

Module Setup – Rubrics

What is a Rubric?

Criteria	Excellent	Very Good	Good	Acceptable	Criterion Score
Identification and analysis of issues and problems	25 points Central and associated issues and problems identified and comprehensively addressed. Thorough understanding, critical analysis and insightful account of the underlying issues/problems set out in questions (a) to (f).	20 points Issues and problems identified. Very good understanding of the underlying issues/problems. Very good analysis of the central issues and problems set out in questions (a) to (f).	15 points Some of the issues and problems identified but much more systematic overview expected. Further analysis and depth of engagement with the issues and problems expected as per questions (a) to (f).	10 points Inadequate demonstration of an appreciation or understanding of the issues and problems. Little or no analysis of the issues and problems as per questions (a) to (f).	/ 25
Recommendations	25 points Excellent strategies offered for dealing with the problems and issues identified in questions (a) to (f), and strong argument in support of each recommendation. Recommendations. Thorough step-by-step implementation 'road map' set out for the organisation.	20 points Very good strategies offered for dealing with the problems and issues identified in questions (a) to (f). Very good attempt made to set out an implementation 'road map' for the organisation.	15 points Some strategies offered for dealing with the problems and issues identified in questions (a) to (f). Some guidance provided on how these recommendations might be implemented.	10 points Little or no attempt made to offer strategies for dealing with the problems and issues identified in questions (a) to (f). Little or no practical guidance for the organisation on how the recommendations might be implemented.	/ 25
Use and breadth of appropriate literature and referencing	25 points A critical and comprehensive appreciation of relevant and appropriate literature, critical analysis and synthesis of the literature as it relates to issues raised.	20 points A very good familiarity with relevant and appropriate literature and the various debates and arguments within the literature. Very good attempt made to engage with the literature in a critical manner.	15 points Arguments or statements adequately but not well supported by evidence, citation or quotation. Rather descriptive engagement with the literature.	10 points Arguments or statements made show little or no evidence, citation or quotation. Little or no engagement with the literature.	/ 25
Writing style, structure and organisation	25 points An exceptional ability to organise, analyse and present arguments fluently and lucidly. A highly developed capacity for original, creative and logical thinking.	20 points A well developed capacity to analyse issues, organise material, present arguments clearly and cogently. Some original insights and capacity for creative and logical thinking.	15 points Some well developed arguments, but some statements of ideas. Some critical awareness and analytical qualities. Some tentative evidence of capacity for original and logical thinking.	10 points Mostly statements of ideas, with limited development of argument. Limited critical awareness displayed. Little or no evidence of capacity for original and logical thinking.	/ 25

A rubric is a tool instructors use to evaluate student assignments against a series of criteria with levels of achievement, often presented in a table of rows and columns. Descriptions are entered for each level of achievement within a criterion, making rubrics a powerful tool for providing feedback when displayed to students.

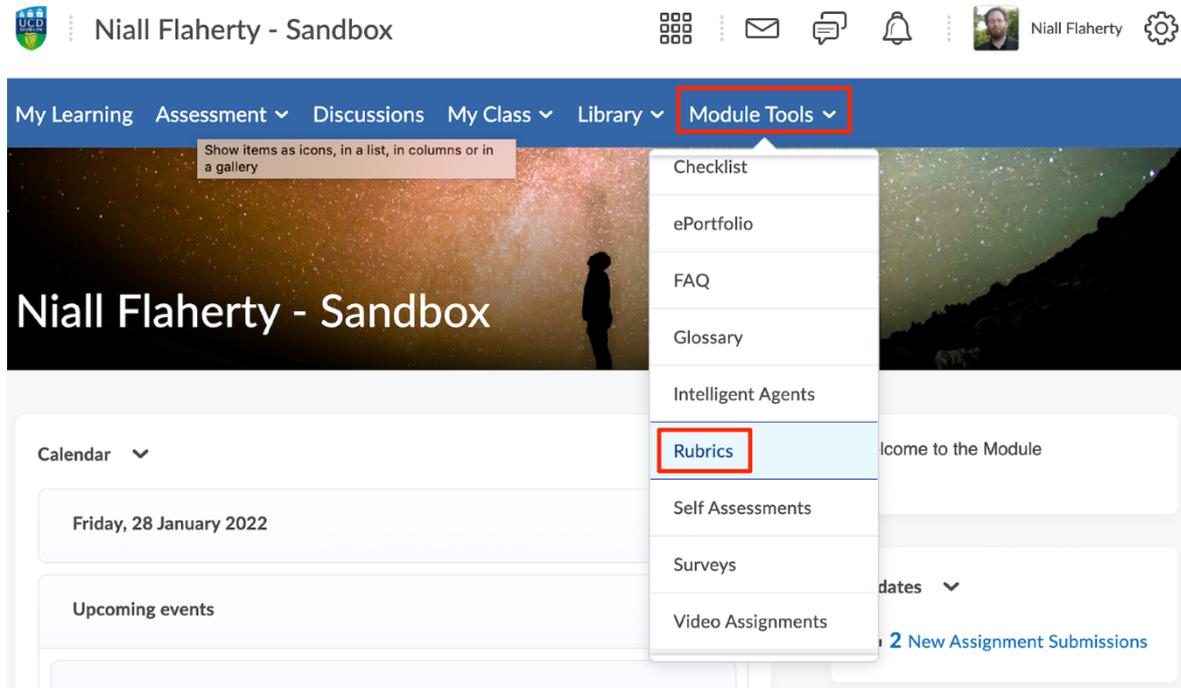
- Rubrics can also be used to grade assignments. Points can be divided between criteria and assigned to levels of achievement.
- Rubrics can be made available to students before assignment submission to help students understand instructor expectations.
- Instructors can create rubrics for any kind of assignment, and they can also be copied, edited and reused, across multiple assignments and modules.

