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INPUTTING RUBRICS INTO MOODLE

Purpose

This job aid will walk you through the process of inputting a rubric into a Moodle assignment or discussion forum.

Background

Utilizing the rubric feature, within assignments in Moodle, can provide a variety of advantages to your course work. These advantages include but are not limited to: Providing quick and easy marking of assignments, while providing direct and detailed feedback; Direct input of marks from the rubric to Moodle Gradebook; Saving your rubric as a template for quick implementation and adaptation for future use; Providing rubrics to students with the assignment, while reducing the number of files that need to be uploaded.

How To

1. Open the Assignment. Open Advanced grading. If you are in the Classic Theme "Advanced grading" is under Assignment administration on the left-hand side. If you are using the Boost theme it can be found under the gear on the top right side.
2. On the *Advanced grading* page, change the active grading method to Rubric.

   Change active grading method to ❓ [Simple direct grading ⇅]

3. **Choose Define new grading form from scratch**. This will bring up a page on which you can enter your rubric into Moodle.

Define new grading form from scratch

Create new grading form from a template

4. Enter a **Name** and **Description** for the grading form.

Name   **!**   Social & Cultural Considerations in Health Care

5. Now add your criteria (what you will be grading students on). Moodle will start you with one space for criteria, but it is flexible and you can add as many different criteria as necessary for your assignment. To add a criterion (row) to your rubric click + Add criterion on the bottom left.

Rubric

✕ *Click to edit criterion*	*Click to edit level*	*Click to edit level*	*Click to edit level*	+ **Add level**
⧉	*0 points* ✕	*1 points* ✕	*2 points* ✕	

+ **Add criterion**

- Select **Click to edit criterion**. A blank entry box will appear. Enter a description for the Criterion. To delete a criterion click the x at the top left of the row.
- The following boxes represent *Levels* for rating student performance. These statements outline for students your expectations for the criterion at that level. To enter your descriptions, select "Click to edit level" and a textbox will appear. Continue for all necessary levels. You can also change the points each level is worth by clicking the **points** value. To add a level, click + Add Level at the right hand side of the row, this will add a column to your row you can delete a level by click the x in the box. **Note** – all of the rows of your rubric do not have to have the same number of columns or be worth the same number points. Enter what makes sense for your assignment.
- Click the duplicate icon ⧉ to duplicate a criterion. This can make it quicker to create your rubric if your criteria are related.
- To reorder criteria, click the up or down arrows to the left of your criteria.

Rubric

✕ ⧉ **Diversity of Communities and Cultures**	Expresses attitudes and beliefs as an individual, from a one-sided view. Is indifferent or resistant to what can be learned from diversity of communities and cultures. *1 points* ✕	Has awareness that own attitudes and beliefs are different from those of other cultures and communities. Exhibits little curiosity about what can be learned from diversity of communities and cultures. *2 points* ✕	Reflects on how own attitudes and beliefs are different from those of other cultures and communities. Exhibits curiosity about what can be learned from diversity of communities and cultures. *3 points* ✕	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity *4 points* ✕