



# Creating and Managing Text Based Analytic Rubrics

In this tutorial we will learn how to create and manage a text based analytic rubric.

<b>Composition Rubric</b>				
<b>Syntactical</b>	<b>Excellent-3</b>	<b>Good-2</b>	<b>Poor-1</b>	<b>Unacceptable-0</b>
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.
<b>Lexical</b>	<b>Suberb-3</b>	<b>Fair-2</b>	<b>Poor-1</b>	<b>Failed-0</b>
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use of MLA citation, includes works cited page, peer reviewed	Correct use of MLA citation and has works cited but is not peer reviewed	Did not use MLA citation, is not peer reviewed, but has works cited page	Did not use MLA format or works cited, not peer reviewed
<b>Semantics</b>	<b>Fantastic-3</b>	<b>Acceptable-2</b>	<b>Meager-1</b>	<b>Unacceptable-0</b>
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
<b>Overall Score</b>	<b>Exceeded Expectations</b>	<b>Met Expectations</b>	<b>Poorly Met Expectations</b>	<b>Didn't Meet Expectations</b>
	17-21	12-17	6-11	0-5

A text based rubric evaluates students' work with text, there are no points, and the overall score can be edited but there is no start range. Text based rubrics have more flexibility because you can assign any number of points to a criterion rather than being restricted to a specific number. For example, a rubric with levels worth 6, 4, 2, 0 points will only allow you as the instructor to assign 6, 4, 2, 0 points, but what if someone scored 3 points? With a text based rubric you can give that person 3 points.

# Step 1. Setting Up Text Based Rubrics

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Our rubric will include multiple sections and we will learn how to create these multiple sections.



Properties Levels and Criteria


Cancel Save

1J. Now click save

General

Name: Composition 3 1C. Enter the name of the rubric

Status: Draft 1D. Enter status [What is a rubric status?](#)  
This rubric is in draft status, and cannot be used in assessments.

Description: 

1E. Enter description

Type: Analytic 1F. Enter type [What are rubric types?](#)

Initial # of Levels: 4 1G. Enter levels

Initial # of Criteria: 3 1H. Enter criteria

Scoring Method: 

