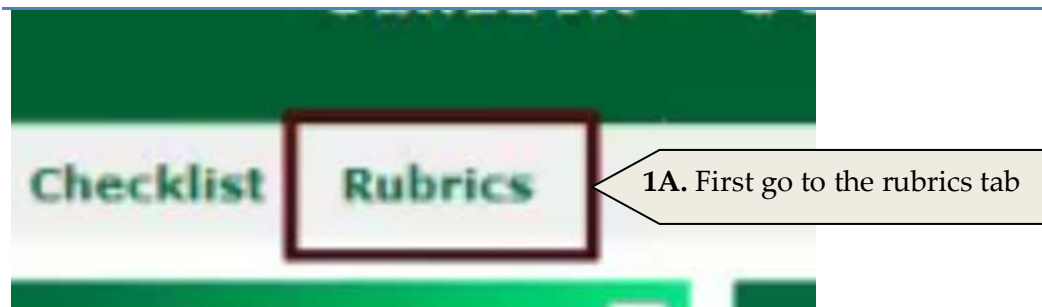


Creating and Managing Point Based Analytic Rubrics

In this tutorial we will learn how to create and manage a point based analytic rubric. Our rubric will include multiple sections and we will learn how to create these multiple sections.

Composition Rubric				
Syntactical	Excellent-3	Good-2	Poor-1	Unacceptable-0
Fluency	Ideas and words easily guides the reader from sentence to sentence and paragraph to paragraph	Ideas and sentence flow but some parts are "jumpy"	Ideas and sentences don't flow as easily and is a stretch to guide the reader	Sentences leave big holes in ideas, confuses and loses the reader
Structure	Paper is structured accordingly with introduction, supporting paragraphs, and conclusion. Topic sentences are provided	Paper has introduction, conclusion, and one supporting paragraph	Paper has introduction and supports some main ideas, but has no conclusion	Paper has introduction and some main ideas but no paragraphs
Relevancy	Uses relevant details that explain and support main ideas	Uses relevant details but doesn't support the main idea	Has some support of main ideas and some details are relevant	Has no relevant details and no support of main ideas
Lexical	Suberb-3	Fair-2	Poor-1	Failed-0
Mechanics	Spelling, grammar, punctuation, no run-on sentences, carefully proofread	Spelling, grammar and punctuation are good but run-on sentences and fragments exist	Grammar and punctuation are good but spelling is poor and has many run-on sentences	Spelling, grammar, and punctuation are terrible, can easily tell the paper wasn't proofread
Format	Correct use of MLA citation, includes works cited page, peer reviewed	Correct use of MLA citation and has works cited but is not peer reviewed	Did not use MLA citation, is not peer reviewed, but has works cited page	Did not use MLA format or works cited, not peer reviewed
Semantics	Fantastic-3	Acceptable-2	Meager-1	Unacceptable-0
Word choice	Word choice is fitting for a sophomore in college	Word choice is fitting for a freshman in college	Student's word choice is still at a high school level	Word choice is juvenile
Content	Offers fresh insights and talks about topic in depth	Has good ideas but needs more depth	Ideas and insights are superficial	Has no new ideas, ideas are juvenile
Overall Score	Exceeded Expectations	Met Expectations	Poorly Met Expectations	Didn't Meet Expectations
	17-21	12-17	6-11	0-5

Step 1. Setting up a New Rubric



st



1B. then click new rubric.

to this org unit are listed below. The Status column indicat

[Show Search Options](#)

Properties | **Levels and Criteria**


Cancel Save

General

* Name: 1C. Enter the name of the rubric

Status: [What is a rubric status?](#)

This rubric is in draft status, and cannot be used in assessments.

Description: 1E. Enter description


Type: [What are rubric types?](#)

* Initial # of Levels: 1G. Enter levels

* Initial # of Criteria: 1H. Enter criteria

Scoring Method: [What are scoring methods?](#) 1I. Enter scoring method

Advanced Availability

 [Collapse advanced availability options](#)

Allow new associations in: Competencies [What are associations?](#)

Cancel Save 1J. When finished click save,

1D. Enter status

1E. Enter description

1F. Enter type

Note that the number of levels and criteria only applies to the first section of the rubric.

