

# Rubrics and Grading Forms

e-Submission & e-Feedback // Resources for staff

## About this guide:

This document is a single part of a wider set of guidance produced and provided by Technology Enhanced Learning to support staff and students at the University of Sussex in the use and best practice of e-Submission and e-Feedback.

This specific guide addresses Rubrics and Grading Forms, you can find more guides and introductory information on eSubmission and eFeedback on our website:

[www.sussex.ac.uk/tel/esef](http://www.sussex.ac.uk/tel/esef)

# 1. Rubrics and grading forms

This document will detail how you can create, modify and attach rubrics and grading forms in TurnitinUK. If you are only looking for information on how to mark using rubrics or grading forms, please follow this link to the relevant document:

<https://www.sussex.ac.uk/webteam/gateway/file.php?name=online-marking-and-feedback.pdf&site=81>

TurnitinUK supports three types of rubrics and a grading form:

**A Standard Rubric** allows you to enter scale values which will be automatically added up and converted into a percentage, and criteria percentages, which can add weighting to each of your criteria. The maximum value for the standard rubric will be the same as the highest value entered.

**A Custom Rubric** allows you to enter any value directly into the rubric cells. The maximum score for the custom rubric is the sum of the highest values entered for all the rows of criteria.

**A Qualitative Rubric** allows you to create a rubric that has no numeric score is produced.

**A Grading Form** allows you to provide freeform feedback or scores from a list of criteria. Grading forms do not have a weighting option. **Please note that grading forms are not available on the TurnitinUK iPad app.**

## 1.1 Importing and exporting rubrics and grading forms

GradeMark gives you the option of either creating a new rubric/grading form or importing a rubric. An imported rubric could have been exported and shared with you by another user or created in Microsoft Excel (only excel rubrics can be imported, not grading forms). If you are importing a rubric or grading form from Excel, please keep the following in mind:

- The file must be a .xls or .xlsx file
- Only one rubric can be uploaded per Excel file
- The rubric in the spreadsheet must have the scales of the rubric as its first row
- The rubric in the spreadsheet must have the criteria of the rubric as its first column
- If included, criteria descriptions should be in the same cells as the criteria titles and separated by a line break
- Descriptors for the body of the rubric can be included
- Criteria titles must be 13 characters or less
- Grading formulas will not be imported with the Excel file

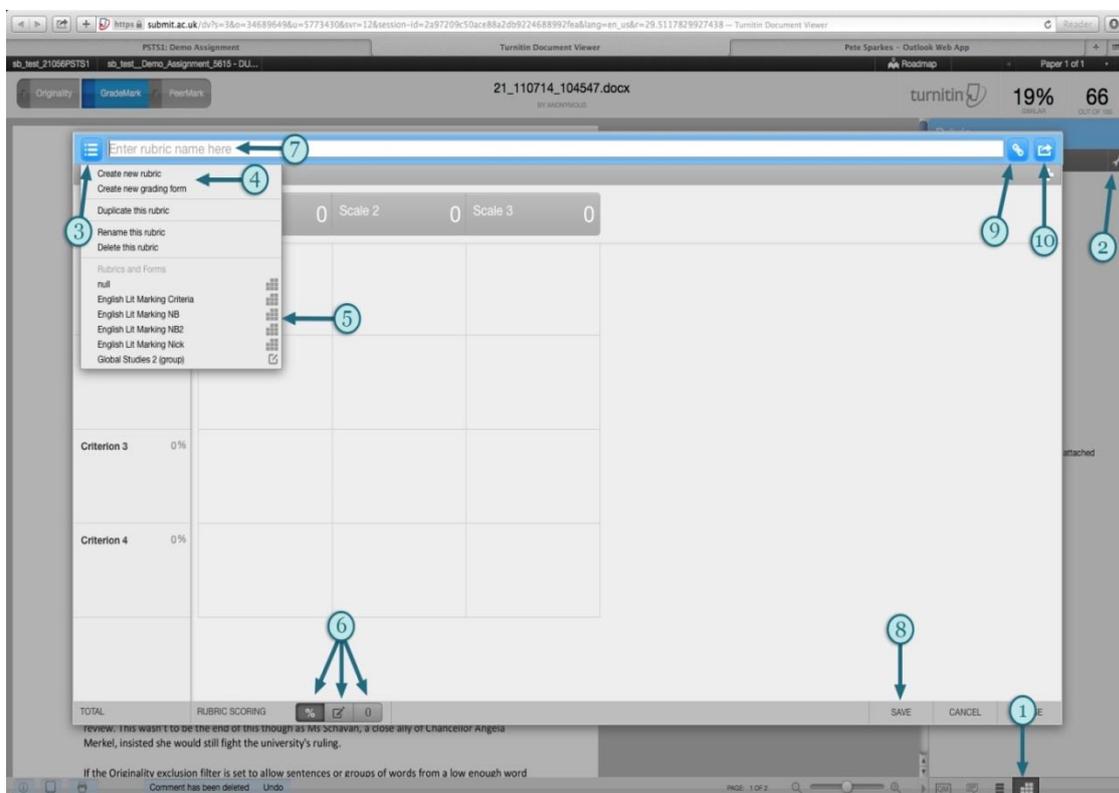
- Numerical values cannot be imported. If you would like to use numerical values, add them to the rubric after you import it using the rubric/form manager.

