

Assignment Rubrics

Rubrics are a standard means of ensuring transparency and consistency of assessment of course tasks. Rubrics should be available to the learners with the **Assignment**. This allows learners to understand expectations and parameters of an assignment.

There are two ways to create a rubric.

- Using a template, by starting with a pre-defined assignment (See below)
- Starting from scratch with a blank document (See the section **2.4 Set Up an Assignment Rubric from Scratch**)

Using an Assignment Rubric Template by Starting with a Pre-Defined Assignment

Note: if you wish to **re-use your own rubric** or a rubric you have previously restored from the repository, the easiest way is to **Duplicate** the **Assignment** which contains your rubric, and then edit the resulting **Assignment** (and its rubric, if required). The following instructions are for using a pre-defined rubric adapted from the **Conestoga College LINC Assessment Generating Tool**.

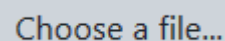
1. On your course page, click on the **Actions** menu icon.



2. Click on the **Restore** link in the drop-down menu.

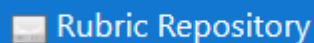


3. Click the **Choose a file...** button on the **Restore Course** page.



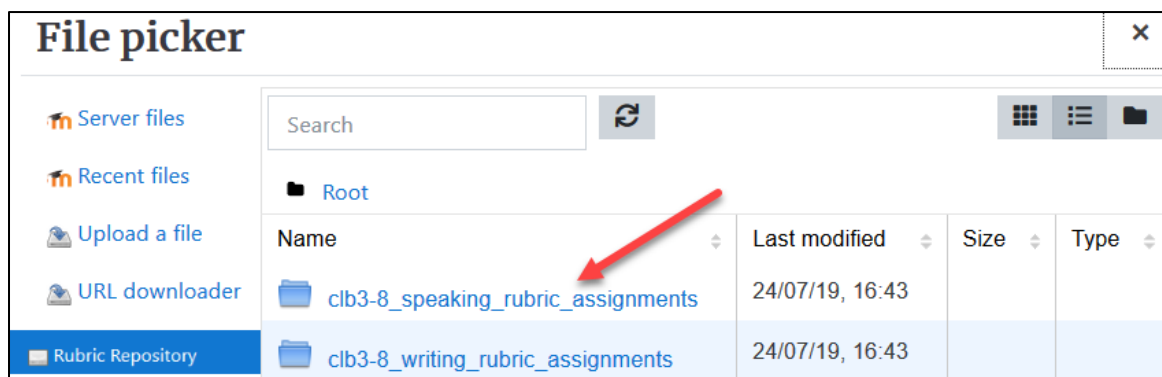
The **File picker** pop-up appears.

4. In the left column, click on the **Rubric Repository** link.



5. Choose the **List** icon in the top right corner.

6. Choose the **desired** skill folder.



7. Choose the desired **CLB level folder**.

Root clb3-8_speaking_rubric_assignments	
Name	Last modified
CLB3_speaking	24/07/19, 16:43
CLB4_speaking	24/07/19, 16:43
CLB5_speaking	24/07/19, 16:43
CLB6_speaking	24/07/19, 16:43
CLB7_speaking	23/07/19, 11:41
CLB8_speaking	23/07/19, 11:41

A list of **compressed files** appears. Each file contains the **rubric** adapted from the Conestoga College LINC Assessment Generating Tool, for that level and competency area.

8. Click on the desired **compressed file** with the Mbz extension.

Root clb3-8_speaking_rubric_assignments CLB3_speaking			
Name	Last modified	Size	Type
 clb3.1_speaking-assignment+rubric.mbz	23/07/19, 11:41	10.1KB	Moodle backup
 clb3.2_speaking-assignment+rubric.mbz	23/07/19, 11:41	17.3KB	Moodle backup
 clb3.3_speaking-assignment+rubric.mbz			Moodle backup

9. A File description pop up appears, click the **Select this file** button.

Select clb3.1_speaking-assignment+rub...