For these reasons rubrics have enormous potential to streamline grading and feedback for individual graders and teams.

How to create a Rubric

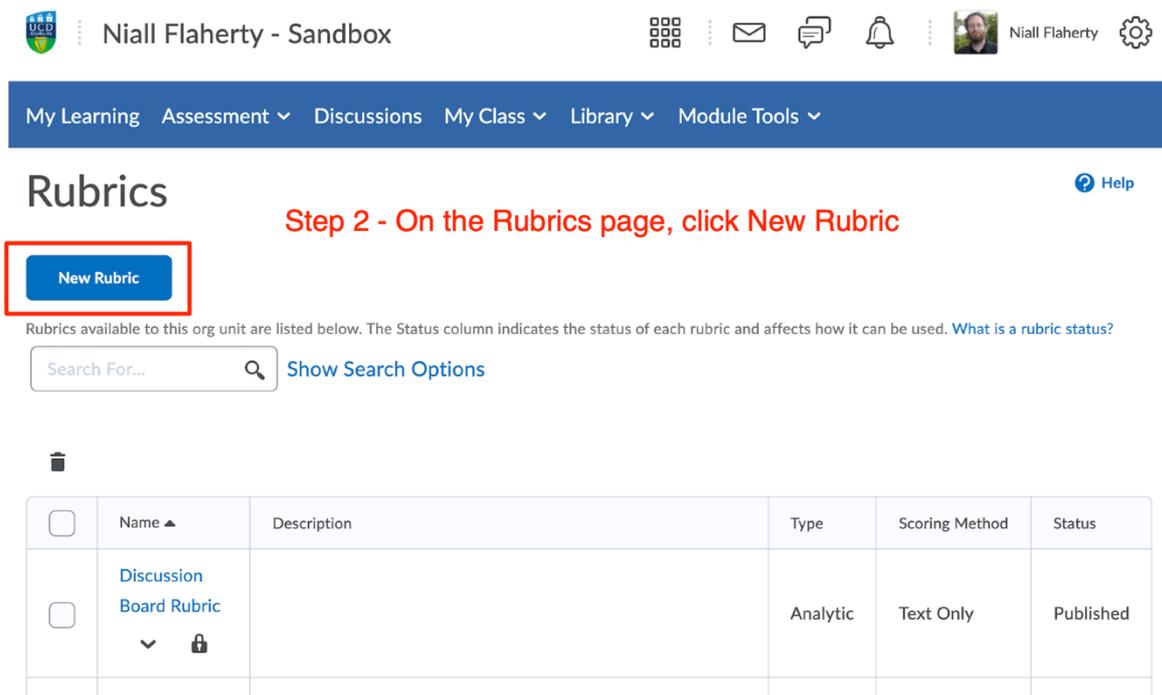
Step 1 - To create a rubric, go to *Module Tools - Rubrics*.