An example template for constructing a rubric in Excel is available from the import rubric screen. See Section 2 to find out how to import a rubric/grading form into GradeMark.

## 2. Creating, importing or loading a rubric or grading form

To create a new rubric or grading form, first click on the rubric icon found below the GradeMark sidebar (1). Next, select the spanner icon (2) which will open the rubric manager. Then, select the Rubric list icon (3). You can then either choose to 'create new rubric/grading form' (4) or choose a rubric that has already been imported\*(5). If you select to create a new rubric, you can decide the type of rubric (e.g. standard, custom, qualitative) from the icons along the bottom of the window (6). Once you have selected your rubric or grading form you can name it using the box at the top of the window (7), fill in your rubric (see sections 3-6), save it using the option in the bottom right of the window (8) and attach it to the document using the link icon on the top right of the window (9). This rubric will now be available for all submitted assignments. You can export the rubric or grading form by clicking the arrow icon on the top right of the window and selecting 'Export...' (10).

\*To import/export a rubric click on the arrow icon in the top right-hand corner and select to either import or export.



### 3. Standard rubrics

When you create a new rubric, the standard rubric will be automatically selected. The individual criteria can be found down the left-hand column. These can be renamed (1) (although the character limit is only 13), defined (2) and weighted (3). Add extra rows of criteria by clicking on the '+' icon on the right of the criteria header (4).

The individual scales can be found running along the top of the rubric. These can also be renamed (5) and assigned a value (6). To add extra scale columns, click the '+' icon on the right of the scale header (7).

You can enter a description for each cell by clicking on the cell, entering the description and clicking outside the text field to finish (8). You can edit the field by following the same procedure. Save your rubric by clicking the save option on the bottom right of the window (9) and then attach it to the document using the link icon on the top right of the window (10). You can export the rubric by clicking the arrow icon on the top right of the window and selecting 'Export...' (11).

The screenshot shows the 'Standard Rubric' interface. At the top, there is a header bar with a menu icon, the title 'Standard Rubric', and a status indicator 'NOT ATTACHED TO THIS ASSIGNMENT'. Below the header, there are two main sections: 'CRITERIA' and 'SCALES'. The 'CRITERIA' section is on the left, and the 'SCALES' section is on the right. The 'SCALES' section has a header with three scales: 'Poor' (1.00), 'Satisfactory' (5.00), and 'Excellent' (10.00). The 'CRITERIA' section has three criteria: 'Presentation' (20%), 'Criterion 2' (30%), and 'Criterion 3' (50%). The 'Presentation' criterion has a description: 'Presentation and writing is distinguished by a command of style and exposition'. The 'Criterion 2' criterion has a description: 'To what extent does the writer form and hold her/his argument?'. The 'Criterion 3' criterion has a description: 'Presentation and writing is distinguished by a command of style and exposition'. The interface includes a bottom bar with 'TOTAL 100%' and 'RUBRIC SCORING' options. The bottom right corner has 'SAVE', 'CANCEL', and 'CLOSE' buttons. Numbered callouts (1-11) point to various UI elements: (1) Criterion name, (2) Criterion description, (3) Criterion weight, (4) Add criteria button, (5) Scale name, (6) Scale value, (7) Add scale button, (8) Cell description, (9) Save button, (10) Attach icon, and (11) Export icon.

