

# How to set up a rubric for a Moodle Assignment



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This guide will step you through how to set up a Moodle assignment to be graded with a rubric, create or edit an existing rubric, and how to grade an assignment using the rubric.

## WHY USE A MARKING RUBRIC?

A rubric is a set of marking criteria, which has a number of descriptive levels and assigned points value. It is presented as a table, with the criteria defined in rows and the levels and points defined in columns.

Marking with a rubric allows you to address a number of aspects of a students' assignment, assess each element separately, and have automatic calculation of the aggregated grade. Rubric marking makes the rationale behind your grading clear to students and other markers of the same assignment.

## HOW TO CREATE A MARKING RUBRIC IN MOODLE

1. With editing mode switched on, choose *Add an Activity or Resource* and click *Assignment*. Scroll to the bottom of the screen and click *Add*.

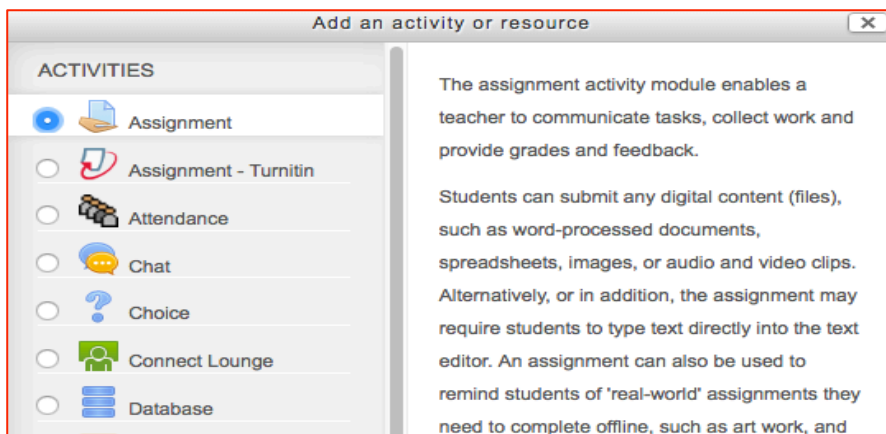
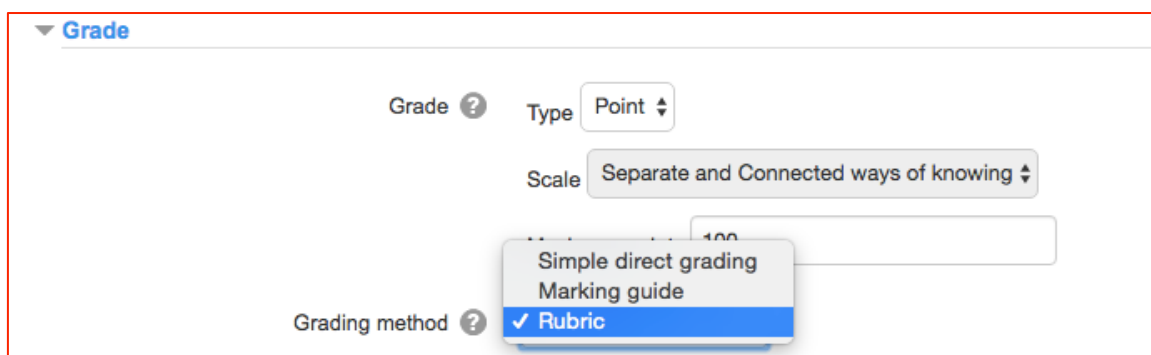


Figure 1 Adding an activity or resource in Moodle

2. Complete each of the assignment fields with the appropriate information.
3. In the *Grade* field select *Rubric* from the *Grading method* menu ((Figure 2).



(Figure 2 Selecting grading method

4. Click on the *Save and Display* button at the bottom of the screen. The *Advanced grading* page (Figure 3) will open. Select whether to:
  - Create a new rubric (Click *Define new grading form from scratch*; the *Define rubric page* will display) or
  - Use an existing template (click *Create new grading form from a template*; the *Grading forms search page* will display)

