

## Assignment Rubrics from Scratch

1. On your course, click the **Turn editing on** button.

Turn editing on

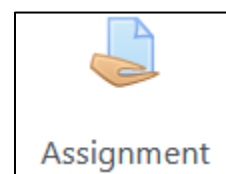
2. In the topic where the link to the **Assignment** should appear, click on the **Add an activity or resource** link.

+ Add an activity or resource

The **Add a new activity or resource** pop-up appears.

3. Select **Assignment** in the **Activities** tab.

The **Adding a new Assignment** page appears.



Settings in the **General** section are used to set the general information about the activity.

- 4.

The **Adding a new Assignment** page appears.

5. Input the **Assignment name**.

6. Input the assignment **Description**.

7. For this example, assume that an appropriate **Availability** for submissions is set.

8. Set the **Submission types** to **File submissions**.

9. Scroll down to the **Grade** section.

10. In the **Grading method** drop down menu, choose **Rubric**.

11. Set **Grade to pass** to 70.
12. Scroll down and click on the **Save and display** button.
13. On the screen, this **notification** appears.

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. ✕

14. Click on the **Define New grading form from scratch** button.



Define new  
grading form  
from scratch

15. Input a rubric **Name** and **Description**.

Name !

Description

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**Competency Statement:**

Convey short, personal and informal messages on topics related to familiar everyday situations (such as invitations, thanks, updates, cancellations and apologies) [Messages are short sentences addressed to a familiar person and related to personally relevant situations.]

16. Ensure that you have a copy of the original **rubric**.

Assessment Criteria	Not yet	Partly Achieved	Achieved	Achieved Easily	Comments
1. Able to .... (✓).					
2. Conveys the message; reader may have to guess or make inferences to follow completely	1	2	3	4	
3. Uses language and content that are appropriate to the intent of the message and the social context	1	2	3	4	
4. Describes time and location (where needed)	1	2	3	4	
5. Describes some feelings appropriate to the					

17. Below the description the **Rubric**

✕ <b>Click to edit criterion</b>	Click to edit level <b>0 points</b> ✕	Click to edit level <b>1 points</b> ✕	Click to edit level <b>2 points</b> ✕	Add level
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**criterion table** appears.

18. Click in the first cell, **Click to edit criterion**.

19. Paste or type in the first item, "**conveys the message: reader may...**"

Rubric

<div> <div>×</div> <div> <div>reader may</div> <div>may to guess to</div> <div>make</div> <div>inferences to</div> </div> </div>	<a href="#">Click to edit level</a> <b>0 points</b> ×	<a href="#">Click to edit level</a> <b>1 points</b> ×	<a href="#">Click to edit level</a> <b>2 points</b> ×	<a href="#">Add level</a>
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20. In the next column, click on the **Click to edit level** text.

21. Input the level descriptor and the corresponding points.

Note – having levels with 0 is recommended – add these even if your model rubric doesn't have a 0 level.

<div> <div>×</div> <div> <div>Conveys the message; reader may may to guess to make inferences to follow completely.</div> </div> </div>	<div>Not Yet</div>	<a href="#">Click to edit level</a>	<a href="#">Click to edit level</a>
	<div>0</div>	<b>0 points</b> ×	<b>1 points</b> ×

22. Continue filling out the level descriptor cells.

23. If additional cells are required, click on the **Add level** link.









<div> <div>×</div> <div> <div>Conveys the message; reader may may to guess to make</div> </div> </div>	<div>Not Yet</div>	<div>Partly Achieved</div>	<div>Achieved</div>	<a href="#">Add level</a>
	<b>0 points</b> ×	<b>1 points</b> ×	<b>2 points</b> ×	

Note the **duplicate** icon on the left of each criterion row.



24. If more criterion rows are required with the same levels, click the **Duplicate** icon and edit the new criterion. Alternatively, click on the **+ Add Criterion** link below the table.

25. A duplicated **criterion row** appears as a clone of the previous row.

Rubric						
	<b>Conveys the message; reader may may to guess to make inferences to follow completely.</b>	Not Yet <b>0 points</b> 	Partly Achieved <b>1 points</b> 	Achieved <b>2 points</b> 	Achieved Easily <b>3 points</b> 	Add level
	Conveys the message; reader may may to guess to make inferences to follow completely.	Not Yet <b>0 points</b> 	Partly Achieved <b>1 points</b> 	Achieved <b>2 points</b> 	Achieved Easily <b>3 points</b> 	Add level


26. Continue editing and adding **Criterion rows** until the rubric is complete.

27. If the criterion rows need to be rearranged, use the **Move** icons on the left.

28. Below the rubric are the **Rubric options**.



### 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

29. Choose the **Rubric options** that meet the requirements of the assignment.
30. Click on the **Save rubric and make it ready** button.
31. The **Grading Summary** page appears, and you can return to the course home page.

## Interacting With Others

Write a note to a neighbor before you go on vacation. Include a contact address, timelines, and emergency contact information.

### Grading summary

Hidden from students	No
Participants	4
Submitted	0
Needs grading	0
Due date	Thursday, 21 May 2020, 12:00 AM
Time remaining	6 days 13 hours

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

32. If you decide to change any aspect of the rubric, click on the **Action menu** icon in the **Grading summary** page and click on the **Define rubric** link.
33. Edit the **rubric** as required.
34. Click on the **Save** button.
35. This results in a final rubric.
36. Return to the course home page using the **breadcrumbs** menu.
37. The **Assignment** activity link appears on the course main page. Use the **Switch role to... student** function to try it as a student.