Step 1 - To create a rubric, go to Module Tools - Rubrics



The screenshot shows the top navigation bar of the Canvas LMS interface. The user is logged in as 'Niall Flaherty - Sandbox'. The 'Module Tools' dropdown menu is open, and the 'Rubrics' option is highlighted with a red box. Other options in the menu include Checklist, ePortfolio, FAQ, Glossary, Intelligent Agents, Self Assessments, Surveys, and Video Assignments. A tooltip above the menu indicates 'Show items as icons, in a list, in columns or in a gallery'.

Step 2 - On the *Rubrics* page, click *New Rubric*.



The screenshot shows the 'Rubrics' page in the Canvas LMS interface. The 'New Rubric' button is highlighted with a red box. Below the button, there is a search bar and a 'Show Search Options' link. A table lists the available rubrics.

<input type="checkbox"/>	Name ▲	Description	Type	Scoring Method	Status
<input type="checkbox"/>	Discussion Board Rubric ▼ 🔒		Analytic	Text Only	Published

Step 3 - On the *Edit Rubric* page, give the rubric a title.

UCD Niall Flaherty - Sandbox

My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾

Edit Rubric ▾

✓ Saved Status: Published ▾

Name* Untitled

Type: Analytic ▾ Scoring: Points ▾ ↔ Reverse Level Order

	Level 4	Level 3	Level 2	Level 1	
...	4 pt	3 pt	2 pt	1 pt	+ / 4
Criterion 1					

Close Initial Feedback

Note: By default the rubric is Published, only Published rubrics can be attached to an assignment. Rubrics can also be set to Archived and Draft.

UCD Niall Flaherty - Sandbox

My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾

Edit Rubric ▾

✓ Saved Status: Published ▾

Name* Untitled

Type: Analytic ▾ Scoring: Points ▾ ↔ Reverse Level Order

	Level 4	Level 3	Level 2	Level 1	
...	4 pt	3 pt	2 pt	1 pt	+ / 4
Criterion 1					

Rubrics can be either or the Holistic, meaning they have just one criterion, or the Analytic type, meaning they have more than one criterion.

Edit Rubric ▼

Name*
Untitled

Type: Analytic ▼ Scoring: Points ▼ ↔ Reverse Level Order

	Level 4	Level 3	Level 2
	4 pt	3 pt	2 pt
Criterion 1			

There are also a number of scoring options:

- **No score:** for rubrics that are not used for grading.
- **Points:** points are divided between criteria equally.
- **Custom Points:** where each criteria can have different points total.

Name*
Untitled

Type: Analytic ▼ Scoring: Points ▼ ↔ Reverse Level Order

	No Score	Level 3	Level 2
	Points	3 pt	2 pt
Criterion 1			

Close Initial Feedback

Note: By default Rubrics have 3 criteria and 4 levels of achievement. Edit these to customise your rubric. Decide how many criteria and levels you need before you begin to add descriptions.

...		Level 4	Level 3	Level 2	Level 1	+
		4 pt	3 pt	2 pt	1 pt	
Criterion 1	...					/ 4
	Initial Feedback					
Criterion 2	...					/ 4
	Initial Feedback					
Criterion 3	...					/ 4
	Initial Feedback					

Step 4 - To add a level of achievement click the plus + icon.

Step 4 - To add a level of achievement click the plus + icon

...		+	Level 4	Level 3	Level 2
			4 pt	3 pt	2 pt
Criterion 1	...				
	Initial Feedback				
Criterion 2	...				
	Initial Feedback				

Step 5 - Provide a title, and provide a points value if grading, or click the dustbin icon to delete a level.

The screenshot shows a table editor interface. At the top, there are three columns representing levels: 'Level 3', 'Level 2', and 'Level 1'. Each level has a title field and a points field. The 'Level 3' title field contains 'New Level', its points field contains '4 pt', and it has a dustbin icon. The 'Level 2' title field contains 'Level 2', its points field contains '3 pt', and it has a dustbin icon. The 'Level 1' title field contains 'Level 1', its points field contains '2 pt', and it has a dustbin icon. Below the table, there are two rows for 'Criterion 1' and 'Criterion 2'. The 'Criterion 1' row has a 'Points' field and an 'Initial Feedback' field. The 'Criterion 2' row has a 'Points' field and an 'Initial Feedback' field. Red arrows and boxes highlight the 'Title' field, the 'Points' field, and the 'Dustbin icon' in the 'Level 3' row.

