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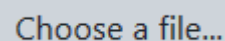
1. On your course page, click on the **Actions menu** icon.

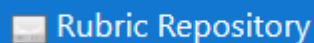2. Click on the **Restore** link in the drop-down menu.

3. Click the **Choose a file…** button on the **Restore Course** page.
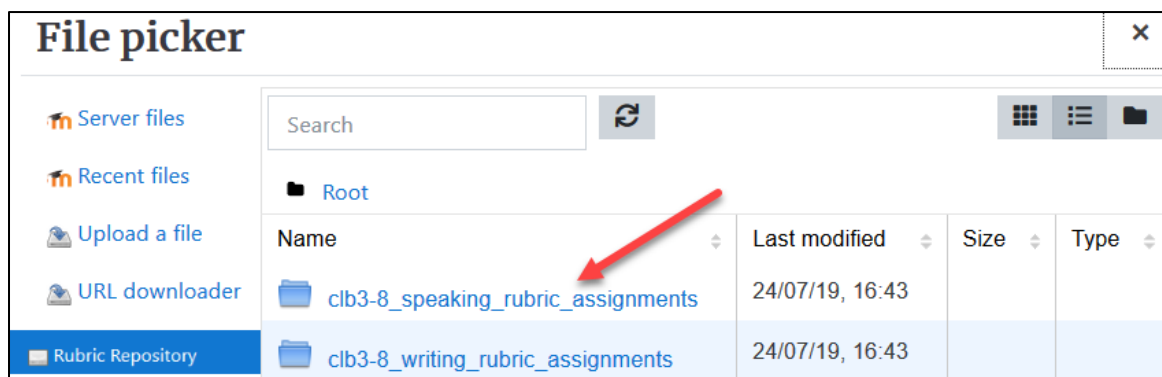
    The **File picker** pop-up appears.

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**.

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

Root ■ clb3-8_speaking_rubric_assignments

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			Moodle

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
○	PBLA-Demo	PBLA Demo
○	Avenue	Avenue
○	LINC 4 (BD)	LINC 4 (BD)
⦿	BEV003	Ms. Beverly's LINC 3
○	LINC 5 (BD)	LINC 5 (BD)
○	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   Yes, but only if users are included ⬍

☐ Include user role assignments

☑ Include activities and resources

☑ Include blocks

☑ Include filters

☐ Include comments

18. The **Schema step** page appears.
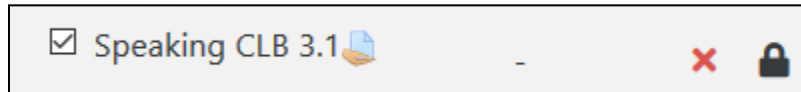
19. Click on the **Next** button.

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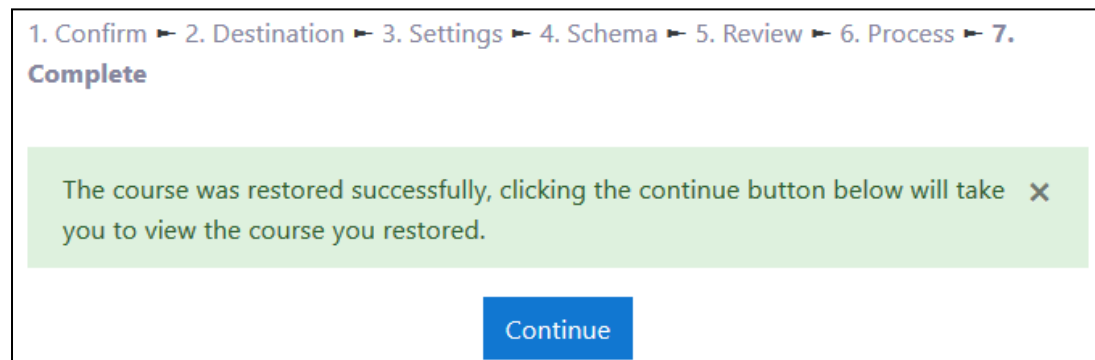
23. Click on the **Continue** button.

24. The **Rubric Assignment** appears at the bottom of the **Zero Topic** (Section 0)
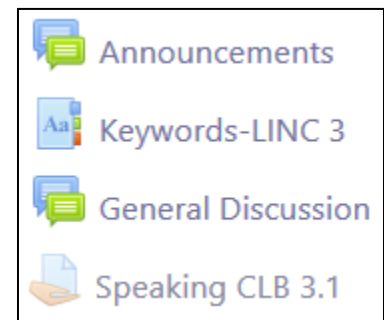
25. Move the **Rubric Assignment** to the desired location.

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 **Assignment 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.

Beverly Davis

- Dashboard
- Profile
- Grades
- Messages
- Preferences
- Log out
- Switch role to...
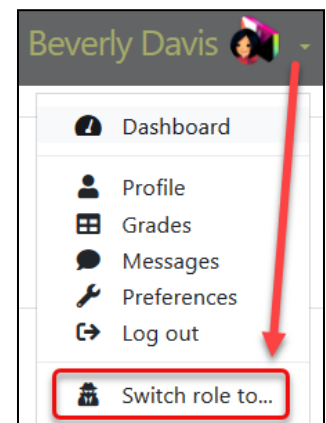
Grading an Assignment using a Rubric

1. **The** instructor clicks on an **Assignment** link.

2. The **Grading Summary** appears.

3. Click on the **View all submissions** button.

4. Locate a student to grade, click on the **Grade** button.

5. The grading screen appears.

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	
Describe...	...Score	...Yet...	Partly	Achiev...	...d	

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.

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.