

Creating and Managing Text Based Holistic

In this tutorial we will learn how to create and manage a text based holistic rubric. A text based rubric evaluates students' work with text, there are no percentages.

Composition Rubric		
Level	Description	Feedback
Excellent	Paper has excellent fluency, structure, mechanics, content, and uses the correct format.	Wonderful job!
Good	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	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	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	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



1B. then click new rubric.

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

Description:

1E. Enter Description

Type:

1F. Enter type

[What are rubric types?](#)

1G. Enter Levels

* Initial # of Levels:

Scoring Method:

1H. Enter scoring method

[What are scoring methods?](#)

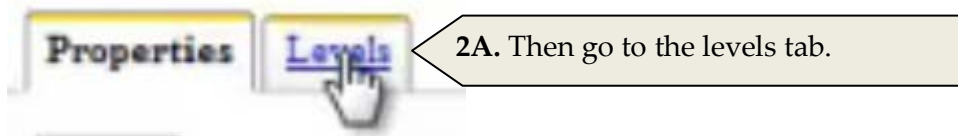
1I. Now click save



Saved successfully

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

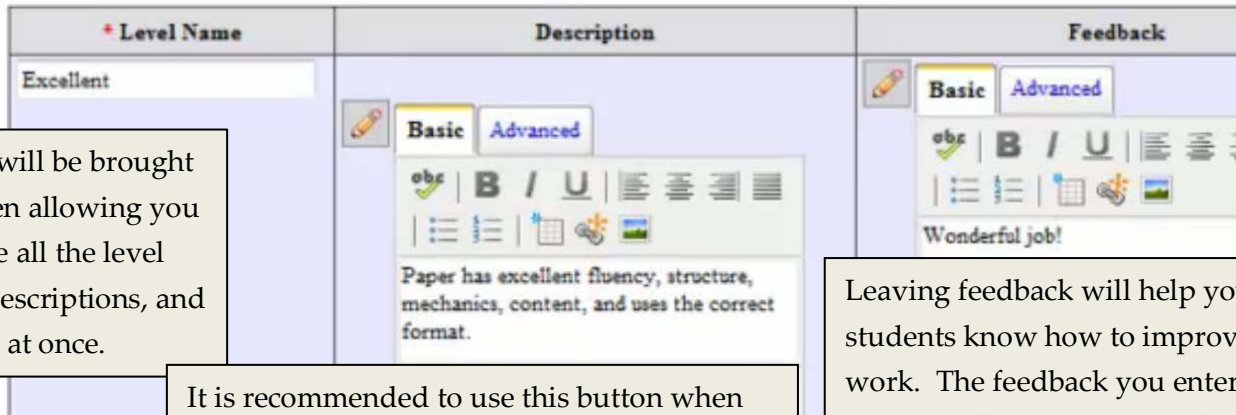
Step 2. Levels Tab for Holistic Rubrics



2A. Then go to the levels tab.



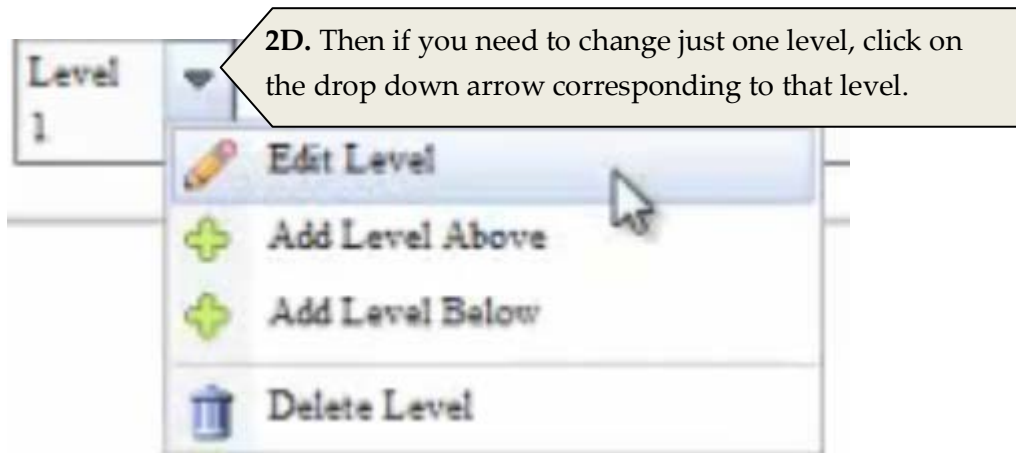
2B. On this screen, we will begin by editing the names of the levels. To do this, click on edit levels,



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

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

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.