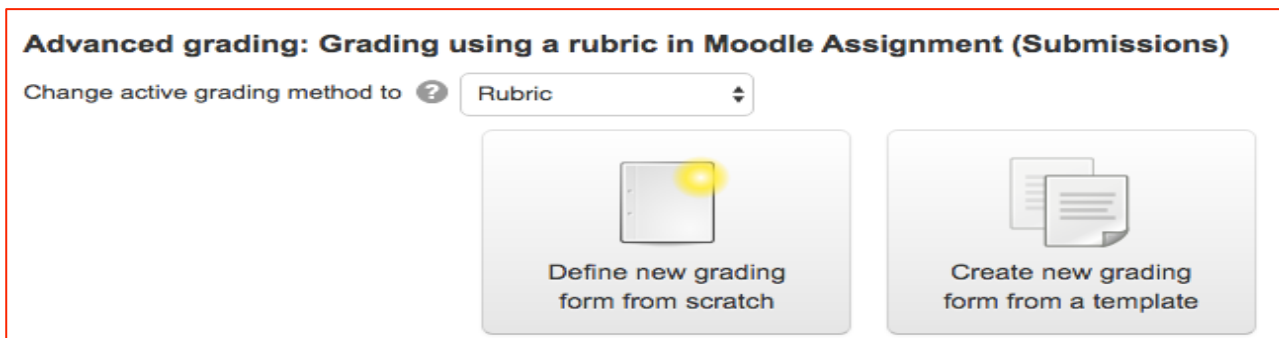


Figure 3 Advanced grading options

## DEFINING A RUBRIC FROM SCRATCH

1. On the *Define rubric* page give the rubric a meaningful name, and add a description (for example the subject the rubric will be used in, or the assignment type that the rubric applies to).
2. In the *Rubric* section Click *Add level* (right hand side) to add columns to the table (e.g. Fail, Pass, Credit, Distinction, High Distinction etc.) or *Add criterion* (below the rubric) to define the criteria to be addressed in the assessment task (Figure 4) (Use the tab key to move quickly through the cells).
3. Specify the weight of each criteria using the points assigned to its levels Figure 5. Each criterion can have a different number of levels.

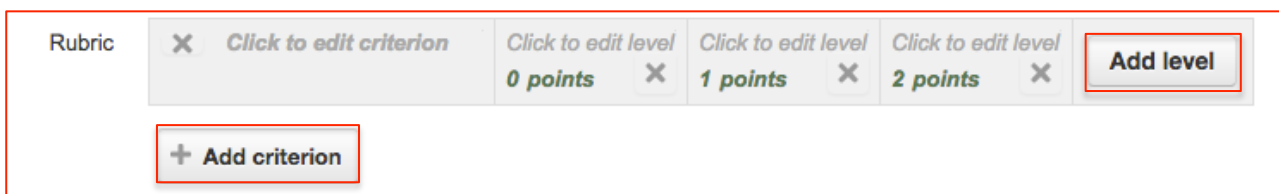


Figure 4 Adding levels and criterion to rubric

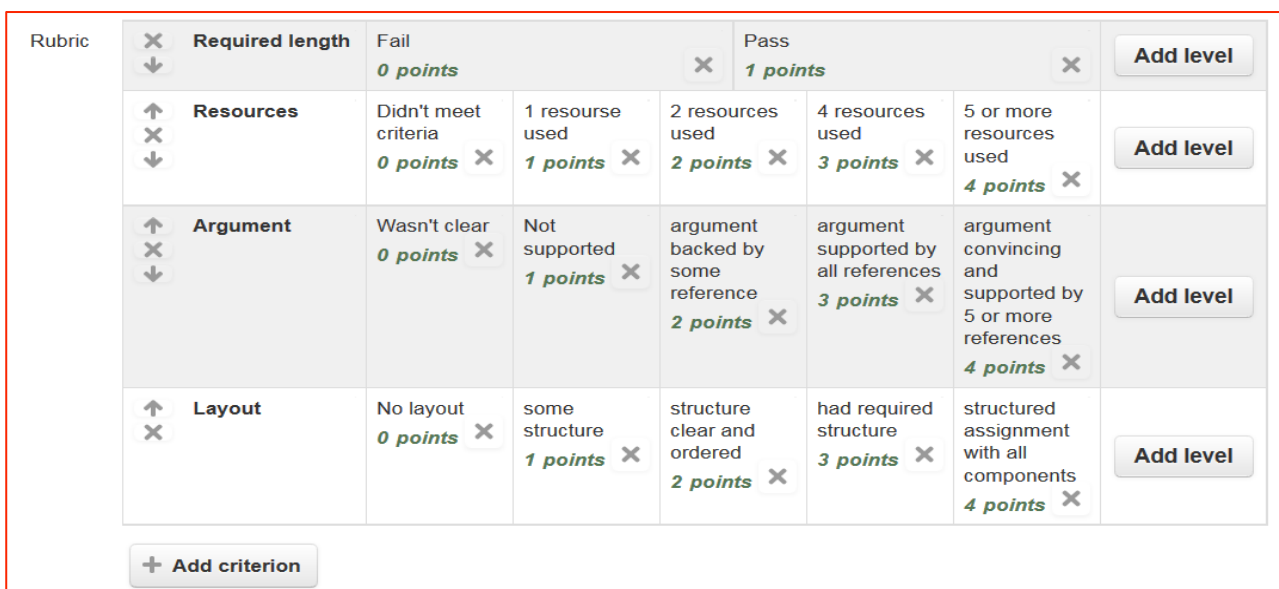


Figure 5 Rubric showing levels and criterion

4. Select the *Rubric options* that are to be defined in that rubric (**Error! Reference source not found.**)
5. Save the rubric by choosing either *Save as draft* so that other staff members can review and edit, or *Save rubric and make it ready* to have it available for use in the assessment (Figure 6)