Save as

clb3.1_speaking-assignment+rubric.mbz


Author

Beverly Davis

Choose license

Creative Commons - ShareAlike

Select this file Cancel



Last modified 23 July 2019, 11:41 AM
Created 12 February 2020, 4:56 PM
Size 10.1KB
License
Author

10. The **Import a backup file** page re-appears. Click on the **restore** button.

Restore

11. The **Backup details - Confirm** page appears.

The 7 steps of restoring a course or course elements appear at the top of this page.

1. **Confirm** ➤ 2. **Destination** ➤ 3. **Settings** ➤ 4. **Schema** ➤ 5. **Review** ➤ 6. **Process** ➤ 7. **Complete**

12. Scroll to the bottom of this page.

13. Click on the **Continue** button.

The **Destination** page appears.

14. Choose your **course**.

15. Click on the **Continue** button.

Restore into an existing course

Select a course

Course short name	Course full name
<input type="radio"/> PBLA-Demo	PBLA Demo
<input type="radio"/> Avenue	Avenue
<input type="radio"/> LINC 4 (BD)	LINC 4 (BD)
<input checked="" type="radio"/> BEV003	Ms. Beverly's LINC 3
<input type="radio"/> LINC 5 (BD)	LINC 5 (BD)
<input type="radio"/> L2T002/3 EX	Stage 2/3 Exemplar Course

Search

Continue

The **Settings** page appears.

16. Ensure that the **Include activities and resources** and the **Include filters** boxes are checked.

17. Click on the **Next** button.

Restore settings

Include enrolled users ☒

Include enrolment methods

☐ Include user role assignments

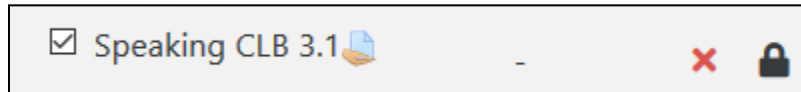
☒ Include activities and resources

☒ Include blocks

☒ Include filters

☐ Include comments

18. The **Schema step** page appears.



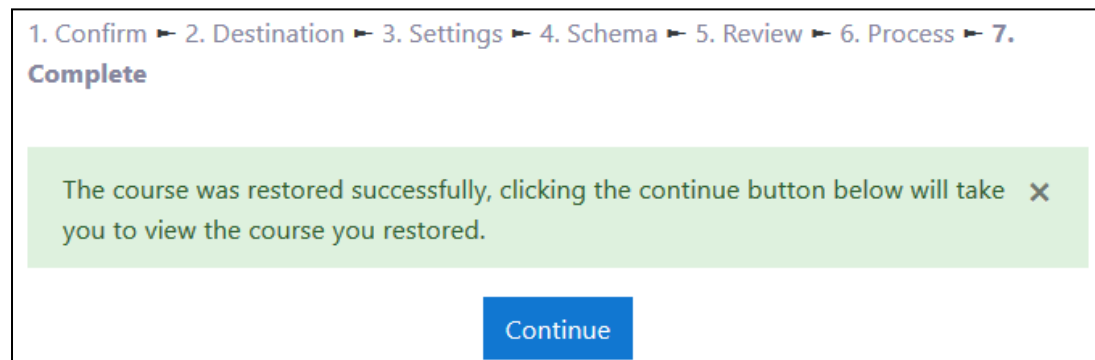
19. Click on the **Next** button.

The **Review** page appears.

20. Scroll down and review the **settings**.

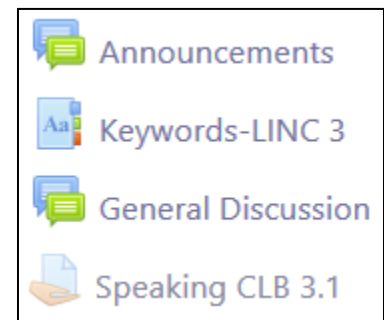
21. When you are satisfied, click **Perform Restore**.