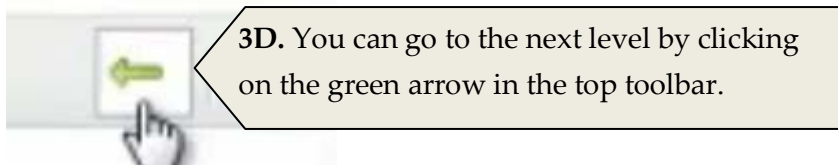
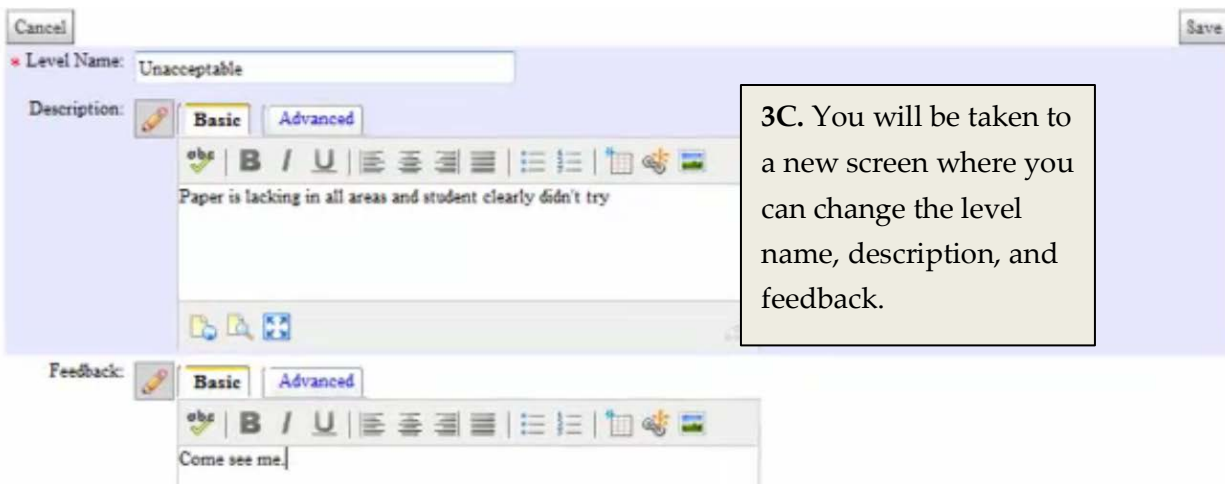
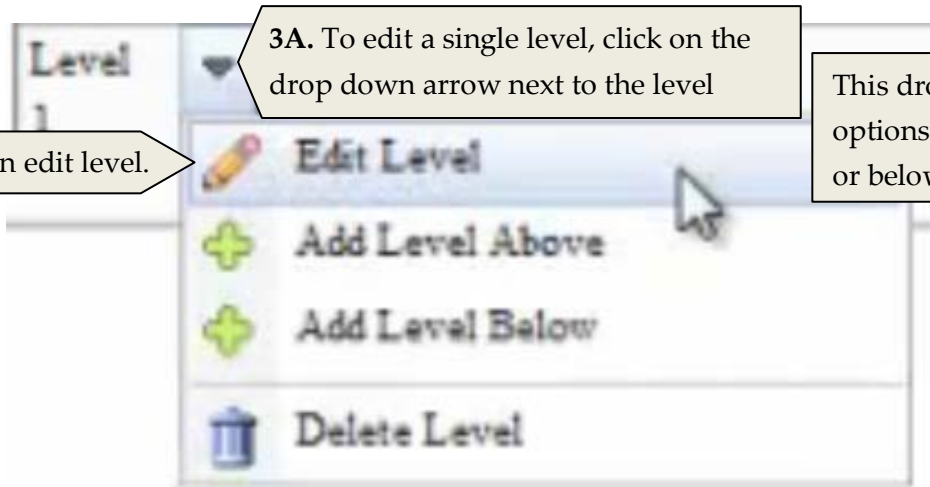


2D. Then if you need to change just one level, click on the drop down arrow corresponding to that level.