**Rubric options**

Sort order for levels: Ascending by number of points

- Allow users to preview rubric used in the module (otherwise rubric will only become visible 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

Save rubric and make it ready   Save as draft   Cancel

**Figure 6 Rubric display and saving options**

## CREATING A NEW GRADING FORM FROM A TEMPLATE

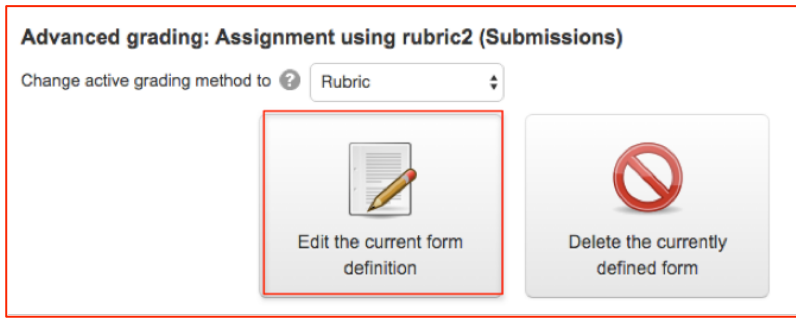
1. In the *Advanced Grading* screen Select *Create new grading form from a template*.
2. Click on *Create new grading form from a template* (refer to Figure 3).
3. In the *Grading forms search* page select the check box to include your own previously created forms in the search, enter relevant keywords and click *Search* (Figure 7)  
*Note:* To view only your own forms, select the check box and leave the keyword field blank. Only rubrics that have been saved as shared templates are included in the search results.

Grading forms search ?

include my own forms   literature review   Search

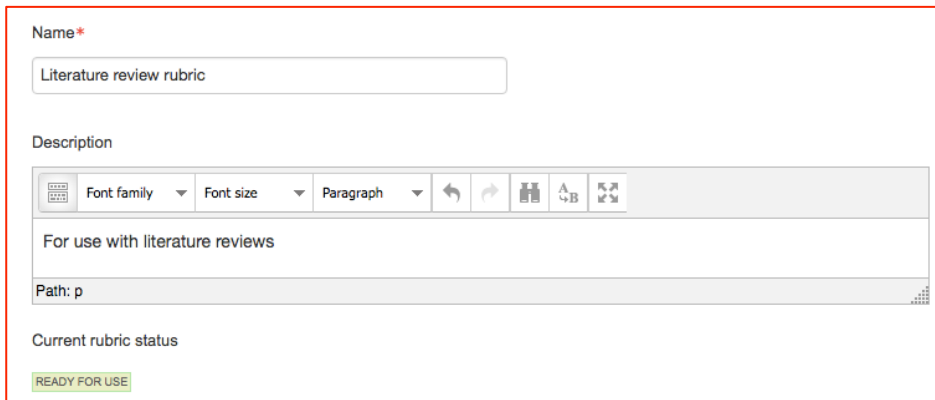
**Figure 7 Grading form search screen**

4. When the search results display, locate the required rubric and select *Use this template*. This link is displayed under each template found by the search, and has a green tick above the link).
5. In the *Confirmation* page click *Continue*
6. On the *Advanced grading* page click *Edit the current form definition* (Figure 8)



**Figure 8 Advanced grading page**

7. In *Define Rubric* screen change the name and description as required and edit the rubric as appropriate (Figure 9).
8. At the bottom of the page, define the *Rubric options* for the rubric, click *Save as draft* or *Save*.

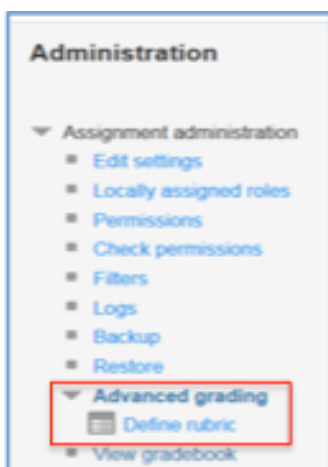


**Figure 9 Define rubric screen**

## EDIT A RUBRIC

If you make significant changes (such as adding new categories to the rubric) values and feedback for the activity will remain visible to students, however, they will not be able to see their marks for the rubric categories until the assignment is re-graded. When making changes to a rubric, you should check that all graded submissions are still marked appropriately.

