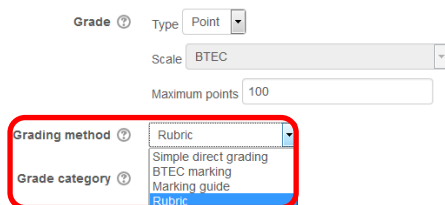# Creating and using Moodle Rubrics

Rubrics are marking methods that allow staff to ensure that consistent grading practices are followed, especially when grading as a team. They comprise a set of criteria and an evaluation scale which are awarded ascending or descending grades. The raw rubric score is calculated as a sum of all criteria grades. The final grade is calculated by comparing the actual score with the possible score. They are attached to assignment dropboxes and are available for everyone involved in the marking process to use.
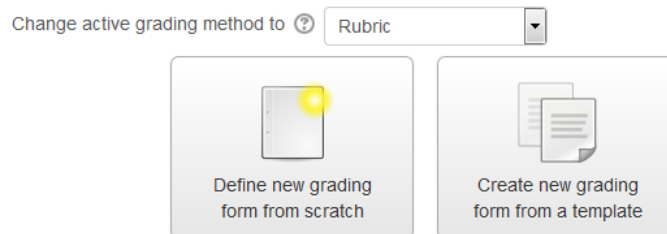
Create your assignment as normal. When you reach the **Grade** section click on the down arrow next to **Grading method** and choose **Rubric** from the dropdown menu.

Complete the rest of the fields and then click on the **Save and Display** button at the bottom of the page.

If you haven't created a rubric before you will see a screen similar to the one below.
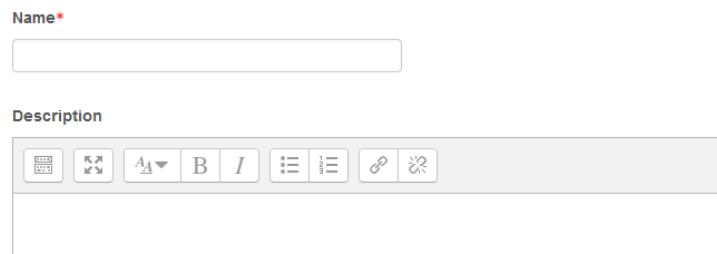
For the purposes of this guide we will only be looking at defining a new grading form from scratch (yes Moodle still uses the term grading form even though we are now looking at rubrics).

Click on the **Define new grading form from scratch** button.

Give the rubric a **Name** and a **Description**.

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Rubric

Under the **Rubric** section click in the first column of the table on the grey text that says **Click to edit criterion** to add your criterion text. The criterion scales are called levels in Moodle so decide how many levels you want to assign for each criterion and use the **Add level** button to add enough columns; then click on the **Click to edit level** text in each column to add your scales (e.g. percentages or pass, merit, distinction) and your points for each scale.

Please note you cannot create a qualitative rubric using Moodle; only quantitative rubrics are available as you are required to enter a point value for each criterion level.

To delete a criterion or a level, click on the **X** icon in the appropriate cell of the table. Click on the **Add criterion** button to add further rows to your rubric table. Moodle doesn't seem to limit the number of columns (or rows) that you can add but be warned the interface becomes more difficult to use the more columns you add. You will have to scroll and probably reduce the size of the rubric to keep it all on the page and it can sometimes disappear under or overlay the blocks on the right hand side of the page. Here is an example of a completed rubric.

Please be aware that you cannot mark offline if you are using a rubric and you must set one of your levels to zero otherwise the automatic calculation will not work properly.

Under the **Rubric options** section decide whether you want to **Sort** (the) **order for levels** in ascending or descending order. The example above shows them in ascending order.

You can allow students to preview the rubric before grading is complete by ticking the first of the checkboxes.

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You then have two display options which allow you to choose at what point to show the rubric in the marking process and two point options which allow you to choose at what point to show the points in the marking process.

You can also choose to allow markers to add extra text comments to each criterion for more personalised feedback and whether to show these extra comments to other markers.

Finally you can choose to **Save** (the) **rubric and make it ready** or just **Save** (it) **as** (a) **draft** by clicking the appropriate button.

If you save the rubric as a draft you will see the following screen with the rubric shown in preview mode. You can choose to delete the rubric (by clicking on the **Delete the currently defined form** button) or **Edit** the rubric if you don't like the layout and then either make it available or save it as a further draft.

If you decide to create a draft rubric and then come back to edit it at a later date you will need to click on the assignment title and then find the **Assignment Administration** menu (usually on the left hand side of your Moodle space) to access the rubric as it will not appear if you go into the assignment. Find **Advanced grading** on the menu and then **Define rubric** beneath it.

