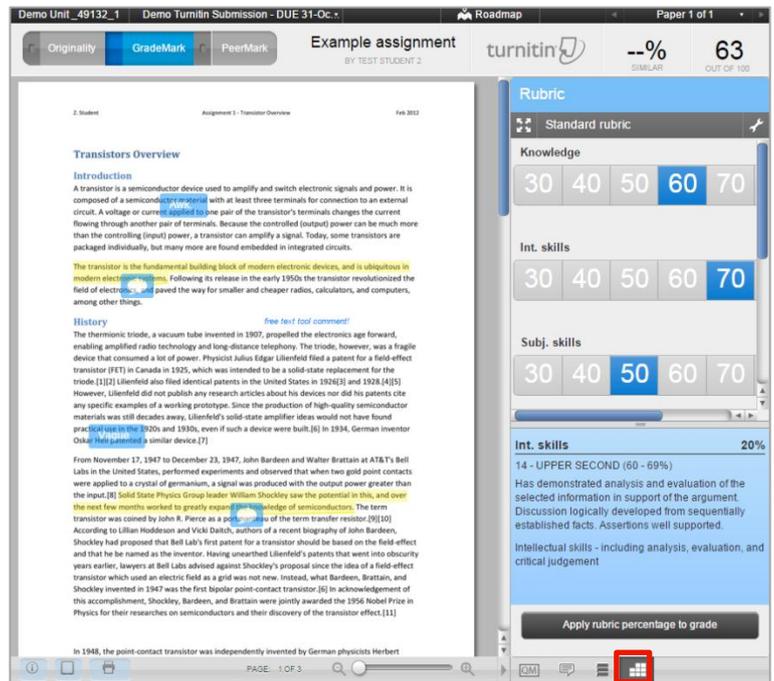


Overview

Rubrics can be used to mark student papers against a list of scaled criteria created by the instructor. They can make the marking process more efficient and help ensure consistency across marking if this is done by several people.

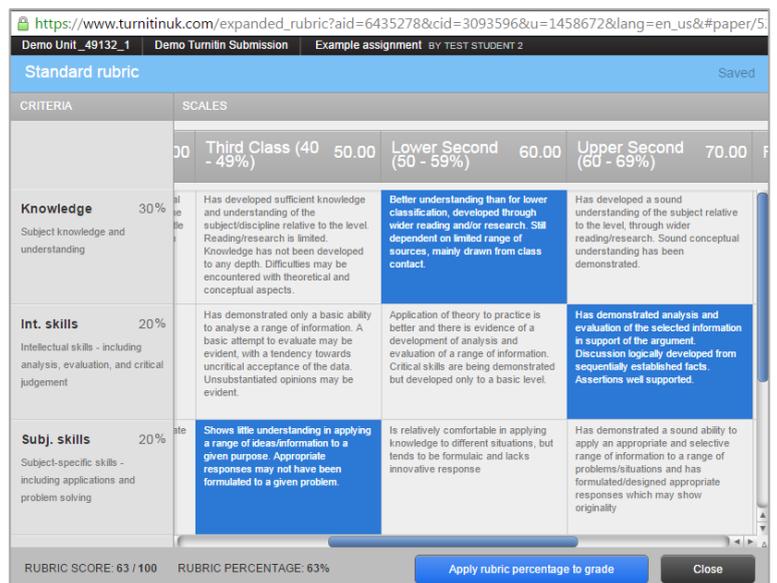
Rubrics are accessible to staff and students via the rubrics panel in the document viewer.

This rubric shows the score awarded for each criteria along with a feedback when the users places the mouse cursor over any



The screenshot shows the Turnitin interface for a document titled 'Example assignment'. On the right, a rubric panel is visible with the following scores: Knowledge (60), Int. skills (70), and Subj. skills (50). The total score is 63 out of 100. The document content on the left is titled 'Transistors Overview' and includes sections for Introduction, History, and a paragraph about the transistor's invention.

Expanded view of a marked rubric shows the weightings for each criteria along with scoring and the feedback.