	Level 3	Level 2	Level 1
...	New Level	Level 2	Level 1
	4 pt	3 pt	2 pt
Criterion 1			
	Initial Feedback	Dustbin icon	
Criterion 2			

Step 6 - To add a criterion click the + Add Criterion button.

The screenshot shows a table editor interface. At the top, there are four columns representing criteria. The first column is labeled 'Criterion 3' and has a 'Points' field. Below the table, there are two rows for 'Initial Feedback'. The 'Initial Feedback' row has a 'Points' field and an 'Initial Feedback' field. The 'Initial Feedback' row has a 'Points' field and an 'Initial Feedback' field. A red box highlights the '+ Add Criterion' button at the bottom of the table.

	Criterion 3
Initial Feedback				
Criterion 3	...			/ 4
Initial Feedback				
	Step 6 - To add a criterion click the + Add Criterion button.			
	+ Add Criterion			

Add Criteria Group Total - / 12

Step 7 - Give the criterion a title.

Criterion 3	...			
Initial Feedback				
Step 7 - Give the criterion a title.				
New Criterion	...			
Initial Feedback				
+ Add Criterion				

Step 8 - To edit a rubric criterion or level, click into the text field and edit the text.

The screenshot shows a close-up of the rubric editor interface. At the top, there is a header for 'Initial Feedback'. Below it is a rich text editor toolbar with icons for bold (B), italic (I), bulleted list, numbered list, link, insert, and full screen. The main text area contains 'New Criterion' followed by three dots. A text field is active, containing the word 'Excellent!' which is highlighted in blue and enclosed in a red rectangular box. Below the text field, there are additional formatting options: 'B', 'I', a link icon, 'H2', 'H3', and a quote icon. At the bottom, another 'Initial Feedback' header is visible.

Step 9 - To set an Overall Score provide a title, minimum score to reach a level and a description of each level as appropriate.

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Overall Score

Each submission is assigned a level of achievement based on its overall rubric score.

Level 4	Title	Level 3	Level 2	Level 1			
11	or more	8	or more	5	or more	0	or more
	Minimum score						
	Description						

Rubric Visibility can be set in the Options section.

By default the Rubric is visible to students. Students will see the rubric when they access an associated assignment. Optionally rubrics can be hidden from students. These rubrics are primarily used by graders. An additional option allows hidden rubrics feedback to be included with assignment feedback.

Rubric Visibility can be set in the Options section.

Options

Rubric Visibility

- Rubric is visible to students
- Rubric is hidden from students
 - Include rubric feedback in overall feedback
- Rubric is hidden from students until feedback is published

Score Visibility

- Hide scores from students

Rubrics can also be hidden until assignment feedback is published, at which point rubrics would become visible to students and act as feedback.

Instructors can decide for themselves which visibility option to use, but to use rubrics to their best advantage we recommend making them visible to students. This will help inform students of your expectations before they complete assignments, and reduce student anxiety and communications.

Score visibility can also be set in the options section. The Hide scores from students option can be used to hide the scores even when rubrics are made visible.

Step 10 - Finally, you can also add a description of the rubric that will not be shared with students. This could be used to provide notes for your colleagues.

Description

Add a description for your personal reference. It will not be shared with students.

Format ▼ | **B** *I* U ▼ *A* | ☰ ☰ ☰ ▼ | 🔊 🔗 ✉ Σ ▼ 📊 ▼ + ▼ | ⋮ 🔄

Lato (Recom... ▼ | 19px ... ▼ | 🔍 🗨 ☰ 🔍 ↩ ↪ 🔄 🔄

Description (not visible to students)

Step 11 - Do not edit the Advanced Availability associations, as this can affect rubric visibility.

Step 12 - When finished editing the rubric click *Close*.