3

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Advanced grading: Moodle assignment sample (Submissions)

Change active grading method to ⑦ [Rubric ▼]

Edit the current form definition

Delete the currently defined form

Please note: the advanced grading form is not ready at the moment. Simple grading method will be used until the form has a valid status.

Test rubric Draft

Test rubric

Spelling	Poor	Average	Good	Very good
	0 points	*1 points*	*2 points*	*3 points*
Grammar	Poor	Average	Good	Very good
	0 points	*1 points*	*2 points*	*3 points*

Rubric options

Sort order for levels: **Ascending by number of points**

☑ Allow users to preview rubric used in the module (otherwise rubric will only become visible after grading)

☑ Display rubric description during evaluation

☑ Display rubric description to those being graded

☑ Display points for each level during evaluation

☑ Display points for each level to those being graded

☑ Allow grader to add text remarks for each criterion

☑ Show remarks to those being graded

To make the rubric available click on the **Edit the current form definition** button and then click on the **Save** (the) **rubric and make it ready** button. You will then see a screen similar to the one below. Once again you can **Edit the current form definition**; **Delete the currently defined form** or **Publish the form as a new template** so that you (and other Brookes' staff) can reuse the rubric when marking other assignments.

4

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Change active grading method to ⓘ Rubric ▾

Edit the current form definition	Delete the currently defined form	Publish the form as a new template
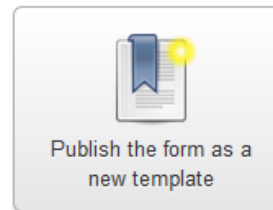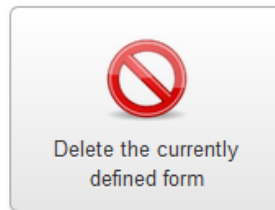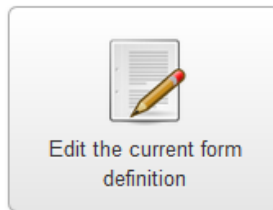
Test rubric Ready for use

Test rubric

Score to grade mapping rules

The minimum possible score for this rubric is **0 points** and it will be converted to the minimum grade available in this module (which is zero unless the scale is used). The maximum score **6 points** will be converted to the maximum grade.
Intermediate scores will be converted respectively and rounded to the nearest available grade.
If a scale is used instead of a grade, the score will be converted to the scale elements as if they were consecutive integers.

| Spelling	Poor	Average	Good	Very good
	0 points	*1 points*	*2 points*	*3 points*
Grammar	Poor	Average	Good	Very good
	0 points	*1 points*	*2 points*	*3 points*

Rubric options

Sort order for levels: **Ascending by number of points**

☑ Allow users to preview rubric used in the module (otherwise rubric will only become visible after grading)

☑ Display rubric description during evaluation

☑ Display rubric description to those being graded

☑ Display points for each level during evaluation

☑ Display points for each level to those being graded

☑ Allow grader to add text remarks for each criterion

☑ Show remarks to those being graded

When students submit an assignment to the dropbox they will see a copy of the rubric on their submission page. They simply click on the **Add submission** button as normal and follow the instructions on the screen.

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Rubrics example

Rubrics example

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 25 April 2016, 00:00
Time remaining	6 days 8 hours
Grading criteria	Sample rubric

	Really bad	Poor	Average	Good	Very good
Spelling	Really bad *0 points*	Poor *1 points*	Average *2 points*	Good *3 points*	Very good *4 points*
Grammar	Really bad *0 points*	Poor *1 points*	Average *2 points*	Good *3 points*	Very good *4 points*

Last modified	Monday, 18 April 2016, 15:29
Submission comments	▶ Comments (0)

Add submission

When you enter the marking interface for a particular submission you will see the usual marking interface plus the rubric. Simply click on the appropriate cell in the rubric table to choose it; it will turn green when you do this.

If you have chosen to allow extra comments you will have a comments box at the end of each row. **Save** your changes when you have finished marking the assignment.

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Grade: Sample rubric

Spelling	Really bad **0 points**	Poor **1 points**	Average **2 points**	Good **3 points**	Very good **4 points**	Add your personalised comment here.
Grammar	Really bad **0 points**	Poor **1 points**	Average **2 points**	Good **3 points**	Very good **4 points**	

The students will see a screen similar to the one below when they look at their marked assignment (plus all of the other normal feedback features).

Feedback

Grade	Sample rubric					
Spelling	Really bad **0 points**	Poor **1 points**	Average **2 points**	Good **3 points**	Very good **4 points**	Add your personalised comment here.
Grammar	Really bad **0 points**	Poor **1 points**	Average **2 points**	Good **3 points**	Very good **4 points**	Add your personalised comment here.

37.50 / 100.00

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