The screenshot shows an expanded view of the rubric. It includes a table with the following data:

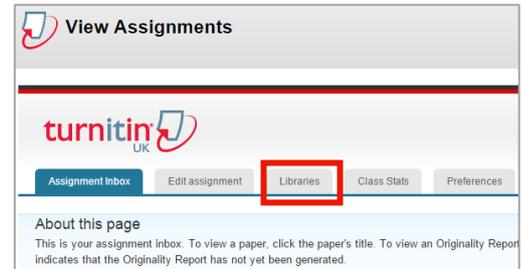
CRITERIA	SCALES	30	40	50.00	60.00	70.00
Knowledge Subject knowledge and understanding	30%	Has developed sufficient knowledge and understanding of the subject/discipline relative to the level. Reading/research is limited. Knowledge has not been developed to any depth. Difficulties may be encountered with theoretical and conceptual aspects.	Better understanding than for lower classification, developed through wider reading and/or research. Still dependent on limited range of sources, mainly drawn from class contact.	60	60.00	Upper Second (60 - 69%)
Int. skills Intellectual skills - including analysis, evaluation, and critical judgement	20%	Has demonstrated only a basic ability to analyse a range of information. A basic attempt to evaluate may be evident, with a tendency towards uncritical acceptance of the data. Unsubstantiated opinions may be evident.	Application of theory to practice is better and there is evidence of a development of analysis and evaluation of a range of information. Critical skills are being demonstrated but developed only to a basic level.	70	70.00	First Class (70 - 79%)
Subj. skills Subject-specific skills - including applications and problem solving	20%	Shows little understanding in applying a range of ideas/information to a given purpose. Appropriate responses may not have been formulated to a given problem.	Is relatively comfortable in applying knowledge to different situations, but tends to be formulaic and lacks innovative response	80	80.00	Distinction (80 - 89%)

At the bottom, it shows the RUBRIC SCORE: 63 / 100 and RUBRIC PERCENTAGE: 63%. There are buttons for 'Apply rubric percentage to grade' and 'Close'.

Open the Rubric / Form manager

Garding forms are created and edited from **GradeMark's Rubric / Form Manager**.

1. Access your chosen unit in myBU
2. From the Control (Under the left hand unit menu) click **Unit Tools** and then **Turnitin Assignments**.
3. Click on an assignment box
4. Click on the **Libraries** tab
5. Click **Rubric/Form Manager**.



Creating a rubric

1. From the **Rubric/Form Manager** click the **bulleted** icon located in the top left corner and select **Create new rubric**. This will load a blank rubric form.
2. At the bottom of the rubric form you can choose how the rubric is scored. There are three options:
 - **Standard rubric**: Enter scale values for each column and weight your criteria rows using percentages.
 - **Custom rubric**: Enter any value directly into each rubric cell.
 - **Qualitative rubric**: A rubric that provides standard feedback but has no numeric scoring.



3. Populate the rubric by first adding the rubric name. Click on **Enter rubric name here**, type in the title of the rubric and press **enter**. The rubric name will be saved automatically.
4. Click in the **Criterion 1** box, and type the **name** of your criterion. Press **enter** to save the text.
5. Click in the grey box under the title added for **Criterion 1** and add a **description** of the Criterion. Press **enter** to save the text.

CRITERIA	+	SCALES				+
		Poor	20.00	Adequate	60.00	
References	15%	Inadequate citations and references	Citations match the bibliography. Appropriate references used.	Citations match the bibliography. Evidence of reading more than the list given.		
Spelling	10%	Severe spelling and grammatical mistakes.	Some typographical and spelling mistakes.	No typographical errors and no more than 3 spelling mistakes.		
Readability	15%	Logic difficult to follow.	Essay is readable and the arguments follow a logical progression.	Essay is very readable with solid arguments well set out.		
TOTAL	100%	RUBRIC SCORING				

6. Continue to add criteria as required.
7. The **Scale** titles and descriptions are added in exactly the same way.
8. To assign points to each **criterion** click **0** beside the % sign and type in the percentage value.
9. To assign points to each **scale** click **0** and type in the point value.
10. Continue to fill in the grid until you have the rubric you require.
11. When you are happy with your rubric click on **Save** at the bottom right of the rubric box.

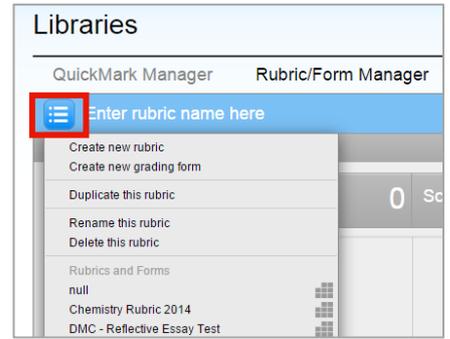
Duplicate a rubric

If you wish to create a new rubric based on an existing rubric:

1. Open an existing rubric in the Rubric Viewer via the bullet list icon menu.
2. Click on the bullet list icon again and **click Duplicate this rubric**.

Note: Grading Forms are indicated in the menu with the pen icon .

Rubrics are indicated by the squares icon .

