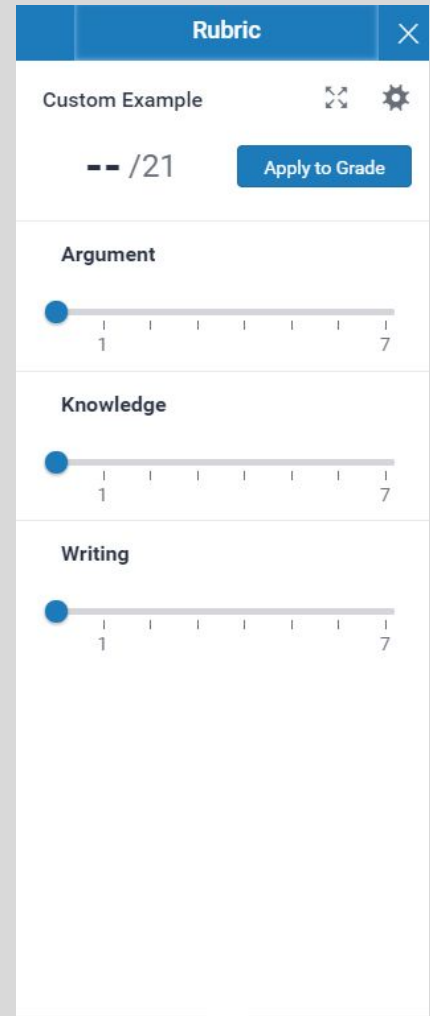


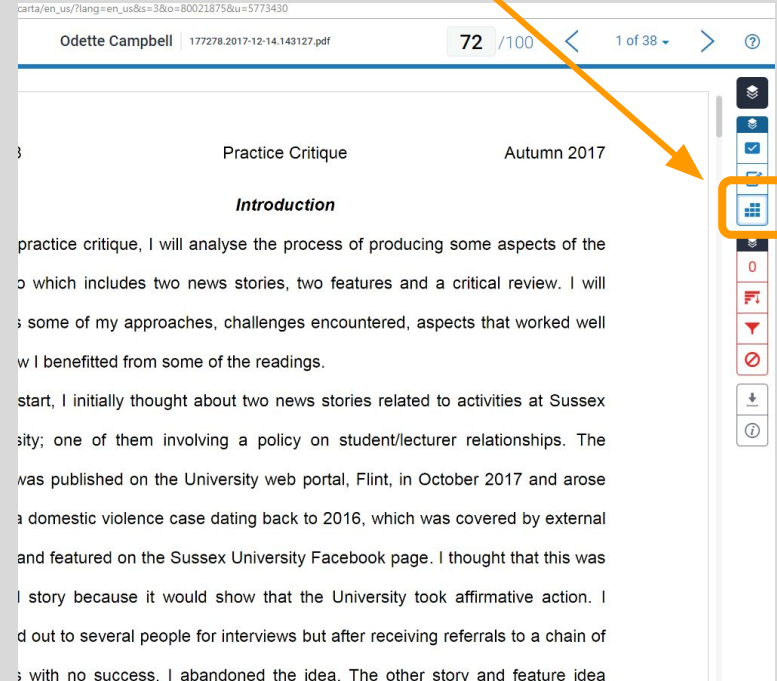
How to edit rubrics in Turnitin

Technology Enhanced Learning
University of Sussex

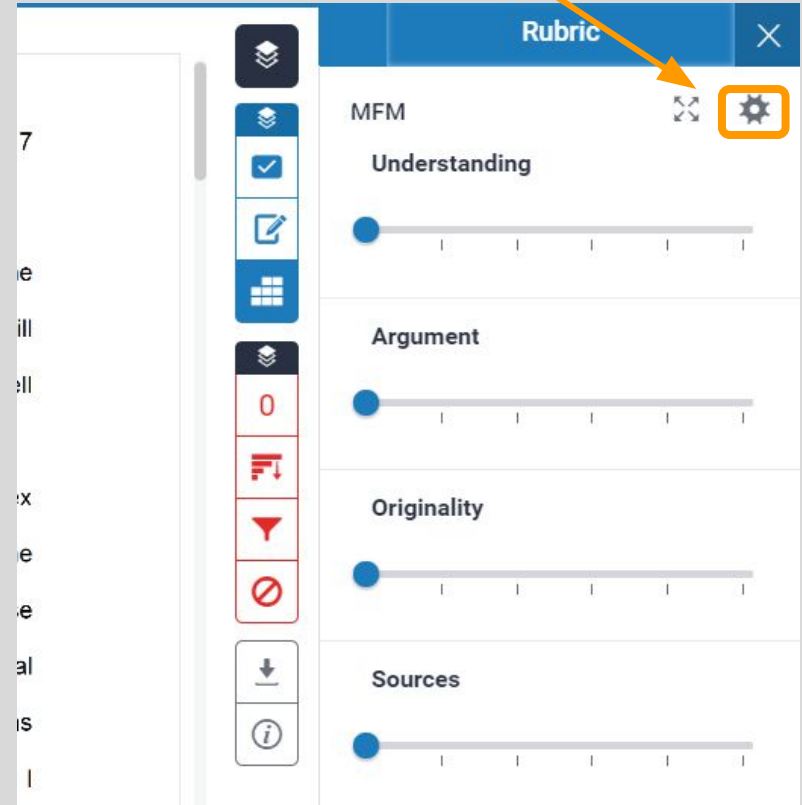
Rubrics can be easily created and edited in Turnitin by following a few simple steps in these slides.