- Points
- Text Only
- Points
- Custom Points

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

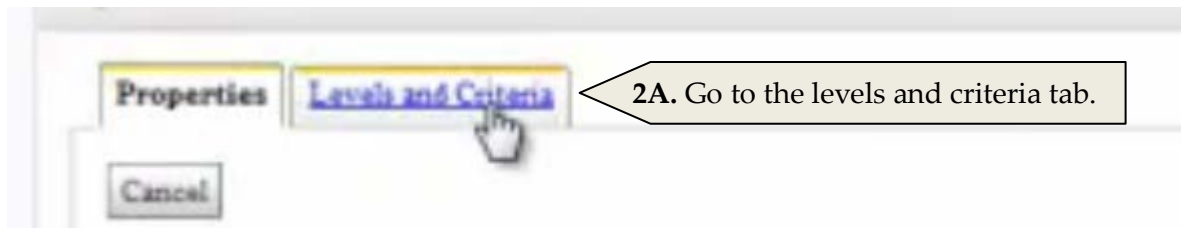
Advanced Availability

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

Created successfully

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

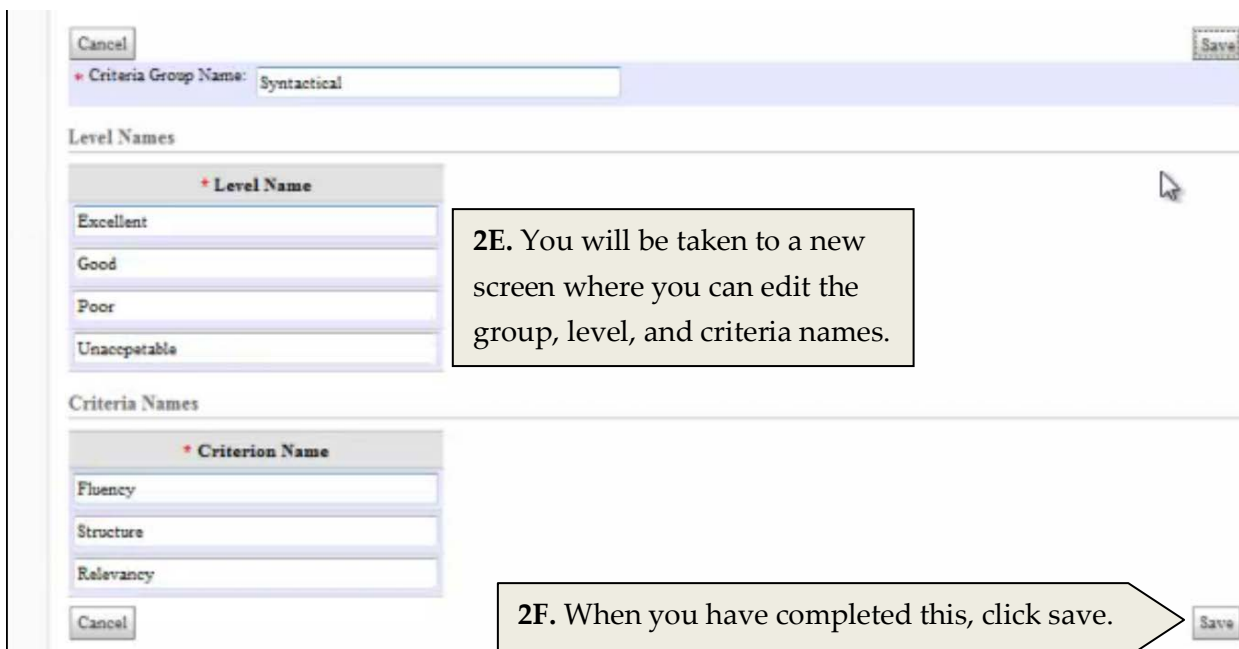
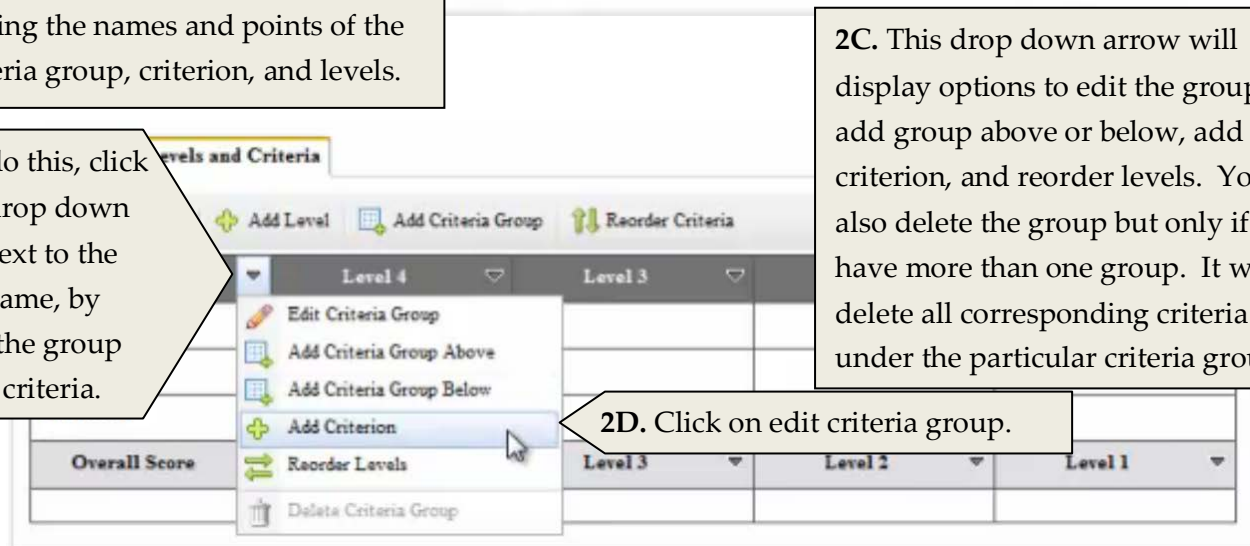
# Step 2. Adding Criteria to Rubric