Advanced Availability

Allow new associations in

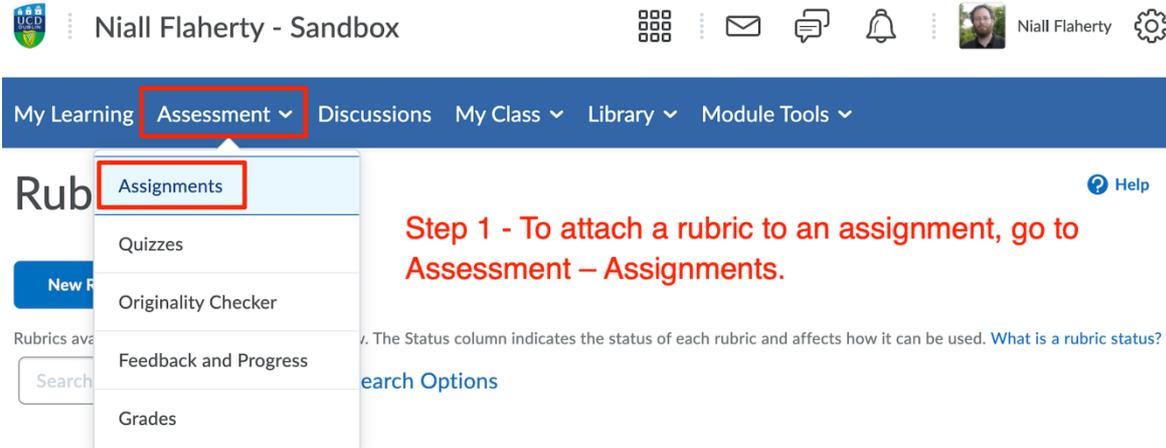
- Competencies
- ePortfolio

[What are associations?](#)

Close

How to attach a Rubric to an assignment

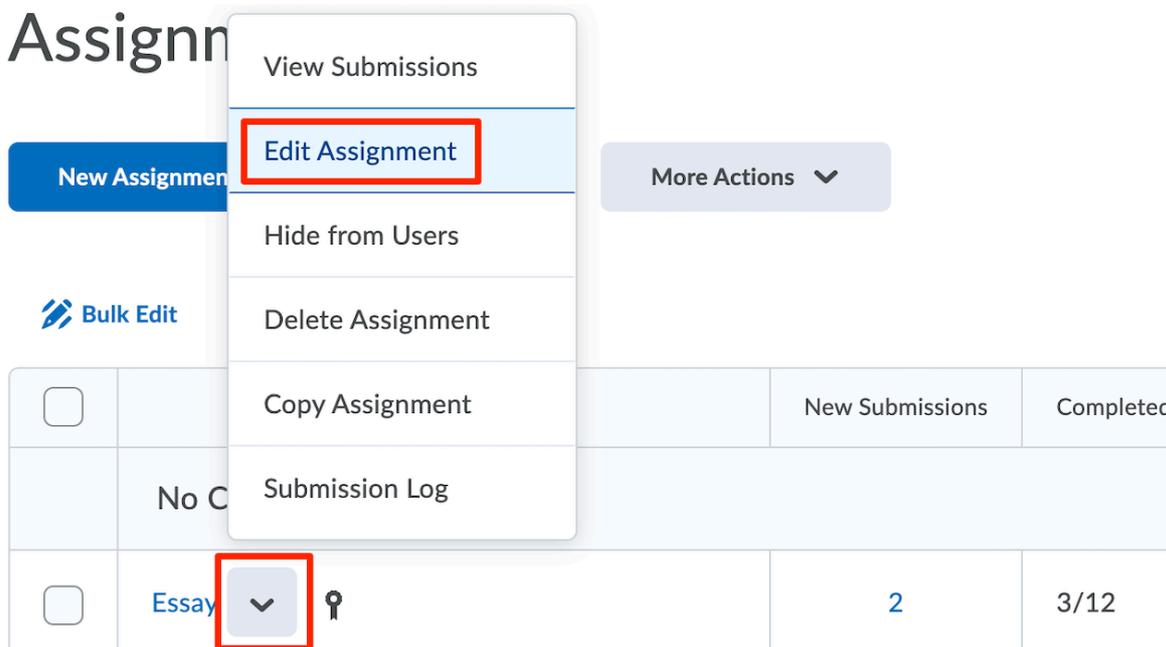
Step 1 - To attach a rubric to an assignment, go to *Assessment – Assignments*.



The screenshot shows the top navigation bar of a Learning Management System (LMS). The user is logged in as 'Niall Flaherty - Sandbox'. The navigation bar includes links for 'My Learning', 'Assessment', 'Discussions', 'My Class', 'Library', and 'Module Tools'. The 'Assessment' dropdown menu is open, and the 'Assignments' option is highlighted with a red box. Other options in the menu include 'Quizzes', 'Originality Checker', 'Feedback and Progress', and 'Grades'. A red text overlay reads: 'Step 1 - To attach a rubric to an assignment, go to Assessment – Assignments.'

