Set up an Assignment Rubric (from Scratch)

1. Click on the *Turn editing on* button

   Turn editing on

2. Click on the *+Add an Activity or resource* link

3. Choose the *Assignment* option

   Assignment

4. Click on the *Add* button

5. Input the *Assignment name*

   Assignment name*   Interacting With Others

6. Input the assignment description

   Description | Write a note to a neighbour before going on vacation. Include a contact address, timelines, and emergency contact information.

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

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

9. Select the *Grade* option

   ▸ Grade

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

    Grading method ⓘ   Simple direct grading ▾
    Simple direct grading
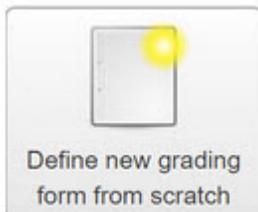   Marking guide
    Rubric

11. Set *Grade to pass* to 70

12. 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.

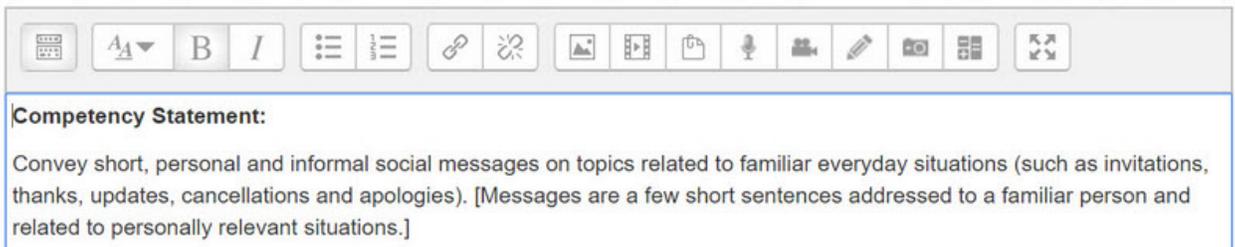14. Click on the *Define New grading form from scratch* button

Define new grading form from scratch

15. Input a rubric *Name*

Name*

CLB 3 Writing: Interacting With Others

16. Input a *Description* for the rubric

Competency Statement:

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

17. 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					

18. Below the description the Rubric criterion table appears

Rubric ✕ Click to edit criterion   Click to edit level   Click to edit level   Click to edit level   **Add level**

0 points ✕   1 points ✕   2 points ✕

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

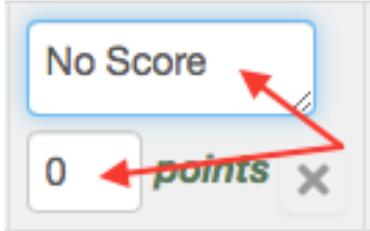20. Paste or type in the first item, "***conveys the message: reader may...***"

Rubric

✕   Conveys the message; reader   Click to   0 poin

21. In the next column, click on the **Click to edit level** text

Click to edit level

0 points ✕

22. Input the *level descriptor* and the corresponding *points*

No Score

0 ← points ✕

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

23. Continue filling out the level descriptor cells
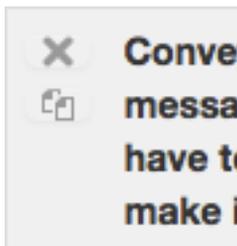
Achieved Easily

4 points ✕
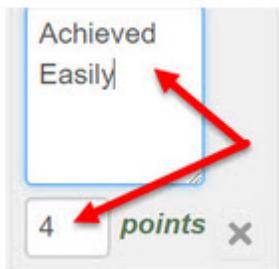
24. If additional cells are required, click on the *Add level* button

Add level

25. Note the *delete* and *duplicate icons* on the left of each criterion row

✕ Conve
⟐ messa
have t(
make i

26. 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** button

Rubric	✕	Conveys the message; reader may have to guess or make inferences to follow completely	No Score 0 points ✕	Not Yet 1 points ✕	Partly Achieved 2 points ✕	Achieved 3 points ✕	Achieved Easily 4 points ✕	Add level