1. Once the deadline has passed for an assignment, you will be able to access Turnitin. Enter Turnitin via the E-submission page in StudyDirect, then click the rubric button on the right hand side of the screen to open the rubric menu.

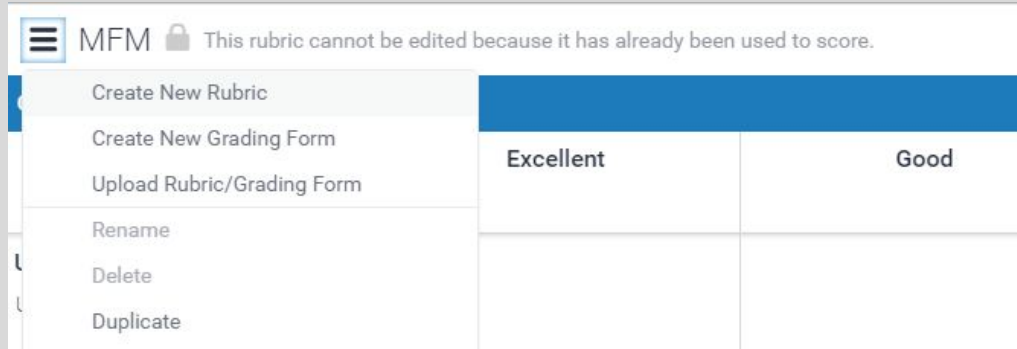


2. Click the **gear icon** in the top-right corner to open the Rubric Manager.



The screenshot displays the 'Rubric' interface. At the top right, there is a blue header bar with the text 'Rubric' and a close button (X). Below the header, the main content area is titled 'MFM' and contains four rows of rubric items: 'Understanding', 'Argument', 'Originality', and 'Sources'. Each row has a blue circular indicator and a horizontal scale bar. In the top-right corner of the main content area, there is a gear icon (settings) and a square icon with an X. An orange arrow points from the top of the page to the gear icon, which is also highlighted with an orange border. On the left side of the interface, there is a vertical sidebar with several icons, including a stack of books, a checkmark, a pencil, a grid, a red '0', a red funnel, a red prohibition sign, a download arrow, and an information 'i' icon.