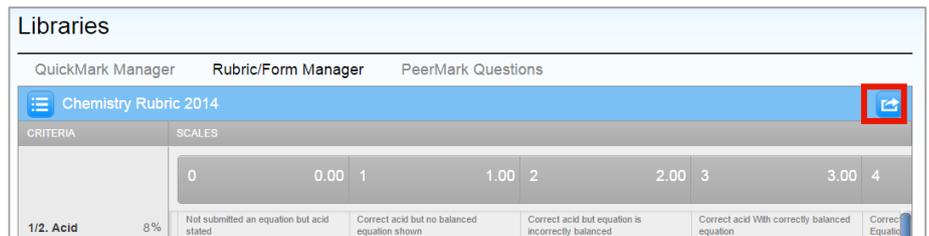


Exporting and importing rubric files

When you create a rubric it will only be visible on your own account (unless you have attached it to an assignment). In order to share with colleagues you must use the Import / Export options.

To export a rubric:

1. Click on the **Import /Export button** from the **Rubric / Form Manager**.
2. Click **Export** from the drop down menu
3. Save the (.rbc) file.



To import a rubric:

1. Click on the **Import /Export button** from the **Rubric / Form Manager**.
2. Click **Import** from the drop down menu
3. Click **Select files** and browse to locate the rubric file, or drag the file into the Import window.

Import via Spreadsheet

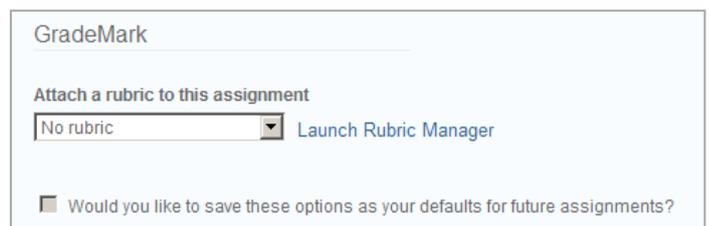
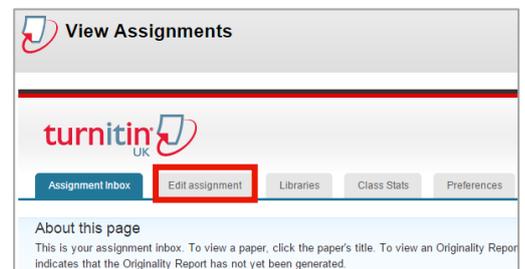
- Rubrics can be built and imported using Excel spreadsheet files (.xlsx). To build a rubric using a spreadsheet download and modify the rubric template from: https://mybu.bournemouth.ac.uk/bbcswebdav/xid-4110947_4
- Import the file as shown above.

Attach a rubric to an assignment

Before you can use a rubric to mark an assignment it must first be attached to the assignment. This can be done via the Edit assignment page or the document viewer.

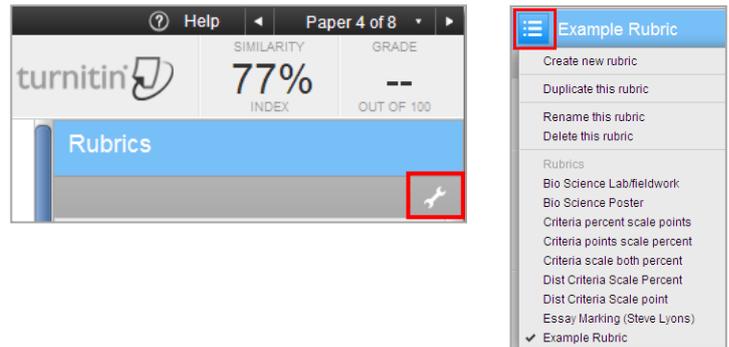
Via the Edit Assignment page:

1. Access your chosen unit in myBU
2. From the Control (Under the left hand unit menu) click **Unit Tools** and then **Turnitin Assignments**.
3. Click on an assignment box
4. Click on the **Edit Assignment** tab
5. Under **Optional settings** you have the choice to **Attach a rubric to the assignment**. From the drop down list you can select your rubric.



Attaching a rubric via the Document Viewer:

1. When viewing a student's paper, click the rubric icon located at the bottom of the screen.
2. Click the **Spanner** icon near the top of the screen.
3. Click the **bulleted** list at the top left and select the Rubric you want to use from the dropdown list.



4. Click the chain link icon to the right of the words '**Not attached to this assignment**'.
5. The icon changes and the words now read '**Attached to**' plus the name of the assignment.
6. Click **Close** on the rubric area.



Removing a Rubric

1. When viewing a student's paper, click the **rubric icon** located at the bottom of the screen.
2. Click the **Spanner** icon  in the top right of the rubric panel.
3. Click the icon beside '**Attached to assignment**'.
4. A warning message will appear asking you to confirm that you wish to detach the rubric.
5. Click **Yes** and the rubric will be removed.



Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.