22. This message appears, informing that the restore is complete.



23. Click on the **Continue** button.

24. The **Rubric Assignment** appears at the bottom of the **Zero Topic** (Section 0)



25. Move the **Rubric Assignment** to the desired location.

26. Edit the **Assignment**, replacing the **stub assignment description** with your own desired description of the assignment, and making the **Assignment** visible.

Updating: Assignment Expand all

▼ **General**

Assignment name: Speaking CLB 3.1

Description:

Remove and replace text to match your assignment.

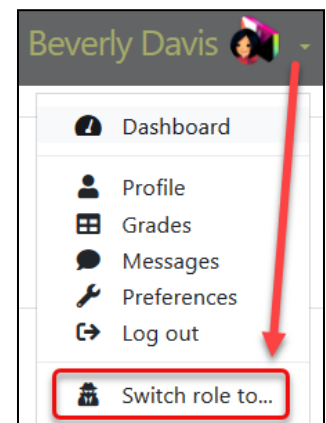
This is a stub Speaking assignment. It uses the CLB 3.1 rubric adapted from the Conestoga College LINC Assessment Generating Tool: Speaking resource.

This entire description should be replaced with the actual assignment description. Make any other required changes to the assignment. Click **Save and Display**.

Then, in the **Assianment administration** menu in the **Administration**

27. Edit the **Rubric** as desired, following the instructions in the section **2.5 Editing a Rubric**.

28. Use the **Switch role to...** student function to preview the activity and test out the assignment settings.



Grading an Assignment using a Rubric

1. The instructor clicks on an **Assignment** link.
2. The **Grading Summary** appears.



Describing a business

Write a paragraph about a business that you worked in or would like to work in.


Include:

- the business name
- what they do or make
- where they are located
- what makes them special


Grading summary


Hidden from students	No
Participants	4
Submitted	1
Needs grading	1
<div>View all submissions</div> <div>Grade</div>	



3. Click on the **View all submissions** button.
4. Locate a student to grade, click on the **Grade** button.



	Ahmed Ali	ahmedali@fakemail.ca	Submitted for grading	Grade	Edit ▾	Wednesday, 13 May 2020, 10:35 AM
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5. The grading screen appears.

Course: Ms. Beverly's LINC 3
Assignment: Describing a business 
View all submissions


Ahmed Ali
ahmedali@fakemail.ca

Change user 
1 of 4 

Page 1 of 1



ABC Corporation.

Aliquam ornare rhoncus nibh. Quisque iaculis magna ipsum, sit amet condiment sodales ac. Donec eu orci vel dui convallis vestibulum. Proin pulvinar dapibus laugue. Proin lacus augue, scelerisque ac pharetra eget, facilisis sed odio. Etiam convolutpat eros, lacinia eleifend ante dapibus non. Phasellus faucibus dapibus efficitur finibus varius sem, eget rhoncus arcu congue vitae. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.


Aliquam at iaculis nibh. Phasellus molestie mattis mollis. Mauris augue ex, dictum quis, elementum vehicula felis. Nullam leo ipsum, luctus nec diam et, aliquam con Duis porta mi ut pharetra eleifend. Sed lobortis massa at diam hendrerit, sit amet lobortis. Nullam at congue urna. Vestibulum ipsum turpis, imperdiet sit amet ultrices malesuada sed est. Mauris vitae sem nec risus portitor pharetra at ut sem. Curabitur condimentum tellus ultricies blandit. Maecenas lobortis aliquet leo, in mollis diam

Submission

Submitted for grading


Not graded

Student can edit this submission

 My Business Paper.pdf
13 May 2020


► Comments (0)

Grade

Grade: 

Writing CLB 4.4




This is the CLB 4.4 rubric adapted from the *Canadian Council on Learning's* personal experience of