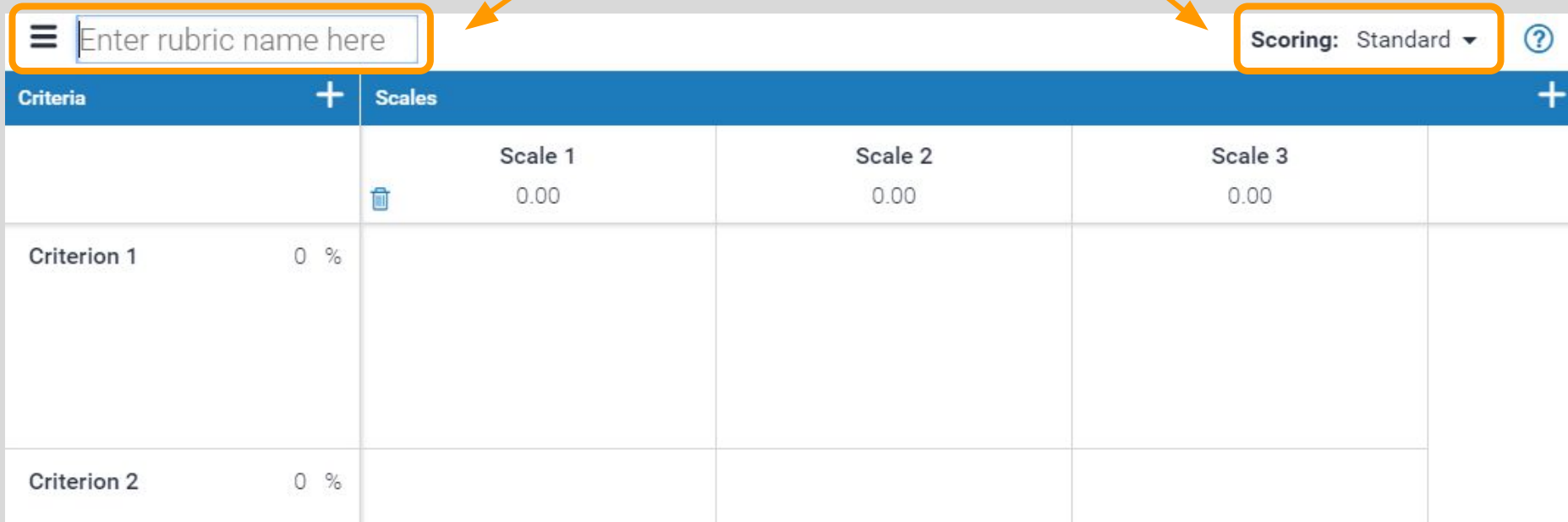
3. Click the **menu button** in the top left corner, then click **Create new rubric**.



Or, if you want to edit an existing rubric, then select it from the menu and make sure it is detached from the assignment first, clicking the **attach the assignment** slider in the bottom left corner and turning it to **Off**.



4. Give the rubric a name and select which type of rubric you want: standard, custom or qualitative.



The screenshot shows a rubric creation interface. At the top, there is a header bar with a hamburger menu icon on the left, a text input field containing "Enter rubric name here", and a "Scoring: Standard" dropdown menu on the right. Two orange arrows point from the text above to these two elements. Below the header is a table with columns for "Criteria" and "Scales". The "Scales" column is further divided into "Scale 1", "Scale 2", and "Scale 3". The table contains two rows for "Criterion 1" and "Criterion 2", both showing "0 %" completion. A trash icon is visible in the first row of the "Scales" column.

Criteria	+	Scales			+
		Scale 1	Scale 2	Scale 3	
		0.00	0.00	0.00	
Criterion 1	0 %				
Criterion 2	0 %				

5. Enter headings and full text for each of your criteria. Text can be copied and pasted, but please note that **criteria headings are limited to 13 characters**. You can add additional criteria using the plus symbol in the top corner.

Criteria

L01 0 %



To be able to..

Criterion 2 0 %

6. Enter text for your scales and - if necessary - feedback in the relevant cells.


Scales		
Distinction	Pass	Fail

7. Add additional scales by clicking the **plus symbol** in the top right corner. You can also delete criteria or scales by hovering the mouse over them and clicking the **rubbish bin** which appears.

Scoring: Qualitative ▾ 		
		
Pass	Fail	

L01

To be able to..

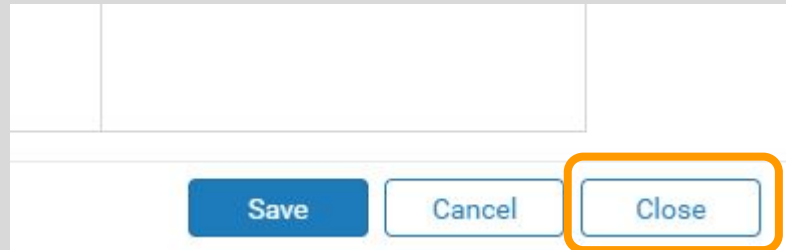
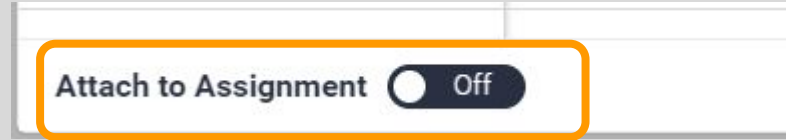
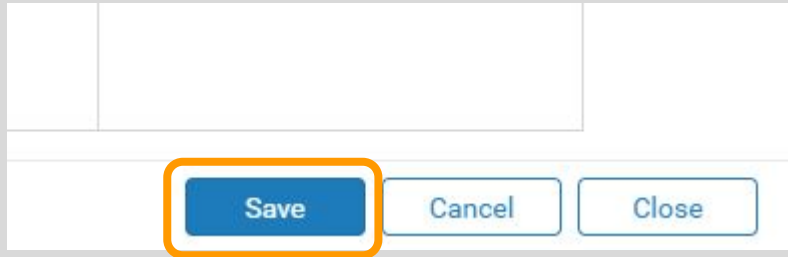


Scales

Distinction



8. Click the **Save** button in the bottom right corner. Then move the **Attach to Assignment** slider in the bottom left corner to the **On** position. Finally, click **Close** in the bottom right hand corner.