CRITERIA	+	SCALES	+				
		Poor 1.00	Satisfactory 5.00	Excellent 10.00			
Presentation 20%							
Criterion 2 30%							
Criterion 3 50%							
TOTAL 100%		RUBRIC SCORING	%	0	SAVE	CANCEL	CLOSE

## 4. Custom Rubrics

When you create a new rubric, the standard rubric will be automatically selected. To create a custom rubric you will need to select the pen and paper icon at the bottom of the window (1).

The individual criteria can be found down the left hand column. These can be renamed (2) (although the character limit is only 13) and defined (3). Add extra rows of criteria by clicking on the '+' icon on the right of the criteria header (4).

The individual scales can be found running along the top of the rubric and can also be renamed (5). To add extra scale columns click the '+' icon on the right of the scale header (6).

You can enter a description for each cell by clicking on the cell, entering the description and clicking outside the text field to finish or by clicking return (7). You can edit the field by following the same procedure. Enter the cell value for each cell by clicking on the 0.00 portion of the cell (8). In a custom rubric cell, values are chosen by the instructor.

Save and attach your rubric by clicking the save option on the bottom right of the window (9) and then attach it to the document using the link icon on the top right of the window (10). You can export the rubric by clicking the arrow icon on the top right of the window and selecting 'Export...' (11).

The screenshot shows the 'Standard Rubric' interface. At the top, there is a blue header bar with a menu icon, the title 'Standard Rubric', and a status 'NOT ATTACHED TO THIS ASSIGNMENT' with a link icon (10) and an export icon (11). Below the header is a table with 'CRITERIA' on the left and 'SCALES' on the top. The 'SCALES' header has a '+' icon (6) and three scale columns: 'Poor' (4), 'Satisfactory' (5), and 'Excellent'. The 'CRITERIA' header has a '+' icon (4). The table contains three criteria rows: 'Presentation' (2), 'Criterion 2' (3), and 'Criterion 3'. The 'Presentation' row has a description in the 'Excellent' cell (7). The 'Criterion 2' row has a description in the 'Poor' cell (3) and a value '0.00' in the 'Excellent' cell (8). The 'Criterion 3' row has '0.00' in all three scale cells. At the bottom, there is a 'RUBRIC SCORING' section with a percentage sign, a pen and paper icon (1), and a '0' value. To the right are 'SAVE' (9), 'CANCEL', and 'CLOSE' buttons.

CRITERIA	+	SCALES			
		Poor	Satisfactory	Excellent	
Presentation		0.00	0.00	0.00 Presentation and writing is distinguished by a command of style and exposition	
Criterion 2 To what extent does the writer form and hold her/his argument?		0.00	0.00	0.00	
Criterion 3		0.00	0.00	0.00	