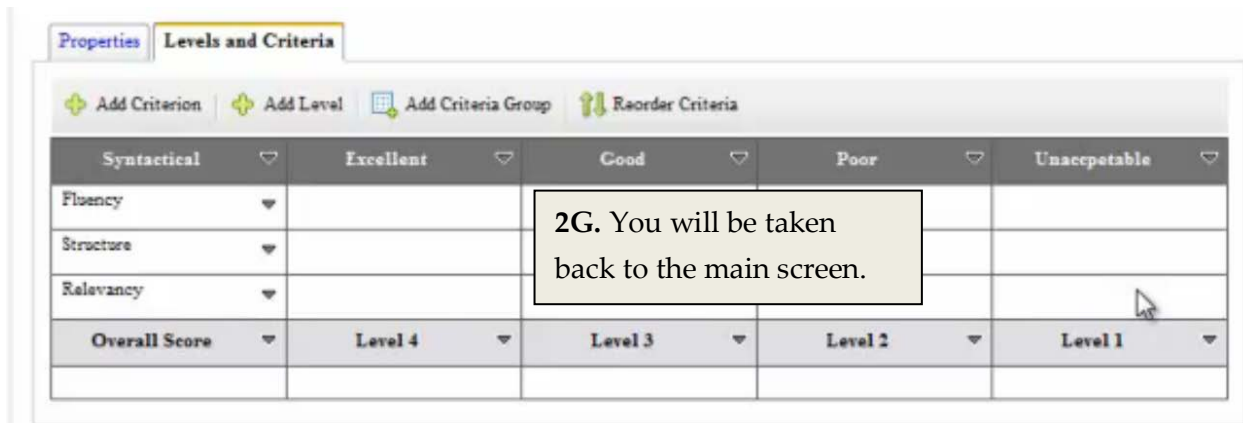
On this screen, we will begin by editing the names and points of the criteria group, criterion, and levels.

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

2C. This drop down arrow will display options to edit the group, add group above or below, add criterion, and reorder levels. 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.

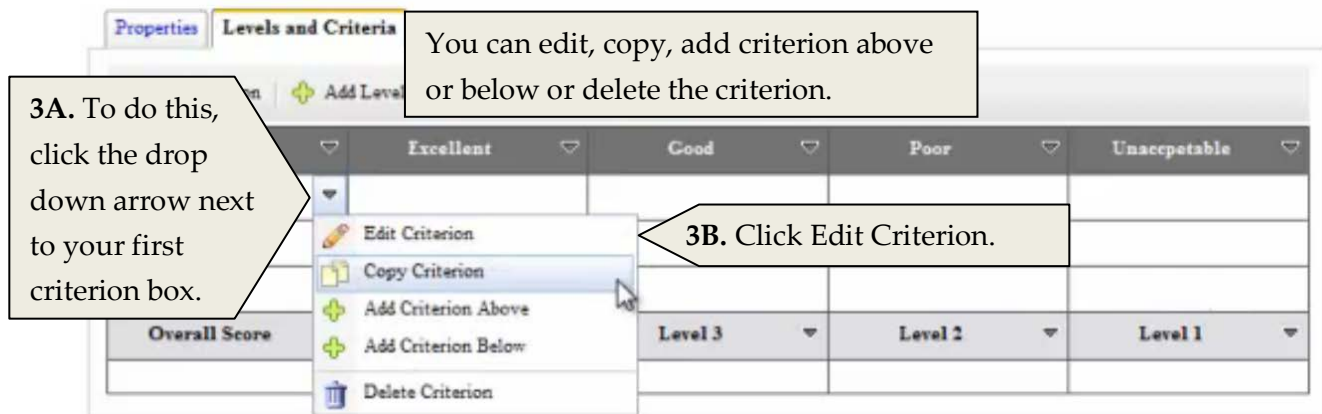


2F. When you have completed this, click save.



## Step 3. Editing Criteria

As you will notice the description of your criteria has not been created. This can be done by editing the criteria.



Cancel Criterion Name: Fluency 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	Description	Feedback
Excellent	<p>Basic Advanced</p> <p>o b c   B / U   [List Icons]</p> <p>Ideas and words easily guides the reader from sentence to sentence and paragraph to paragraph</p>	
Good	<p>Basic Advanced</p> <p>o b c   B / U   [List Icons]</p> <p>Ideas and sentence flow but some parts are "jumpy"</p>	


3C. to begin editing each level click on the pencil icon or in the box

3D. Leaving feedback will help your students know how to improve their work.

← →

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

Save Changes

 This page has been edited.  
Do you want to save the changes?

