



Creating and Managing Percentage Based Holistic Rubric

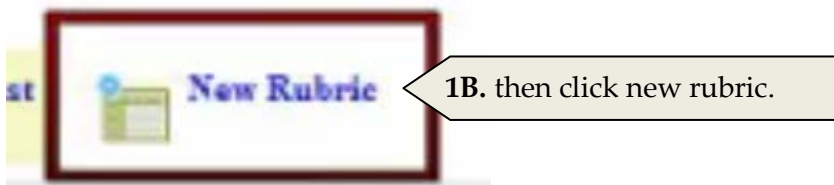
In this tutorial we will learn how to create and manage a percentage based holistic rubric. A percentage based rubric evaluates students' work with percentages and assigns a score as a whole.

Composition Rubric			
Level	Start Range	Description	Feedback
Excellent	90 %	Paper has excellent fluency, structure, mechanics, content, and uses the correct format.	Wonderful job!
Good	80%	Paper is lacking some fluency, structure, and content, but uses the correct format and mechanics are good.	Fantastic but work on content and fluency. Structure will come naturally.
Fair	70%	Paper has good structure and format but mechanics, fluency, and content need more work.	Good but mechanics such as spelling and grammar need work. Fluency and content need more depth.
Poor	60%	Paper is lacking in all areas but some effort was put forth.	You can do better if you put more time into the assignment.
Unacceptable	0%	Paper is lacking in all areas and student clearly didn't try.	Come see me.

Step 1. Setting up Holistic Rubrics



1A. First go to the rubrics tab,



General

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

1D. Enter status
Status: [What is a rubric status?](#)

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

Description: 1E. Enter description

Type: 1F. Enter type

[What are rubric types?](#)

Initial # of Levels: 1G. Enter levels

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

1I. Now click save,

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

Step 2. Editing Multiple Levels



2A. Then go to the levels tab.



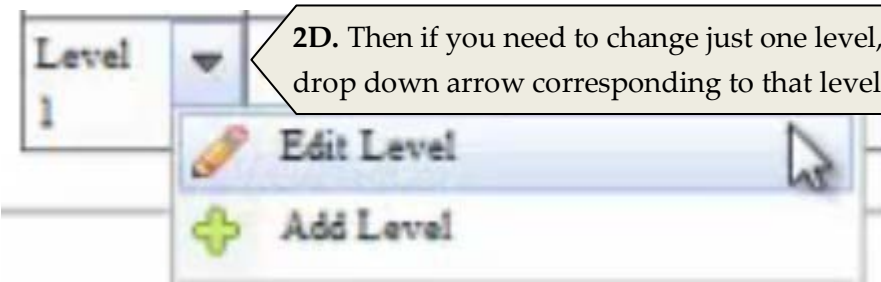
2B. On this screen, we will begin by editing the names of the levels. To do this, click on edit levels

Level Name	Start Range	Description	Feedback
Excellent	90	<p>Paper has excellent fluency, structure, mechanics, content, and uses the correct format</p>	<p>Wonderful job!</p>
Good	80	<p>Paper is lacking some fluency, structure, and content but uses the correct format and mechanics are good</p>	<p>Fantastic but work on content and fluency. Structure will come naturally.</p>

2C. You will be brought to a screen allowing you to change all the level names, descriptions, and feedback at once.

Leaving feedback will help your students know how to improve their work. The feedback you enter in this section will be generic to all students. Later you can modify this feedback for each student if you would like.

It is recommended to use this button when you first begin creating a rubric.

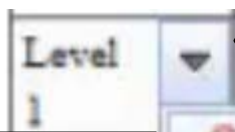


2D. Then if you need to change just one level, click on the drop down arrow corresponding to that level.

