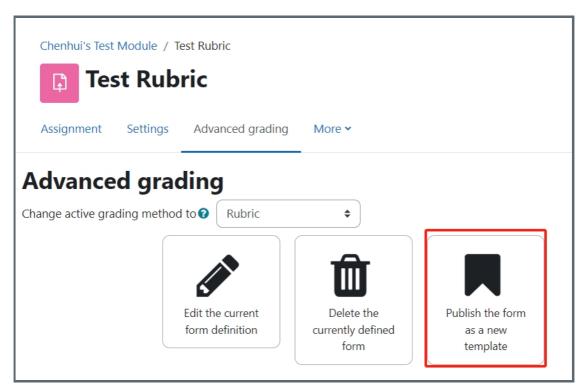
Step 1: Set the original rubric as a template Step 2: Use the Rubric for another activity Step 3: Search the Rubric name and use it Step 4: Double check / edit the rubric

## Step 1: Set the original rubric as a template

Go to the assignment which has Rubric created already, click 'Advanced grading' on the menu bar.

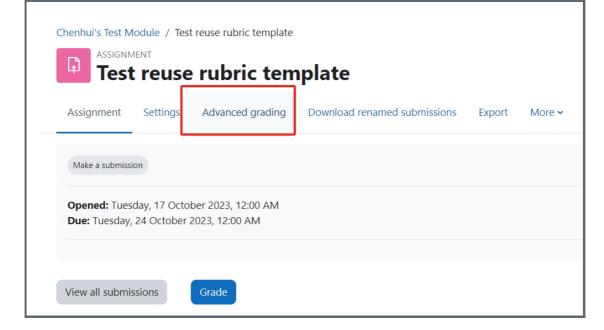


Click the 'Publish the form as a new template' button to publish the Rubric as a template.

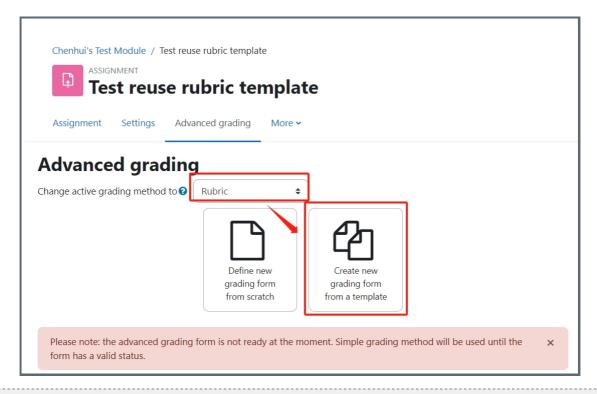


Step 2: Use the Rubric for another activity

Go to <u>another activity</u> that wants to reuse the existent marking criteria, click 'Advanced grading' tab.



On the new page of defining a rubric, please click "Create new grading form from a template" button.



Step 3: Search the Rubric name and use it

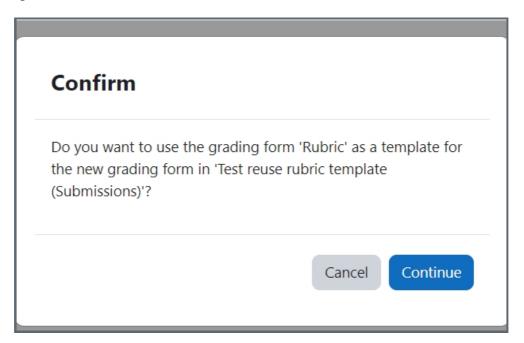
Search the rubric template by its names:



Scroll to the bottom of the rubric and click "Use this template"

	. ,		
Late Submission	3-5 days late -3 points	1-3 days late -2 points	On time <i>0 points</i>
Rubric options	3 pounts	2 pourts	o points
Sort order for levels: <b>Ascendi</b>	ng by number of poin	ts	
Calculate grade having a			e grade for the rubric ?
Allow users to preview ru	bric (otherwise it will o	nly be displayed afte	er grading)
<ul> <li>Display rubric description</li> </ul>	during evaluation		
Display rubric description	to those being graded	i	
Display points for each le	vel during evaluation		
Display points for each le	vel to those being grad	ded	
Allow grader to add text	remarks for each criteri	on	
Show remarks to those be	eing graded		
~			
Use this template			
Delete			

## Confirm your setting:



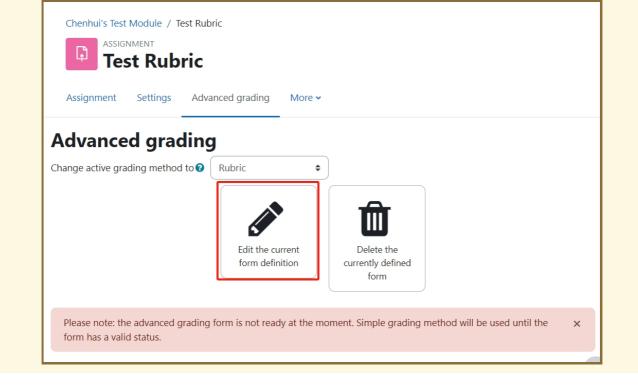
Step 4: Double check / edit the rubric

Now you will see the rubric is added to the activity. You can double check it or make some updates.

## Tips:

What is the Rubric title/name?

The rubric name or title should be the one you created when you define it. If you can't remember it, you can click "Edit the current form definition" to check for details. The name can be used to search for the template.



Online URL: https://knowledgebase.xjtlu.edu.cn/article/reuse-criteria-in-advanced-marking-rubric-checklist-marking-guide-292.html