Save Don't Save Cancel

3F. You will be asked to save the current page, click save

Preview Rubric    Delete Criterion

Cancel

Criterion Name: Structure

**3G.** then you will be brought to the next criterion.

**3H.** When you are finished click save.

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	Description	Feedback
Excellent		

Preview Rubric

Properties    **Levels and Criteria**

Add Criterion    Add Level    Add Criteria Group    Reorder Criteria

Syntactical	Excellent	Good	Poor	Unacceptable
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"		
Structure				
Relevancy				
<b>Overall Score</b>	<b>Level 4</b>	<b>Level 3</b>	<b>Level 2</b>	<b>Level 1</b>

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

# Step 4. Adding Levels to Rubric

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

4B. Click on edit level.

You can edit the level, add a level to the left or right, reorder levels, or delete the level.

Criteria	Level 4	Level 1
Syntactical		
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"
Structure		
Relevancy		
Overall Score	Level 4	Level 1

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

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.

Criteria	Description	Feedback
Fluency	Ideas and sentences don't flow as easily and is a stretch to guide the reader	
Structure	Paper has introduction and supports some main ideas, but has no conclusion	

# Edit Criterion

## Composition 3

 Preview Rubric



4E. You can preview your rubric by clicking on the corresponding button.

Cancel

4F. If you want to view the next level click the blue arrow in the top toolbar.



Save Changes

This page has been edited.  
Do you want to save the changes?

Save Cancel

4G. You will be asked to save the current page, click save and then you will be brought to the next level.

Preview Rubric Delete Level

Cancel

Level Name: Unacceptable

Save

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
Fluency	<p>Basic</p> <p>Advanced</p> <p>Sentences leave big holes in ideas, confuses and loses the reader</p>	

4H. Then click save when you have finished

4I. You will be taken back to the main screen.

Syntactical	Excellent	Good	Poor	Unacceptable
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 has introduction and supports some main ideas, but has no conclusion	
Relevancy				
Overall Score	Level 4	Level 3	Level 2	Level 1

## Step 5. Another Way to Add Criteria and Levels

Note that there are two ways to create a rubric; you can add descriptions by editing level by level or criterion by criterion

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

Syntactical	Excellent	Good	Poor	Unacceptable
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 has introduction and supports some main ideas, but has no conclusion	
Relevancy				
Overall Score	Level 4	Level 3	Level 2	Level 1

\* Criteria Group Name: Lexical

\* Initial # of Criteria: 2 criteria

\* Initial # of Levels:  4 levels  
 Copy from: Syntactical

Cancel Save

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.

Cancel Save

\* Criteria Group Name: Lexical

Level Names

* Level Name
Superb
Fair
Poor
Failed

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.

## Add Criterion

Composition 3

Preview Rubric

Choose a criteria group to add this criteria to. When you're finished, you can add descriptions and feedback for each performance level.

Criteria Group: Syntactical

[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

Criteria Name: Test

Criteria Group: Lexical

[What are criteria groups?](#)

Repeat Step 4C and 4D then save.