+ Add criterion

27. Continue adding **Criterion rows** until the rubric is complete

	spelling, punctuation and capitalization						Add level
↑ ✕ ↓ 🗐	10. Uses word order and word forms with difficulty	No Score 0 points ✕	Not yet 1 points ✕	Partly Achieved 2 points ✕	Achieved 3 points ✕	Achieved Easily 4 points ✕	Add level
↑ ✕ 🗐	11. Communicates a very simple message with some difficulty	No Score 0 points ✕	Not yet 1 points ✕	Partly Achieved 2 points ✕	Achieved 3 points ✕	Achieved Easily 4 points ✕	Add level

+ Add criterion

28. If criteria need to be rearranged, use the Move icons (arrows) at the left.

↑ ✕ ↓ 🗐	9. Demonstrates developing control of spelling, punctuation

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

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

30. Choose the **Rubric options** that meet the requirements of the assignment

31. Click on the **Save rubric and make it ready** button

Save rubric and make it ready

32. The **Grading Summary** page should appear, and you can return to the course home page. The *Assignment* activity link appears on the course main page. Use the *Switch role to... student* function in the *Administration* block to preview the activity and test out the assignment settings. Or, use an unused student ID to test the assignment, in order to be able to see how marking it will work.

Interacting With Others

Write a note to a neighbour before going on vacation. Include a contact address, timelines, and emergency contact information.

Grading summary

Participants	4
Submitted	0
Needs grading	0
Due date	Friday, 24 August 2018, 12:00 AM
Time remaining	6 days 10 hours

View all submissions   Grade

33. However, if you have not set your lowest level to zero, an ***error message*** appears; it is recommended that the lowest score should be zero. However, it is possible to have a low score of 1 depending on your scale. With a passing expectation of 70%, if the scale is 1,2,3,4 then a score of 3 would credit learners with a pass at 75%. With a scale of 0 1 2 3, learners would not achieve a pass at 66%.

> Warning: The minimum possible score for this rubric is not 0; this can result in unexpected grades for the activity. To avoid this, ✕
> each criterion should have a level with 0 points.
> This warning may be ignored if a scale is used for grading, and the minimum levels in the rubric correspond to the minimum value of the scale.
> Back

*Note: This is important to understand, as many rubrics shared on **Tutela** do not have a low score of zero! A No Score level of 0 can be added to avoid this message*

If you are happy with the rubric having no zeros, simply return to your course main page.

34. If you decide to change the scale to include a low scale score of zero, click on the ***Back*** link and then click the ***Edit the current form definition*** button

Edit the current form definition

35. Edit the rubric as desired

36. Click on the *Save* button

37. This results in a final rubric

Writing CLB 3.1 Ready for use

CLB 3.1 - Writing - Interacting With Others

Competency Statement: Convey short, personal and informal social messages on topics related to familiar everyday
apologies). [Messages are a few short sentences addressed to a familiar person and related to personally relevant si

Score to grade mapping rules

The minimum possible score for this rubric is **0 points** and it will be converted to the minimum grade available in this
score **44 points** will be converted to the maximum grade.
Intermediate scores will be converted respectively and rounded to the nearest available grade.
If a scale is used instead of a grade, the score will be converted to the scale elements as if they were consecutive int

1. Able to ...	No Score *0 points*	Not yet *1 points*	Partly Achieved *2 points*	Achieved *3 points*	Achieved Easily *4 points*
2. Conveys the message; reader may have to guess or make inferences to follow completely	No Score *0 points*	Not yet *1 points*	Partly Achieved *2 points*	Achieved *3 points*	Achieved Easily *4 points*
3. Uses language and	No Score	Not yet	Partly	Achieved	Achieved

38. Return to the course home page

39. The *Assignment* activity link appears on the course main page. Use the *Switch role to... student* function in the *Administration* block to preview the activity and test out the assignment settings. Or, use an unused student ID to test the assignment, in order to be able to see how marking it will work.