1J. When finished click save,

Created successfully

1K. you will see the saved successfully box pop up in the lower right corner.

Step 2. Editing Criteria Group

Properties Levels and Criteria

2A. Then go to the levels and criteria tab.

Cancel

On this screen, we will begin by editing the names and points of the criteria group, criterion, and levels.

General

This drop down arrow will display options to edit the group, add group above or below, and add criterion. You can also delete the group but only if you have more than one group. It will delete all corresponding criteria under the particular criteria group.

2B. To do this, click on the drop down arrow next to the group name, by default the group name is criteria.

2C. Click on edit criteria group.

	Level 4	Level 3	Level 2	Level 1
Criterion 3				1 point
Overall Score	11 or more	8 or more	5 or more	0 or more

Cancel Save

* Criteria Group Name:

2D. You will be taken to a new screen where you can edit the group, level, and criteria

Level Names

* Level Name	* Score (points)
Excellent	3
Good	2
Poor	1
Unacceptable	0

2E. You can also change the number of points.

Criteria Names

* Criterion Name

Cancel Save

2F. When you have completed this, click save.

Properties **Levels and Criteria**

+ Add Criterion
 + Add Level
 + Add Criteria Group

Syntactical	Excellent 3 points		
Fluency			
Structure			
Relevancy			
Overall Score	Level 3 8 or more	Level 2 5 or more	Level 1 0 or more

Edit Criterion
 Copy Criterion
 Add Criterion Above
 Add Criterion Below
 Delete Criterion

2G. You will be taken back to the main screen. As you will notice the description of your criteria has not been created. This can be done by editing the criteria.

Step 3. Editing Criterion

3A. To edit criterion, click the drop down arrow next to your first criterion box.

You can edit, copy, add criterion above or below or delete the criterion.

3B. Click edit.

Criteria	Reverse Level Order	Poor 1 point	Unacceptable 0 points
Overall Score	Level 3 8 or more	Level 2 5 or more	Level 1 0 or more

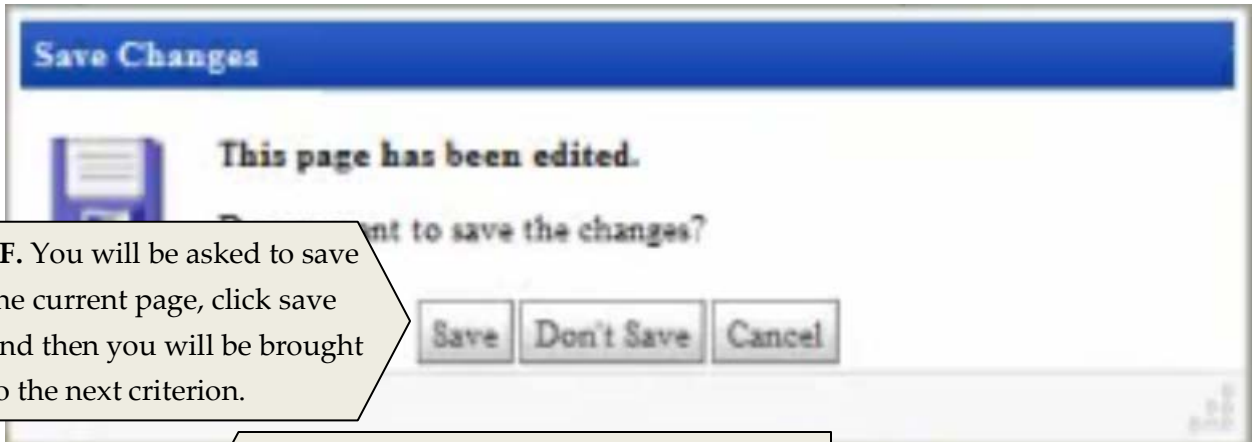
3C. You will be taken to a new screen that allows you to change the name and enter the description and feedback for each level.