Step 2 - Click the down-arrow to the right of the name of the assignment you would like to associate with your rubric.

Step 3 - Click *Edit Assignment*.



The screenshot shows the 'Assignments' page in the LMS. A dropdown menu is open over an assignment row, with the 'Edit Assignment' option highlighted by a red box. The menu also includes 'View Submissions', 'Hide from Users', 'Delete Assignment', 'Copy Assignment', and 'Submission Log'. The assignment row below has a red box around its dropdown arrow. The table below the menu has columns for 'New Submissions' and 'Completed'. The assignment name is 'Essay'.

		New Submissions	Completed
<input type="checkbox"/>	No C		
<input type="checkbox"/>	Essay	2	3/12

Note: View our [Creating Assignment](#) resource for more information on creating assignments.

Step 4 - Click on the *Evaluation and Feedback* section.

← Back to Manage Assignments | Essay

Some settings are locked because submissions have been received.

Name *

Essay

Grade Out Of: 100 points | In Grade Book

Due Date: 18/01/2022 2:00 PM

Instructions

Paragraph **B** *I* U ~~A~~ | | | |

Lato (Recom... | 19px ... | | | | | | |

Step 4 - Click on the Evaluation and Feedback section.

Availability Dates & Conditions
Always available

Submission & Completion
File submission

Evaluation & Feedback
1 rubric added

Step 5 - Click *Add Rubric* and select *Add Existing*.

Step 5 - Click Add Rubric and select Add Existing.

Evaluation & Feedback

Rubrics

Add Rubric

Create New

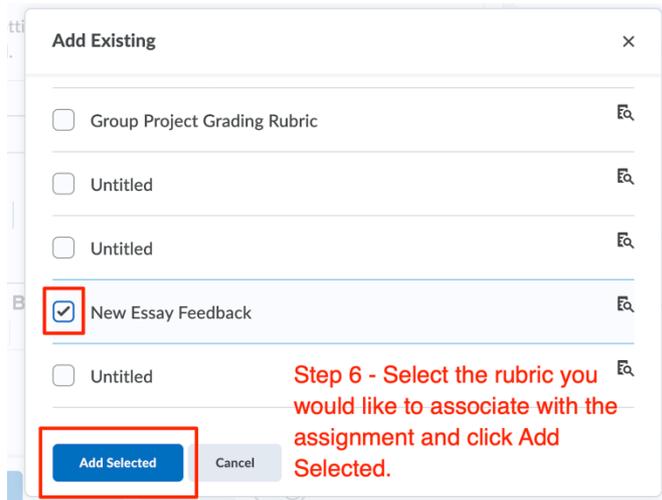
Add Existing

Make annotation tools available for assessment

Anonymous Marking

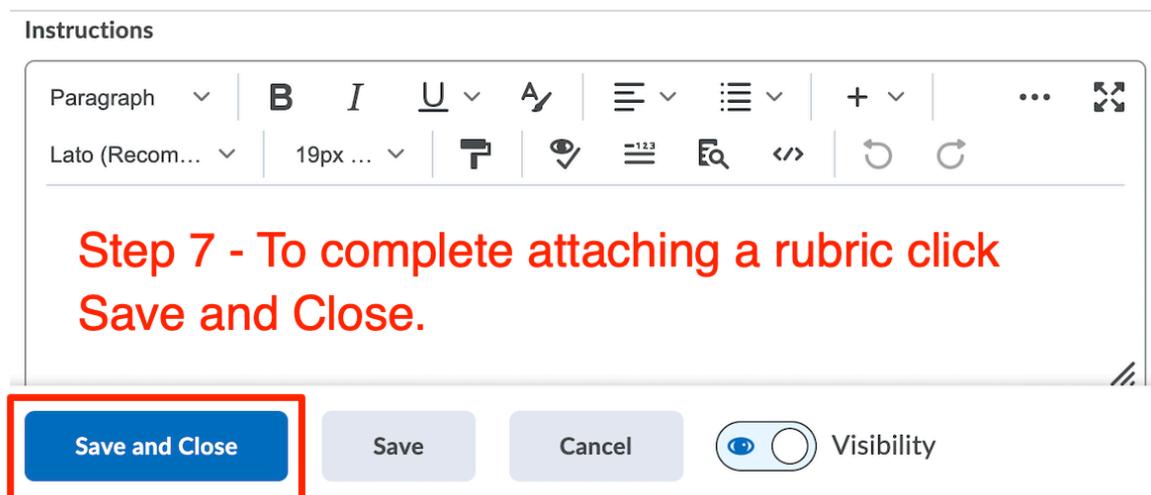
Hide student names during assessment

Step 6 - Select the rubric you would like to associate with the assignment and click *Add Selected*.