Notify students ☒ 

Save changes

Save and show next

Reset

6. In the bottom right corner, click on the **Collapse review panel** icon.



7. The **left frame** collapses and the **Rubric** dominates the screen.

Uses basic paragraph structure	No Score 0 points	Not Yet 1 points	Partly Achieved 2 points	Achieved 3 points	Achieved Easily 4 points	
Follows most spelling and punctuation conventions	No Score 0 points	Not Yet 1 points	Partly Achieved 2 points	Achieved 3 points	Achieved Easily 4 points	
Conveys main ideas and supports them with some detail	No Score 0 points	Not Yet 1 points	Partly Achieved 2 points	Achieved 3 points	Achieved Easily 4 points	
Describes the	No Score	Not Yet	Partly	Achieved	Achieved	

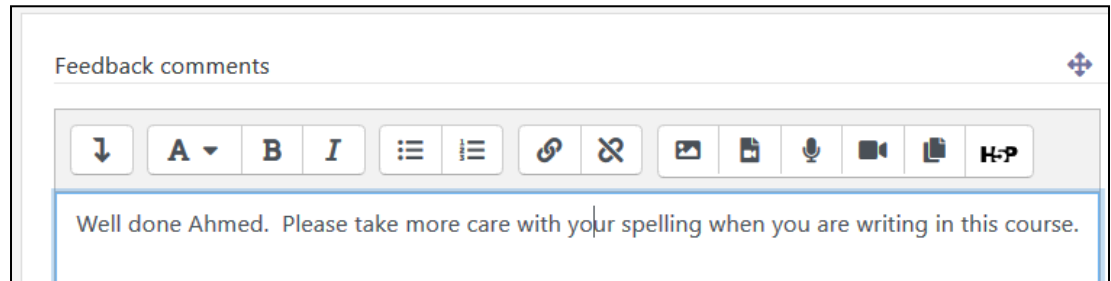
8. The instructor can now read the submitted assignment and assess each criterion by clicking on one **cell** in each row and inputting **comments** if necessary.

Uses basic paragraph structure	No Score 0 points	Not Yet 1 points	Partly Achieved 2 points	Achieved 3 points	Achieved Easily 4 points	
Follows most spelling and punctuation conventions	No Score 0 points	Not Yet 1 points	Partly Achieved 2 points	Achieved 3 points	Achieved Easily 4 points	There were 6 spelling errors in this submission.
Conveys main ideas and supports them with some detail	No Score 0 points	Not Yet 1 points	Partly Achieved 2 points	Achieved 3 points	Achieved Easily 4 points	I clearly understood this description.
Describes the	No Score	Not Yet	Partly	Achieved	Achieved	

9. Under the rubric, a **calculated grade** appears as a percentage.
Note: This may not appear until the **Save changes** button is pressed.

Current grade in gradebook
73.21


10. Under the rubric, instructors can input **overall comments**.



Feedback comments

Well done Ahmed. Please take more care with your spelling when you are writing in this course.

11. Audio feedback is also possible through the **PoodLL** plugin if selected in the **Assignment** settings.
12. To complete the **Assignment grading**, click on the **Save changes** button.
13. Click on the **Ok** button to confirm grading.
14. The grade appears in the **Gradebook**.

 Describing a business	73.21 %	Well done Ahmed. Please take more care with your spelling when you are writing in this course.
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Editing a Rubric

1. Click on the course **Actions menu** icon.



2. In the drop-down menu, click on the **Turn editing on** link.



3. Locate the **Assignment** link on the course page.



4. Click on the **Edit** link.

5. Click on the **Edit settings** link.



6. Scroll down to the bottom of the page and click on the **Save and display** button.

7. The **Grading summary** page appears.

8. Click the **Actions menu** icon.



9. Choose **Define Rubric** from the drop-down menu.

10. The **Rubric editing** page appears.

11. **Make** alterations to the **Rubric as needed**.

12. Click on the **Save** button.

13. The **Rubric** has been updated.