3D. To begin editing each level, click on the pencil icon or in the box.

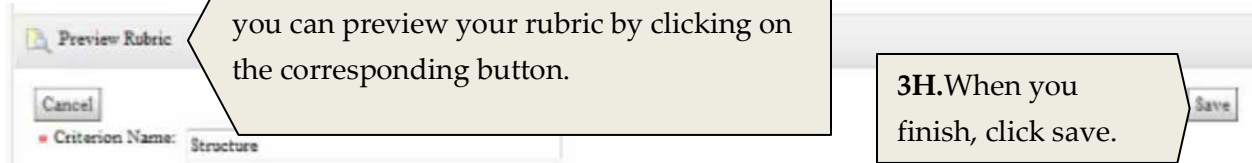
Leaving feedback will help your students know how to improve their work.

Level	Score	Description	Feedback
Excellent	3 points	Ideas and words easily guides the reader from sentence to sentence and paragraph to paragraph	
Good	2 points	Ideas and sentence flow but some parts are "jumpy"	

3E. If you want to view the next criterion click the blue arrow in the top toolbar.



3F. You will be asked to save the current page, click save and then you will be brought to the next criterion.



3G. Once you have edited all your criterion you can preview your rubric by clicking on the corresponding button.

3H. When you finish, click save.

Properties **Levels and Criteria**

+ Add Criterion + Add Level + Add Criteria Group ↑↓ Reorder Criteria ⇄ Reverse Level Order

Syntactical	Excellent 3 points	Good	Poor 1 point	Unacceptable 0 points
Fluency	Ideas and words easily guide the reader from sentence to sentence and paragraph to paragraph			Sentences leave big holes in ideas, confuses and loses the reader
Structure				
Relevancy				
Overall Score	Level 4 11 or more	Level 3 8 or more	Level 2 5 or more	Level 1 0 or more

3I. You will be taken back to the main screen and should see your descriptions corresponding to the criterion.

Step 4. Editing a Level

You can edit the level, add a level, or delete the level.
Caution: If you decide to add a level, it will add the new level in numerical order and you can change the order of the new level by changing the assigned score.

The screenshot shows the 'Levels and Criteria' tab in a software interface. At the top, there are tabs for 'Properties' and 'Levels and Criteria'. Below them is a table with columns for 'Good', 'Poor', and 'Unacceptable'. A context menu is open over the table, showing options: 'Edit Level', 'Add Level', and 'Delete Level'. Below the table, there are buttons for 'Preview Rubric' and 'Delete Level'.

	Good	Poor	Unacceptable	
Structure				
Relevancy				
Overall Score	Level 4 11 or more	Level 3 8 or more	Level 2 5 or more	Level 1 0 or more

4A. To edit the levels click on the drop down arrow next to the level selected.

