

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

<b>Main idea and Focus</b>	No clear idea <b>1 points</b>	No main story element <b>2 points</b>	Clear story element <b>3 points</b>	Skillful <b>4 points</b>
<b>Plot &amp; Narrative Devices</b>	Characters, plot, and setting are not well developed <b>1 points</b>	Characters, plot, and setting are developed <b>2 points</b>	Characters, plot, and setting are developed strongly <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>	

**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

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

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

Chenhui's Test Module / Test Rubric

 **Test Rubric**

Assignment Settings **Advanced grading** More ▾

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**Opened:** Monday, 11 September 2023, 12:00 AM  
**Due:** Monday, 18 September 2023, 12:00 AM

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

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

Chenhui's Test Module / Test Rubric

 **Test Rubric**

Assignment Settings **Advanced grading** More ▾

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## Advanced grading

Change active grading method to ? Rubric ▾

  
Edit the current form definition

  
Delete the currently defined form

  
Publish the form as a new template

## Step 2: Use the Rubric for another activity

Go to [another activity](#) that wants to reuse the existent marking criteria, click 'Advanced grading' tab.

Chenhui's Test Module / Test reuse rubric template

ASSIGNMENT **Test reuse rubric template**

Assignment Settings **Advanced grading** Download renamed submissions Export More ▾

Make a submission

**Opened:** Tuesday, 17 October 2023, 12:00 AM  
**Due:** Tuesday, 24 October 2023, 12:00 AM

View all submissions **Grade**

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

Chenhui's Test Module / Test reuse rubric template

ASSIGNMENT **Test reuse rubric template**

Assignment Settings **Advanced grading** More ▾

**Advanced grading**

Change active grading method to **Rubric**

Define new grading form from scratch

Create new grading form from a template

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. ✕

Step 3: Search the Rubric name and use it

Search the rubric template by its names:

Grading forms search ⓘ

include my own forms  **Search**

**Rubric Shared template** Search by the Rubric name

description

<b>Main idea and Focus</b>	No clear idea <b>1 points</b>	No main story element	Clear story element	Skillful <b>4 points</b>
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Scroll to the bottom of the rubric and click "Use this template"

<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>
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**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 template

 Delete

Confirm your setting:

## Confirm

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Do you want to use the grading form 'Rubric' as a template for the new grading form in 'Test reuse rubric template (Submissions)'?

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Cancel
Continue

### 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.



# Test Rubric

## Advanced grading

Change active grading method to Rubric ▾



Edit the current form definition



Delete the currently defined form

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.

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