

Rubric scorecards can be used to evaluate student work based on defined criteria and scales. The rubric scorecards can be created by the account administrator and shared to all instructors on an account. Instructors can also create and share rubric scorecards, allowing other instructors to upload the rubric scorecard to their classes.

Rubric Types

There are three rubric types: Standard, Custom, and Qualitative.

Standard Rubric

A Standard Rubric allows you to enter scale values and criteria percentages. The maximum value for the Standard Rubric will be the same as the highest scale value entered.

To create a standard rubric scorecard:

1. Click on the “Rubric” icon below the GradeMark sidebar.
2. Click on the “Rubric Manager” icon.
3. Click on the “Rubric List” icon.
4. Select “Create new rubric” from the drop-down menu.
5. Enter the *Rubric Name* in the top left of the Rubric Manager.
6. To edit the name, description, or percentage value for a criterion, click directly on the title, description, or percentage value to open the “text box field.” Enter the new title, description, or value and press “enter” to finish editing the field or click elsewhere on the screen.
7. To add extra rows of criteria click on the “+” icon to the right of the “Criteria” header.
8. To enter the description for each cell, click on the cell, enter the description and then click outside of the cell’s text field to finish editing the description.
9. To enter the scale title or value, click on the scale title or scale value and enter the title or value. Click elsewhere on the screen to finish editing.
10. To add extra scale columns click on the “+” icon to the right of the “Scale” header.
11. Once the rubric is completed, click on “Save” at the bottom right of the Rubric Manager.

Custom Rubric

A Custom Rubric allows you to enter any value directly into the rubric cells. The maximum value for the Custom Rubric will be the sum of the highest value entered in each of the criteria rows.

To create a custom rubric scorecard:

1. Click on the “Rubric” icon below the GradeMark sidebar.
2. Click on the “Rubric Manager” icon.
3. Click on the “Rubric List” icon.
4. Select “Create new rubric” from the drop-down menu.
5. Click on the “Rubric Type” icon for the custom rubric at the bottom of the Rubric Manager.
6. To enter the title and description for each criterion, click on the appropriate field and enter the new title or description within the text field that appears. Click elsewhere on the screen to finish editing the criterion title or description.
7. To add extra rows of criteria click on the “+” icon to the right of the “Criteria” header.

8. To edit scale titles click on the “Scale” title and enter new title. Click elsewhere on the screen to finish editing the scale title.
9. To add extra scale columns click on the “+” icon to the right of the “Scale” header.
10. To edit the cell descriptions click on the “description” field. Enter the description and then click elsewhere on the paper to finish editing the description.
11. Enter the cell value for each cell by clicking on the “0.00” portion of each cell. In a custom rubric cell values are chosen by the instructor.
12. Once the rubric is complete click on “Save” to save the Rubric Scorecard.

Qualitative Rubric

A Qualitative Rubric allows you to create a rubric that has no numeric scoring.

To create a qualitative rubric scorecard:

1. Click on the “Rubric” icon below the GradeMark sidebar.
2. Click on the “Rubric Manager” icon.
3. Click on the “Rubric List” icon.
4. Select “Create new rubric” from the drop-down menu.
5. Click on the “Rubric Type” icon for the qualitative rubric at the bottom of the Rubric Manager.
6. Edit the criteria title and description, the scale title, and each cell description by clicking on either the title or description fields.
7. When all the criterion, scales, and cells have been edited click on “Save” to save the rubric.

Other Rubric Functions

Modifying Rubrics

Rubric Scorecards can be modified after creation. However, if the Rubric Scorecard has been used to score student papers, modification of the Rubric Scorecard will not be allowed.

To modify a rubric:

1. Click on the “Rubric” icon below the GradeMark sidebar.
2. Click on the “Rubric Manager” icon.
3. Click on the “Rubric List” icon.
4. Select the rubric you would like to edit from the list of rubrics.*
5. Change the rubric as needed.
6. Click “Save” to save any changes.

***Note:** Rubrics that have been shared with you cannot be edited

***Note:** Rubrics can only be edited if they have not been used to grade a paper before.

Duplicating a Rubric

Rubrics that have been attached to an assignment cannot be edited. Duplicating a rubric helps instructors reuse a rubric that they would like to modify.