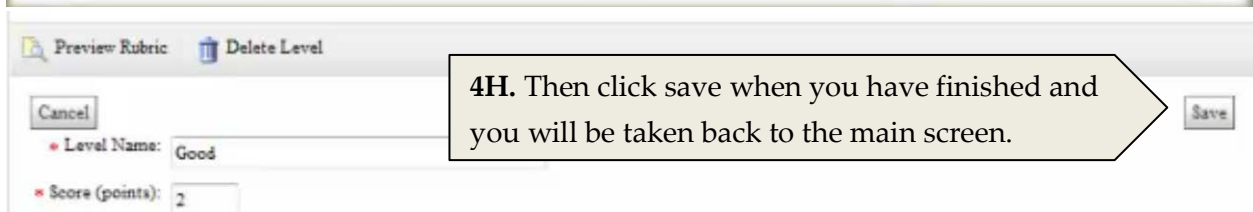
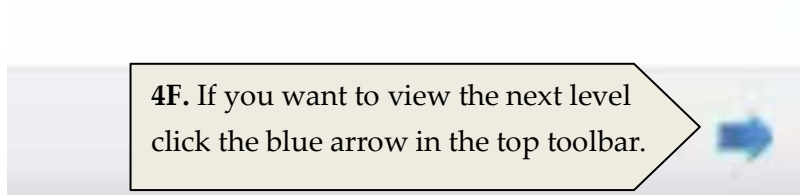
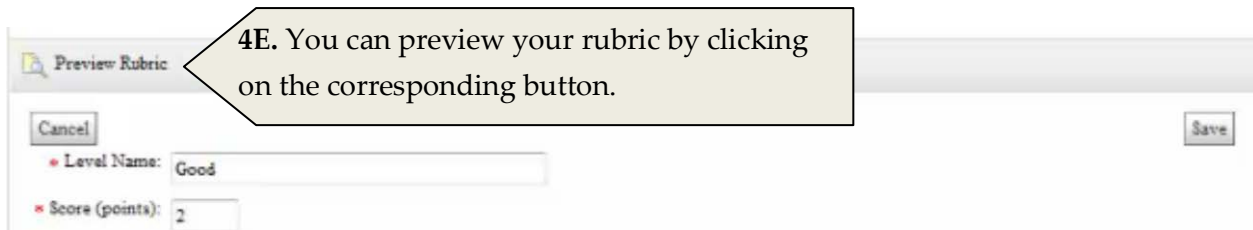
4B. Click on edit level.

4C. You will be taken to a screen where you can edit the name of the level and the points awarded.

The screenshot shows the 'Edit Level' screen. At the top, there are 'Cancel' and 'Save' buttons. Below them are input fields for 'Level Name' (set to 'Excellent') and 'Score (points)' (set to '3'). Under the heading 'Description and Feedback', there is a table with columns for 'Criteria', 'Description', and 'Feedback'. The 'Fluency' row is visible, with a pencil icon in the 'Description' column. The 'Structure' row is partially visible below it.

Criteria	Description	Feedback
Fluency	Ideas and words easily guides the reader from sentence to sentence and paragraph to paragraph.	
Structure	Paper is structured accordingly with introduction, supporting paragraphs, and conclusion. Topic sentences are provided.	

4D. Also from here you can change the different criterion descriptions and feedback of that level by clicking on the pencil icon or in the box.



Step 5. Adding a Criteria Group

5A. The add criteria group will bring you to a new page that allows you to create a criteria group.

Syntactical	Excellent 3 points	2 points	1 point	0 points
Fluency	Ideas and words easily guides the reader from sentence to sentence and paragraph to paragraph	Ideas and sentences flow but some parts are "jumpy"	Ideas and sentences don't flow as easily and is a stretch to guide the reader	Sentences leave big holes in ideas, confuses and loses the reader
Structure	Paper is structured accordingly with introduction, supporting paragraphs, and conclusion. Topic sentences are provided.	Paper has introduction, conclusion, and one supporting paragraph		
Relevancy	Uses relevant details that explain and support main ideas.	Uses relevant details but doesn't support the main idea.		
Overall Score	Level 4 11 or more	Level 3 8 or more	Level 2 5 or more	Level 1 0 or more

5B. If you add another criteria group it adds a new section to the rubric and each group is independent of the other groups. This means you can assign a different number of levels and criteria to each group.

Preview Rubric

Enter the name for this criteria group and choose the number of criteria and levels. When you're finished, click the Save button to proceed. [Why?](#)

* Criteria Group Name: Lexical

* Initial # of Criteria: 2 criteria

* Initial # of Levels: 4 levels

Copy from: Syntactical

Cancel Save

Preview Rubric Delete Criteria Group

Cancel Save

* Criteria Group Name:

Level Names

* Level Name	* Score (points)
Suberb	3
Fair	2
Poor	1
Failed	0

Criteria Names

* Criterion Name
Mechanics
Format

Cancel Save

5C. You can edit the group, level, and criteria names. When finished, click "save."

Properties **Levels and Criteria**

Add Criterion **Add Level**

Syntactical	Excellent	Good
Fluency	Ideas and words easily guides the reader from sentence to sentence and paragraph to	Ideas and sentence flow but some parts are "jumpy"

5D. You can also add more criterion and levels by clicking the corresponding tabs.