RUBRIC SCORING    %    [pen and paper icon]    0    SAVE    CANCEL    CLOSE

## 5. Qualitative rubrics

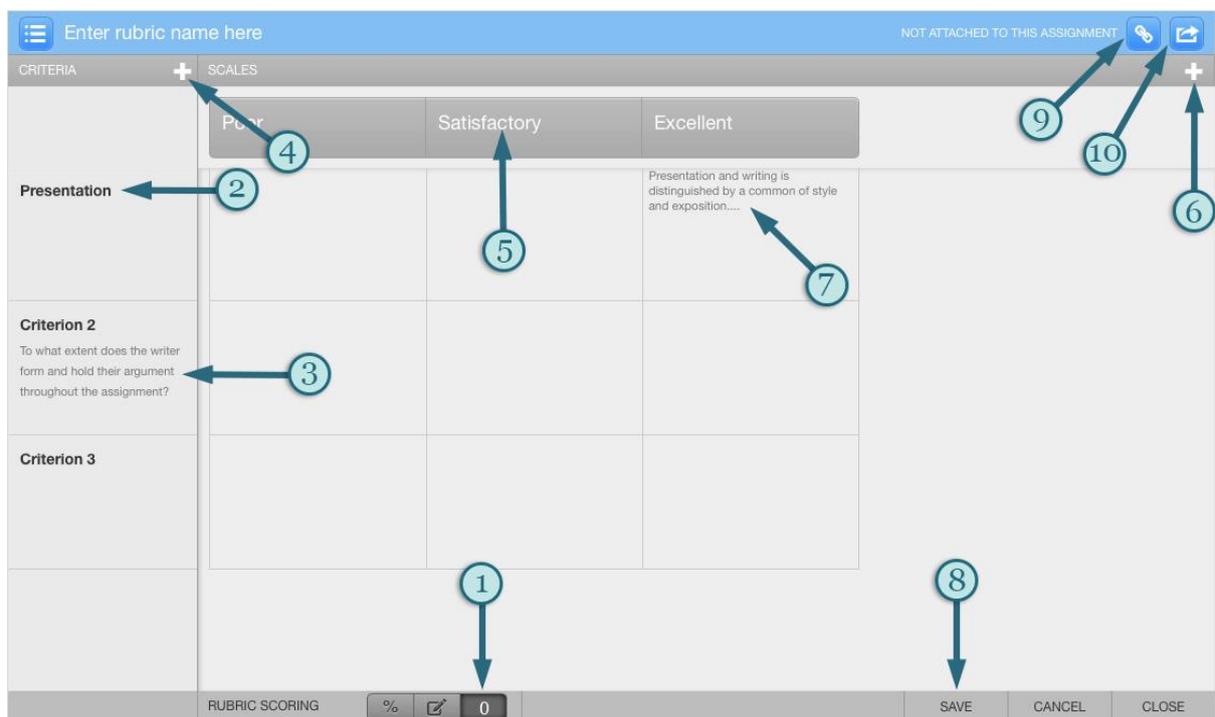
When you create a new rubric, the standard rubric will be automatically selected. In order to create a qualitative rubric you will need to select the '0' icon at the bottom of the window (1).

The individual criteria can be found down the left hand column. These can be renamed (2) (although the character limit is only 13) and defined (3). Add extra rows of criteria by clicking on the '+' icon on the right of the criteria header (4).

The individual scales can be found running along the top of the rubric and can also be renamed (5). To add extra scale columns click the '+' icon on the right of the scale header (6).

You can enter a description for each cell by clicking on the cell, entering the description and clicking outside the text field or pressing return to finish (7). You can edit the field by following the same procedure.

Save and attach your rubric by clicking the save option on the bottom right of the window (8) and then attach it to the document using the link icon on the top right of the window (9). You can export the rubric by clicking the arrow icon on the top right of the window and selecting 'Export...' (10).



## 6. Grading forms

Once you have chosen to create a new grading form you need to decide whether you want the tutor to have the ability to score the assignment against each criterion. To turn scoring off or on select the 'enable scoring' tick box (by default, this is ticked to allow scoring) (1).

The grading form only consists of individual criterion which can be renamed (2) (although the character limit is only 30) and described (3). You can enter a description for each cell by clicking on the cell, entering the description and clicking outside the text field to finish. You can edit the field by following the same procedure.

Add extra rows of criteria by clicking on the '+' icon on the right of the criteria header (4).

Save and attach your rubric by clicking the save option on the bottom right of the window (5) and then attach it to the document using the link icon on the top right of the window (6). You can export the rubric by clicking the arrow icon on the top right of the window and selecting 'Export...' (7).

The screenshot shows the 'Global Studies 2 (group)' interface for creating a grading form. At the top, there is a blue header with a menu icon, the group name, and a status 'NOT ATTACHED TO THIS ASSIGNMENT' with a link icon (6) and an export icon (7). Below the header is a yellow warning bar: 'Please note: Grading forms are not yet available on the iPad app.' The main area is titled 'CRITERIA' and contains a list of criteria. The first criterion is 'Argument' with a description: 'Have I produced an argument (i.e. an organised attempt to substantiate my position)? Have I set out my piece in a clear way so that the reader can see what my argument is and how it works? Do I respond to the assessment question or title? Do I maintain the focus and relevancy of my discussion? Is my writing organised in a clear and logical way?'. Below it are 'Criterion 2' and 'Criterion 3', both with 'Enter description here (optional)' text fields. A plus sign (+) is on the right of the 'CRITERIA' header (4). At the bottom left, there is a checkbox 'Enable scoring' (1). At the bottom right, there are buttons for 'SAVE' (5), 'CANCEL', and 'CLOSE'. Numbered callouts 1 through 7 point to these specific elements.