To duplicate a rubric:

1. Click on the “Rubric” icon below the GradeMark sidebar.
2. Click on the “Rubric Manager” icon.
3. Click on the “Rubric List” icon.

4. Select the rubric you would like to duplicate from the list of rubrics.
5. Click on the “Rubric List” icon and select “Duplicate this rubric” from the drop-down menu.
6. (Optional) Enter a new name for the rubric and make any changes to the rubric.
7. Click “Save” to save the changes.

Attaching a Rubric to an Assignment

To use a Rubric Scorecard, the instructor must first access the GradeMark view of a student paper in an assignment and attach the rubric to the assignment. This enables the rubric scorecard for the assignment.

Adding a rubric to an assignment:

1. Click on the “Rubric” icon below the GradeMark sidebar.
2. Click on the “Rubric Manager” icon.
3. Click on the “Rubric List” icon.
4. Select the rubric you would like to attach from the list of rubrics.
5. Click on the “Attach” icon to attach the rubric to the assignment.
6. If a rubric is already attached to the assignment a warning notification will be given. To attach the new rubric click “Ok, detach the rubric.”

Exporting and Importing Rubrics

Within the Rubric Manager instructors can export rubrics to share with other instructors or import rubrics to use when grading papers with GradeMark. Unlike sharing, once a rubric set has been imported into an account it is then owned by that instructor who may then make any desired changes to the rubric.

To export a rubric:

1. Click on the “Rubric Manager” icon within the “Rubric” sidebar.
2. Click on the name of the rubric to export.
3. Click on the “Import/Export” button and select “Export...” from the drop-down menu.
4. A prompt will appear asking if you would like to save the file; select “OK” to save the file. The file name will be the rubric name with .rbc appended.

To import a rubric:

1. Click on the “Rubric Manager” icon within the Rubric sidebar.
2. Click on the “Import/Export” button and select “Import...” from the drop-down menu.
3. Click on the “Browse” button and locate the rubric file on your computer. Only .rbc file types may be imported into the Rubric Manager.
4. Click on the “Import” button.
5. To import additional rubrics repeat steps 3-4.
6. Click the “Close” button to return to the Rubric Manager.

Using a Rubric Scorecard to Grade

The Rubric Scorecard allows the instructor to easily score the performance of a paper against a set of criterion on a scale. The Rubric Scorecard is accessed within the Rubric sidebar in the GradeMark paper view.

To open the Rubric Scorecard while viewing a student paper, the instructor user must click on the “Rubric” icon at the bottom-right corner of the GradeMark window. A Rubric Scorecard will only appear if there is a rubric attached to the assignment.

To grade with the Rubric Scorecard, click on the scale the paper has met for the criteria. The “Rubric Score” below the scorecard displays the total of all the selected cell values. The “Rubric Percentage” displays the percentage of the total points out of points possible for the Rubric Scorecard. Click on the “Apply rubric percentage to grade” button at the bottom of the Rubric sidebar to apply this percentage to the assignments total point value. Once a grade is applied from the Rubric Scorecard it will appear in the “Grade” field at the top right corner of the document viewer.

Using the Expanded Rubric Scorecard to Grade

Instructors can use the expanded Rubric Scorecard to grade papers in GradeMark. The expanded rubric opens a new window displaying the rubric cell descriptions. The expanded rubric can remain open and be used to grade each student’s paper as the instructor navigates through the submitted papers using the paper list drop-down located at the top right of the document viewer.

To view the expanded rubric within another window, from the Rubric sidebar click on the “Expand Rubric” icon.

The expanded rubric displays each cell description to allow instructors to easily select the criteria scales for the paper.

Click on the “Apply rubric percentage to grade” button at the bottom of the expanded rubric window to apply the rubric percentage to the assignments total point value. Once a grade is applied from the rubric scorecard it will appear in the “Grade” field at the top right corner of the document viewer.

To continue grading other student papers with the expanded rubric open in another browser window, click on the *next* arrow at the top right of the document viewer or use the “paper list” drop down to select a specific paper.