Choose a criteria group to add this criteria to. When feedback for each performance level.

Criteria Group: [What are criteria groups?](#)

Cancel Next

5E. If you add a criterion or level you will be taken to a new screen where you will choose which group to add the level or criterion to.

Cancel Save

Criterion Name:

Criteria Group: Lexical
[What are criteria groups?](#)

Repeat Step 4C and 4D then save.

Description and Feedback

Descriptions for each performance level can be added to outline the requirements that must be met for this criterion. Optional feedback can be added for each of the levels.

Level	Score	Description	Feedback
Superb	3 points		

Relevancy		Uses relevant details that explain and support main ideas.	Uses relevant details but doesn't support the main idea.		
Lexical		Superb 3 points	Fair 2 points	Poor 1 point	Failed 0 points
Mechanics					
Format					
Testing					
Overall Score		11 or more	8 or more	5 or more	Level 1 0 or more

5F. If you are adding a new criterion, the criterion will be added to the bottom of the particular criteria group.

Add Criterion
 Add Level

5G. To add a level click on "Add Level"

Syntactical	Excellent	Good
Fluency	Ideas and words easily guides	Ideas and sentence flow but

Preview Rubric

Select criteria groups to add this performance level to. When you're finished, click the Next button to proceed with naming the performance level, assigning a score, and adding descriptions and feedback.

- Criteria Groups: Syntactical
- Lexical

[What are criteria groups?](#)

Cancel

Next

5H. Choose the group you want the new Criteria to be shown under.

Preview Rubric

Cancel

Next

Level Name:

Score (points):

Description and Feedback

Descriptions for each criterion that uses this performance level should outline the requirements to meet this level. Feedback for each criterion is optional.

Criteria	Description	Feedback
Mechanics 	<input type="text"/>	<input type="text"/>

Syntactical	Excellent 3 points	Good 2 points
Fluency	Ideas and words easily guides the reader from sentence to sentence and paragraph to paragraph	Ideas and sentences flow but some parts are "jumpy"
Structure	Paper is structured accordingly with introduction, supporting paragraphs, and conclusion. Topic sentences are present.	Paper has introduction, conclusion, and one supporting paragraph
Relevancy	Uses relevant details that explain and support main ideas.	Uses relevant details but doesn't support the main idea.
	Testing 5 points	Superb 3 points



5I. If you are adding a level with this method the new level will be placed in numerical order still in the chosen criteria group.

Step 6. Reordering Criteria and Reversing Level Order

You also have the option of reordering your criteria.

6A. To do this, click on reorder

6B. Once you have done this click save.

6C. A new screen will appear that allows you to change the order.

You will be taken back to the main screen.

6D. Now you also have the option to reverse the level order.