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

Step 3. Editing Single Levels



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.

Save Don't Save

Then you will be brought to the next level.

Preview Rubric

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



3G. When you finish click save, and you will be brought back to the main screen and should see your descriptions corresponding to the level.

Step 4. Adding and Reordering Levels

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

Add Level

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

Cancel

Level Name: Poor

Description: Basic Advanced

Paper is lacking in all areas but some effort was put forth.

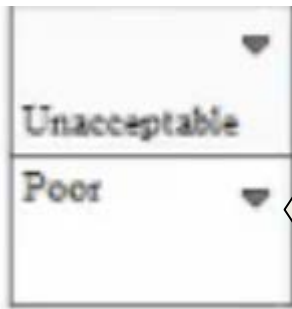
Feedback: Basic Advanced

You can do better if you put more time into the assignment.

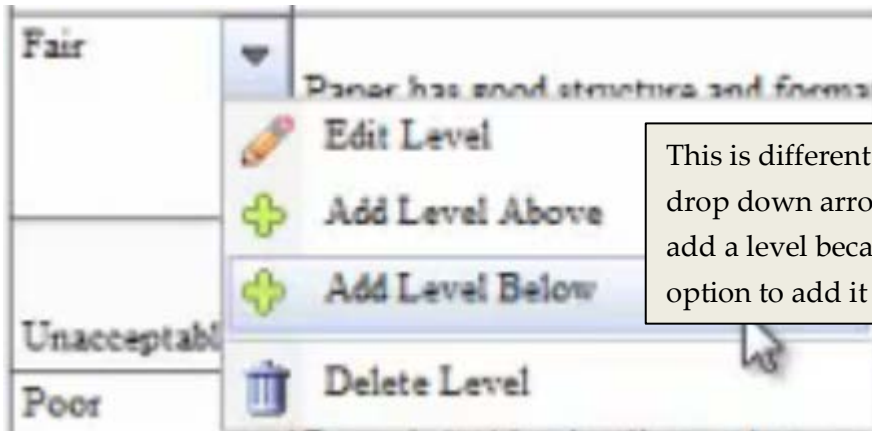
Save

4C. then click save.

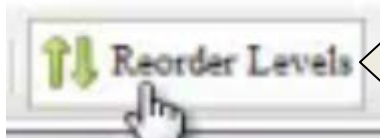
4B. On this screen enter the level name, description, and feedback,



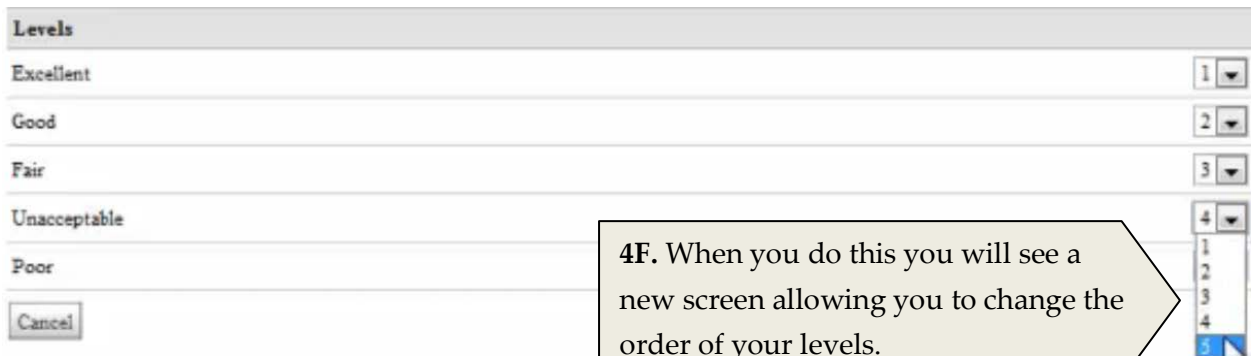
4D. You will be brought to the main screen and should see your new level added to the bottom of the current levels.



This is different from when you use the drop down arrow of a particular level to add a level because then you have an option to add it above or below.



4E. The final option is to reorder levels,



4F. When you do this you will see a new screen allowing you to change the order of your levels.



4G. Click save when you have finished.

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