Note: The rubric appears in the Evaluation and feedback section and is now associated with the assignment. When the assignment receives its first submission the rubric will be locked and cannot be edited until all feedback is published.

Step 7 - To complete attaching a rubric click *Save and Close*.



How to grade a Rubric

Step 1 - To grade an assignment with a rubric go to *Assessment - Assignments*.

The screenshot shows the top navigation bar with the following items: My Learning, Assessment (highlighted with a red box and a dropdown arrow), Discussions, My Class (dropdown arrow), Library (dropdown arrow), and Module Tools (dropdown arrow). Below the navigation bar, a dropdown menu is open, listing: Assignments (highlighted with a red box), Quizzes, Originality Checker, Feedback and Progress, and Grades. To the right of the dropdown menu, there is a red text overlay that reads: "Step 1 - To grade an assignment with a rubric go to Assessment - Assignments." Below the dropdown menu, there is a "More Actions" button with a dropdown arrow. At the bottom of the screenshot, a table header is visible with columns: "New Submissions", "Completed", and "Evaluated".

Step 2 - Then click the down-arrow to the right of the name of the assignment you would like grade by rubric.

Step 3 - Click *View Submissions*.

The screenshot shows the "Assignment" page. At the top, there is a "New Assignment" button and a "Bulk Edit" button. To the right, there is a "More Actions" button with a dropdown arrow. Below these buttons is a table with columns: "New Submissions" and "Completed". The table has three rows. The first row is empty. The second row has the text "No C" in the first column. The third row has the text "Essay" in the first column, a down arrow icon in the second column (highlighted with a red box), a key icon in the third column, the number "2" in the fourth column, and "3/12" in the fifth column. A dropdown menu is open over the table, listing: View Submissions (highlighted with a red box), Edit Assignment, Hide from Users, Delete Assignment, Copy Assignment, and Submission Log.

Step 4 - Under the *Users* tab, click Assess to grade your first student, the inline grading screen will appear.

Users (1) Submissions

View By: User Apply

Search For... Show Search Options

Download Email Mark as Read Mark as Unread Delete Publish Feedback

<input type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input type="checkbox"/>	Student3, Niall Test		Assess (2)
	12345678-Assignment 1.docx (20.42 KB)	23 January 2022 12:22 AM 4 days late	

Note: View our Inline grading resource for more information on grading inline.

Step 5 - If the student submission does not appear on the left-hand side of the inline grading, click on the filename to force file conversion for viewing online.

Back to Submissions Essay Niall Flaherty - Sandbox User 1 of 1

Niall Test Student3 User Submissions

Submission 1

4 days late Unevaluated Sunday, 23 January 2022 12:22 AM

12345678-Assignment 1
DOCX • 20.4 KB

Download all files

Rubrics

New Essay Feedback
Not scored

Overall Grade

0 / 100

Overall Feedback

Step 6 - To view the grading rubric click on the down-arrow to the right of the associated rubric.

Back to Submissions Essay Niall Flaherty - Sandbox User 1 of 1

Niall Test Student3 User Submissions

Submission 1

4 days late Unevaluated Sunday, 23 January 2022 12:22 AM

12345678-Assignment 1
DOCX • 20.4 KB

Download all files

Rubrics

New Essay Feedback
Not scored

Overall Grade

0 / 100

Overall Feedback

Step 7 - Scroll down to see the rubric criteria titles and the levels of achievement with descriptions and scores.

Submission 1
 4 days late | Unevaluated | Sunday, 23 January 2022 12:22 AM

12345678-Assignment 1
 DOCX • 20.4 KB

Download all files

Criteria

Identification and analysis of issues and problems

Levels: Very Good (20 / 25)

Issues and problems identified. Very good understanding of the underlying issues/problems. Very good analysis of the central issues and problems set out in questions (a) to (f).

Add Feedback

Recommendations

Titles →
Levels →
Scores →
Descriptions →

Step 7 - Scroll down to see the rubric criteria titles and the levels of achievement with descriptions and scores.