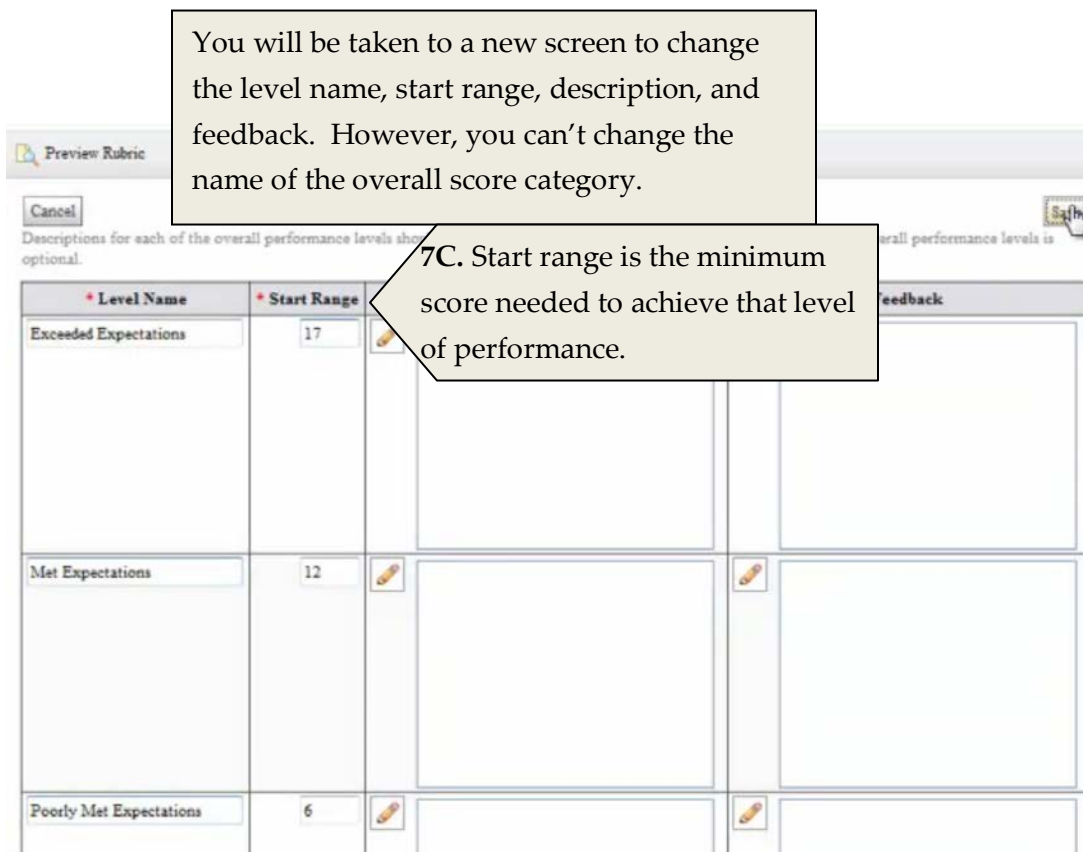
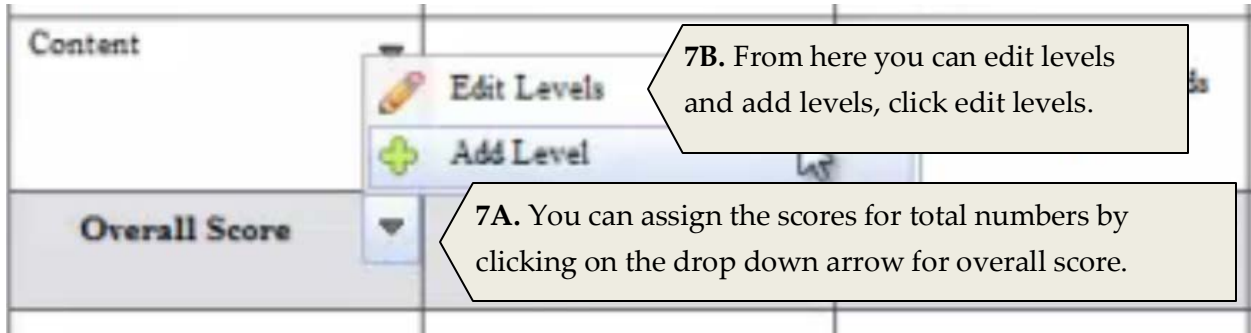
This will move the level (points) order from increasing to decreasing or decreasing to increasing.

Criteria	Sort Order
Syntactical	1
Fluency	1
Structure	2
Relevancy	3
Lexical	2
Mechanics	1
Format	2
Semantics	3
Word Choice	1
Content	2

Unacceptable 0 points	Poor 1 point	Good 2 points	Excellent 3 points
Paper has introduction and some main ideas but no	Paper has introduction and supports some mains ideas.	Paper has introduction, conclusion, and one	Paper is structured accordingly with

Step 7. Final Option to Modify Rubrics

One final option available to modify your rubrics is at the bottom of the rubrics listed, this area includes the overall score of each level. With the different criteria groups used you can have an overall score.



In this tutorial we have learned how to create and manage the levels and criteria of an existing point based analytic rubric.