9. That's it. Your rubric should now appear (as with the example on the right) and you can use the sliders to grade the assignment and the feedback will appear at the bottom of the screen.

Rubric

17/18 SCLS Criteria for ML

Grammar
below 40%

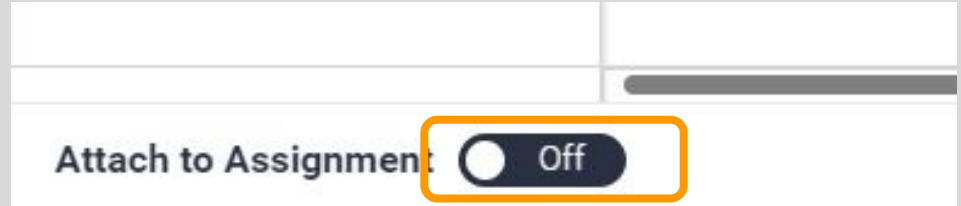
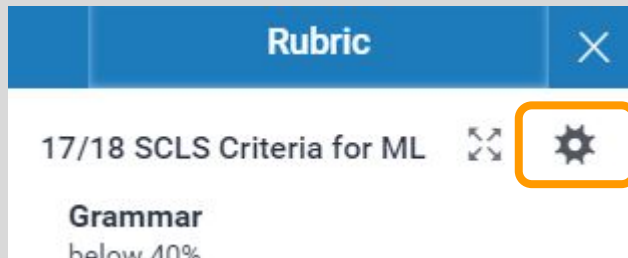
Lexical Usage

Structure
50-59%

Argumentation
40-49%

Grammar
Grammar & Syntax
below 40%
Little to no understanding of the grammatical and syntactic structures. Few or no acceptable structures in the target language, and unacceptable ones used.
40-49%
Broad understanding of grammatical and

10. You can also edit rubrics from the rubric manager. **NOTE:** before you can edit a rubric, you need to detach it from the assignment by moving the **Attach to Assignment** slider in the bottom left corner of the rubric manager to **Off**.



11. It will check that you want to detach the rubric. **If you are going to detach a rubric, make sure that no marking has already been done**, as detaching the rubric will erase any previously entered scores and feedback for the assignment. If you are certain you want to detach the rubric, click **Yes**. You can now edit the rubric (see steps 4-8).



Detach This Rubric?

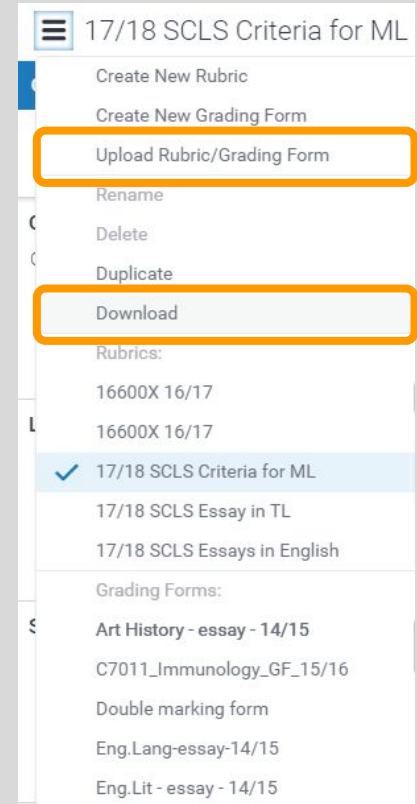
Changing or detaching a rubric will remove all existing rubric scoring from papers in this assignment, including scorecards which have previously been marked. Overall grades for previously graded papers will remain.

Are you sure?

NO

YES

12. Rubrics are ***not*** automatically rolled over to future assignments. However, you can download your rubric using the **Download** option in the menu on the top left corner of the rubric manager. To add them to future assignments click the **Upload Rubric/ Grading Form** option also found in the same menu and select the file you previously downloaded.



That's it!

For further guidance, please check our online e-submission guides:

<http://www.sussex.ac.uk/tel/submission/staff>

Or send us an email: tel@sussex.ac.uk