Step 8 - Click on the level of achievement to apply the relevant score for each criteria in turn.

Criteria

Identification and analysis of issues and problems

Very Good (20 / 25)

Issues and problems identified. Very good understanding of the underlying issues/problems. Very good analysis of the central issues and problems set out in questions (a) to (f).

Add Feedback

Note: The levels of achievement for each criteria will act as feedback and the scores will add to produce a summative grade. The Total Score can be modified if required. If set, the Overall Score will reflect the minimum levels for each criteria and offer summary feedback for the student achievement overall. The Total Score will be copied to the Overall Grade field, and changes to the total affect the Overall Score too.

Step 9 - Click *Save Draft* to save the result. Click the arrow on the top-right of the page to proceed to the next student submission.

Submission 1
4 days late Unevaluated Sunday, 23 January 2022 12:22 AM

12345678-Assignment 1
DOCX • 20.4 KB

[Download all files](#)

Criteria
Identification and analysis of issues and problems

Very Good 20 / 25

Issues and problems identified. Very good understanding of the underlying issues/problems. Very good analysis of the central issues and problems set out in questions (a) to (f).

[Add Feedback](#)

Recommendations

[Publish](#) [Save Draft](#)

Step 10 - Or click *Back to Submission* to return to the submissions page.

[Back to Submissions](#) **Essay** Niall Flaherty - Sandbox User 1 of 1

Niall Test Student3 User Submissions

Submission 1
4 days late Unevaluated Sunday, 23 January 2022 12:22 AM

12345678-Assignment 1
DOCX • 20.4 KB

[Download all files](#)

Criteria
Identification and analysis of issues and problems

Very Good 20 / 25

Issues and problems identified. Very good understanding of the

Step 10 - Or click Back to Submission to return to the submissions page.

How to reuse a Rubric

Note: When a rubric is being used in an assignment with ungraded submissions the rubric is temporarily locked.

Step 1 - To make a copy of the rubric to use in another assignment go to *Module Tools – Rubrics*.

The screenshot shows the Brightspace user interface for 'Niall Flaherty - Sandbox'. The top navigation bar includes 'My Learning', 'Assessment', 'Discussions', 'My Class', 'Library', and 'Module Tools'. The 'Module Tools' dropdown menu is open, showing options like 'ePortfolio', 'FAQ', 'Glossary', 'Intelligent Agents', 'Rubrics', 'Self Assessments', and 'Surveys'. The 'Rubrics' option is highlighted with a red box. A red text overlay reads: 'Step 1 - To make a copy of the rubric to use in another assignment go to Module Tools – Rubrics.' The calendar shows 'Friday, 28 January 2022'.

Step 2 - Click on the down-arrow to the right of the rubric's name, and select *Copy*.

<input type="checkbox"/>	Group Project Grading Rubric ▼		Analytic	Custom Points	Published
<input type="checkbox"/>	▼ Edit Preview Set Status > View Statistics Copy Delete		Analytic	Custom Points	Published
<input type="checkbox"/>	Grade ▼	...space Rubric has been produced by the Learning team in the College of Business follows the UCD modular grades schema where presents a passing grade. It could be edited to 50% pass, or any other appropriate schema. allows you to apply letter grades to ts when using the inline grader, even where a Grade Item is applied. Making it unnecessary select-box Grade item for grading by letter. Using the rubric, instructors can select a Letter Grade to apply to an assignment submission, and the grade is saved in Brightspace's Grade-book.	Holistic	Percentages	Draft

Note: A new derivative rubric will appear below the copied rubric in the rubric list. The new rubric is set by default to Draft, it must be published to be associated with an assignment.

Step 3 - To publish a drafted rubric go to the down-arrow to the right of the rubric's name, and select *Set Status - Published*.

Step 3 - To publish a drafted rubric go to the down-arrow to the right of the rubric's name, and select Set Status - Published

	Type	Scoring Method	Status
	Analytic	Custom Points	Draft

The image shows two screenshots of a rubric list interface. The top screenshot shows a context menu for a rubric with status 'Draft'. The 'Set Status' option is highlighted with a red box. The bottom screenshot shows the 'Set Status' sub-menu with 'Published' highlighted with a red box.

Note: The new rubric can now be edited, and associated with another assignment. Rubrics can also be copied between modules. View our Copy Content resource for more information on copying content such as rubrics from one module to another.