1. To access a rubric for an assignment for which submissions have been made, with *Editing on* expand the *Administration block* to select *Advanced Grading* then *Define rubric* (Figure 10).



**Figure 10 Administration block showing advanced grading**

On the *Define rubric* page (Figure 11) make your changes and either *Save* or *Save as draft*.

Name\*  
Literature review

Description

Rubric for literature reviews

Path: p

Current rubric status  
READY FOR USE

Rubric

|             |   |                         |                    |                       |                    |                    |     |
|-------------|---|-------------------------|--------------------|-----------------------|--------------------|--------------------|-----|
| ✕<br>↓      | Abstract (Summary of rationale and research questions; Concise outline of method; Brief summary of key findings; Concise statement of conclusions). | Excellent<br>5 points ✕ | Good<br>4 points ✕ | Average<br>3 points ✕ | Poor<br>2 points ✕ | Fail<br>0 points ✕ | Add |
| ↑<br>✕<br>↓ | Definition of key terms/concepts.   | Excellent<br>5 points ✕ | Good<br>4 points ✕ | Average<br>3 points ✕ | Poor<br>2 points ✕ | Fail<br>0 points ✕ | Add |

Figure 11 Define rubric and edit criterion

## MARK AN ASSIGNMENT USING A MOODLE RUBRIC

When you release the class marks for an assignment graded with a rubric, each student will see

- The entire rubric.
- The levels you chose in relation to their assignment.
- The comments you made (if any) for each rubric criterion.
- Their total mark for the assignment.
- General feedback (if provided).

To mark a submitted assignment using a rubric:

1. Using the *Navigation block* click on the link to the assignment (Figure 12) and click the link for *View/grade all assignments* (located at the bottom of the page).
2. Click the *Grade* icon next to each students' name to view their submission (Figure 13)

**grading using a marking rubric**



grading using a marking rubric

**Grading summary**

|                |                                  |
|----------------|----------------------------------|
| Participants   | 5                                |
| Submitted      | 0                                |
| Needs grading  | 0                                |
| Due date       | Friday, 12 August 2016, 12:00 AM |
| Time remaining | 3 days 12 hours                  |

[View/grade all submissions](#)

Figure 12 Navigation block showing link to view/grad submissions

| Select                   | User picture  | First name / Surname | ID number | Email address          | Status                | Grade   | Edit | Last modified (submission)      |
|--------------------------|---|----------------------|-----------|------------------------|-----------------------|---|------|---------------------------------|
| <input type="checkbox"/> |  | Supt Idustud         |           | ldustud@uowmail.edu.au | Submitted for grading |  | Edit | Monday, 8 August 2016, 11:18 AM |

**Figure 13 Grade icon to access student submission**

Once you have clicked to grade, the next screen provides the submission status and the rubric (Figure 14).

If students have submitted their work in .PDF format, scroll to below the rubric to *Launch PDF editor*, which allows direct annotation and comment which the students can see when they access their graded work.

3. At *Grade*, for each of the criteria in the rubric:

- Grade by clicking to indicate the appropriate level for each criterion. Each criterion must have a level so that a total can be automatically calculated and added to the gradebook.
- If a text remark field is available, add a comment for the criteria if desired.
- Add general feedback (optional) in *Feedback comments* and/or click and drag a file to the *Feedback files* option. Choose whether to notify students that their graded work is available to view
- Click *Save and show next* to move to the next student submission. Note: complete one student submission before leaving your computer as the grades and comments are not saved until you *Save*, and will be lost if Moodle times you out because of inactivity.

| Submission status   |                                  |                  |                     |                  |                  |   |
|---|----------------------------------|------------------|---------------------|------------------|------------------|---|
| Submission status   | Submitted for grading            |                  |                     |                  |                  |   |
| Grading status  | Not graded                       |                  |                     |                  |                  |   |
| Due date  | Friday, 12 August 2016, 12:00 AM |                  |                     |                  |                  |   |
| Cut-off date  | Friday, 12 August 2016, 12:00 AM |                  |                     |                  |                  |   |
| Time remaining  | 3 days 12 hours                  |                  |                     |                  |                  |   |
| Editing status  | Student can edit this submission |                  |                     |                  |                  |   |
| Grade   |                                  |                  |                     |                  |                  |   |
| Grade:  |                                  |                  |                     |                  |                  |   |
| Abstract (Summary of rationale and research questions; Concise outline of method; Brief summary of key findings; Concise statement of conclusions). | Excellent<br>5 points            | Good<br>4 points | Average<br>3 points | Poor<br>2 points | Fail<br>0 points | not included                                  |
| Definition of key terms/concepts.   | Excellent<br>5 points            | Good<br>4 points | Average<br>3 points | Poor<br>2 points | Fail<br>0 points | Could have included more detail of key points |

**Figure 14 Submission status and rubric showing grades and comments**