Save

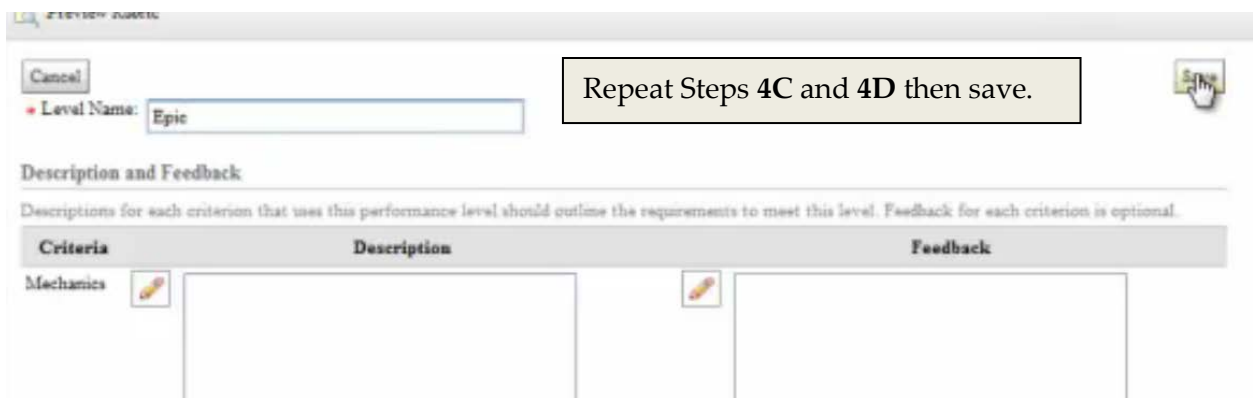
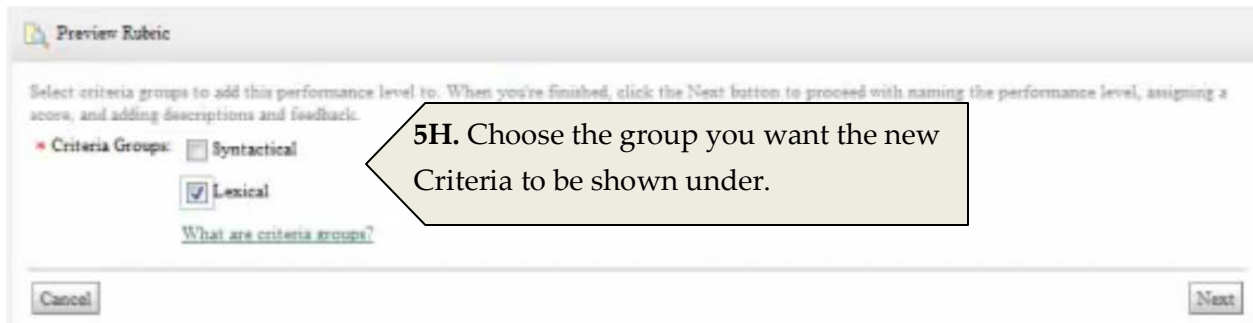
### Description and Feedback

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	Description	Feedback
Superb		

Mechanics		
Format		
Test		
Overall Score	Level 4	Level

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



Criteria	Description	Feedback
Mechanics		

Poor	Unacceptable	
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	
Paper has introduction and supports some main ideas, but has no conclusion.		

5I. If you are adding a level with this method the new level will be placed at the end of the levels of the particular criteria group.

# Step 6. Reordering Criteria

You also have the option of reordering your criteria.

The screenshot shows the 'Levels and Criteria' interface. At the top, there are tabs for 'Properties' and 'Levels and Criteria'. Below the tabs are buttons for 'Add Criterion', 'Add Level', 'Add Criteria Group', and 'Reorder Criteria'. The 'Reorder Criteria' button is highlighted with a red box. A callout box with a yellow background and black border points to this button, containing the text: '6A. To do this, click on reorder criteria.'

Syntactical	Excellent	Good	Poor	Failed
Floency	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
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Lexical	Superb	Fair	Poor	Failed
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	Acceptable	Meager	Unacceptable

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

6C. Once you have done this click save.

The screenshot shows a 'Reorder' dialog box for a rubric. It lists criteria and their current sort order. The criteria are grouped into Syntactical, Lexical, and Semantics. Syntactical includes Fluency (order 2), Structure (order 1), and Relevancy (order 3). Lexical includes Mechanics (order 1) and Format (order 2). Semantics includes Word Choice (order 1) and Content (order 2). Buttons for 'Cancel' and 'Save' are visible at the top and bottom.

6D. You will be taken back to the main screen.

## Step 7. Another Way 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. From here you can edit levels, add levels, and reorder levels.

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	Acceptable	Meager	Unacceptable
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	<div data-bbox="406 1480 730 1606" data-label="Complex-Block"> <ul style="list-style-type: none"> <li> Edit Levels</li> <li> Add Level</li> <li> Reorder Levels</li> </ul> </div>	good ideas but needs more depth	ideas and insights are superficial	Has no new ideas, ideas are juvenile
Overall Score	Level 4	Level 3	Level 2	Level 1

7A. click edit levels.

Cancel Save

Descriptions for each of the overall performance levels should outline the requirements to meet that level. Feedback for each overall performance level is optional.

Level Name	Description	Feedback
Exceeded Expectations		
Met Expectations		
Poorly Met Expectations		
Didn't Meet Expectations		

**7B.** You will be taken to a new screen to change the level name, description, and feedback. However, you can't change the name of the overall score category.

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