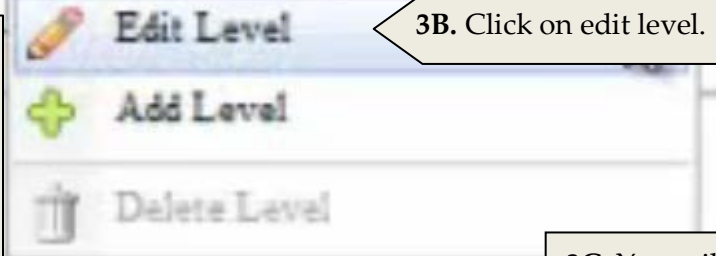


2E. Click save when you have finished editing. You will be brought to the main screen.

Step 3. Editing a Single Level



3A. To edit a single level, click on the drop down arrow next to the level name.



This drop down arrow will display options to edit the level, add level, and delete the level.

3B. Click on edit level.

3C. You will be taken to a new screen where you can change the level name, start range, description, and feedback.

The screenshot shows the editing interface for a level. It includes the following elements:

- Level Name:** A text field containing "Unacceptable".
- Start Range (%):** A text field containing "0".
- Description:** A rich text editor with a toolbar (bold, italic, underline, list, link) and a text area containing "Paper is lacking in all areas and student clearly didn't try".
- Feedback:** A rich text editor with a toolbar and a text area containing "Come see me.".

Each of the text areas (Description and Feedback) has a "Basic" and an "Advanced" tab for editing. The "Basic" tab is currently selected for both.

The start range is the minimum percentage needed to achieve that level of performance.



3D. You can go to the next level by clicking on the green arrow in the top toolbar.

Save Changes



This page has been edited.

Do you want to save the changes?



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

Then you will be brought to the next level.



3F. Once you have edited all your levels you can preview the rubric by clicking the corresponding button.



3G. When you finish click save

You will be brought back to the main screen and should see your descriptions corresponding to the level.

Level	Start Range	Description	Feedback
Excellent	90 % or more	Paper has excellent fluency, structure, mechanics, content, and uses the correct format	Wonderful job!
Good	80 % or more	Paper is lacking some fluency, structure, and content but uses the correct format and mechanics are good	Fantastic but work on content and fluency. Structure will come naturally.
Fair	70 % or more	Paper has good structure and format but mechanics, fluency, and content need more work.	Good but mechanics such as spelling and grammar need work. Fluency and content need more depth.
Unacceptable	0 % or more	Paper is lacking in all areas and student clearly didn't try	Come see me.

Step 4. Adding and Reordering Levels

From this screen you also have options to add a level and reorder levels.



4A. When you click add level you will be brought to the same screen as when you edit a level.

A screenshot of a software interface for editing a level. It features a "Cancel" button at the top left. Below it are two red asterisks: "Level Name:" with a text input field containing "Poor", and "Start Range (%):" with a text input field containing "60". The "Description:" section has a pencil icon, two tabs labeled "Basic" and "Advanced", and a rich text editor with a toolbar. The text in the editor reads "Paper is lacking in all areas but some effort was put forth". At the bottom, the "Feedback:" section also has a pencil icon, two tabs labeled "Basic" and "Advanced", and a rich text editor with a toolbar. The text in the feedback editor reads "You can do better if you put more time into the assignment." There are also some navigation icons at the bottom of the form.

4B. On this screen enter the level name, start range, description, and feedback.

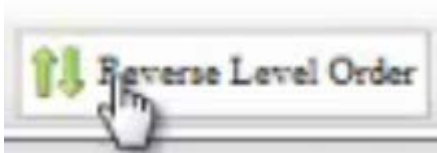


4C. Then click save.

Fair	▼	70 % or more
Poor	▼	60 % or more

4D. You will be brought to the main screen and should see your new level added in accordance with the start range.

So if you add a level with a start range of 90% it will be placed above the 80% start range.



4E. The final option is to reverse level order, when you do this the levels will change from increasing to decreasing or decreasing to increasing.

	▼	0 % or more
Unacceptable		
Poor	▼	60 % or more
Fair	▼	70 % or more
Good	▼	80 % or more
Excellent	▼	90 % or more

In this tutorial we have learned how to create and manage a percentage based holistic rubric.