

## GRADEMARK-CREATE NEW RUBRICS

The Rubric Manager can be used by instructors to create new rubrics. Rubric scorecards can be used to evaluate student work based on defined criteria and scales. Instructors can create and share rubric scorecards. Once a rubric scorecard has been shared, other instructors can upload the rubric scorecard to their classes. There are three types of rubrics:

- ☆ **Standard** – This rubric is used to enter scale values and criteria percentages. The maximum value for the rubric is the same as the highest scale value entered.
- ☆ **Custom** – This type of rubric allows the instructor to enter any value into the rubric cells. The maximum value for the rubric is the sum of the highest value entered in each of the criteria rows.
- ☆ **Qualitative** – This type of rubric allows the instructor to create a rubric with no numeric scoring.

### Create Standard Rubric

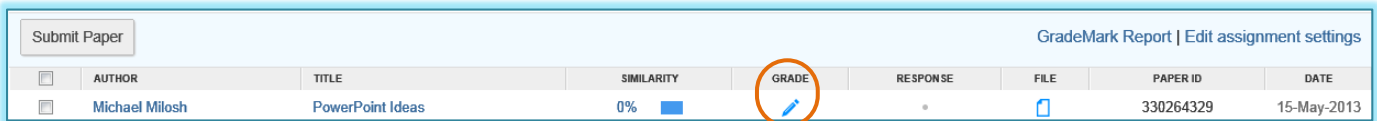
- ✚ Click on the name of the class where the comment is to be inserted.
- ✚ Click the **View** icon to the right of the **Assignment Name** (see illustration below).



PowerPoint CLASS HOMEPAGE + Add Assignment

	START	DUE	POST	STATUS	ACTIONS
<b>Use PowerPoint in Classroom</b>					
PAPER	15-May-2013 8:48AM	22-May-2013 11:59PM	23-May-2013 12:00AM	1/3 submitted	<span style="border: 1px solid red; padding: 2px;">View</span> <span style="float: right;">More actions ▾</span>

- ✚ Click on the **GradeMark** icon for the paper where the comment is to be added (see illustration below).



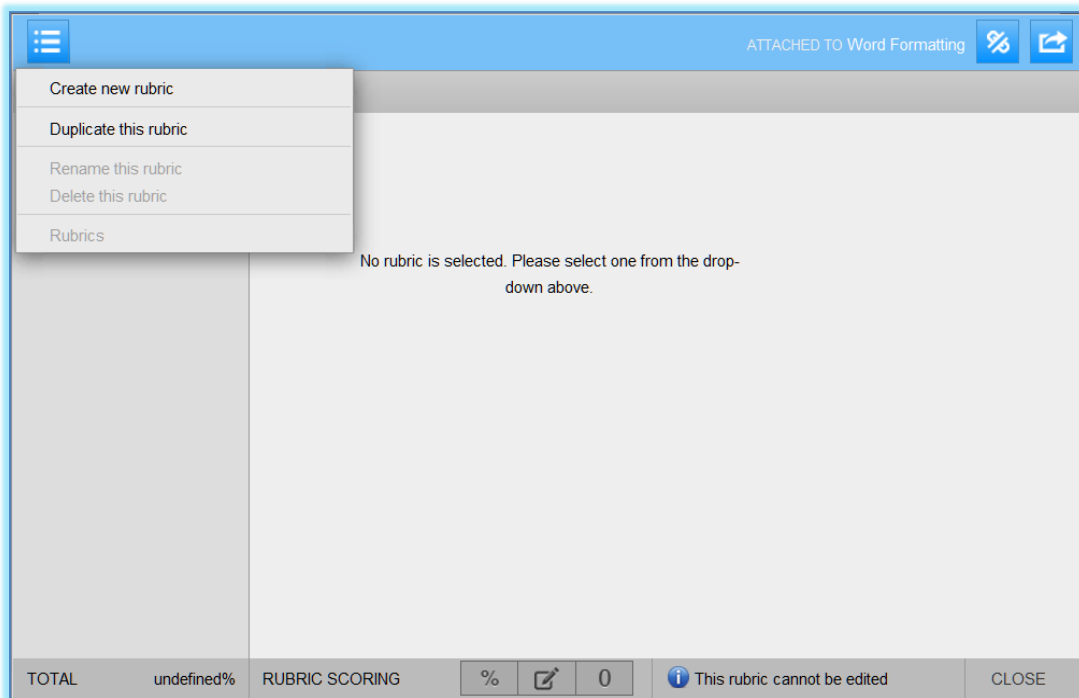
Submit Paper GradeMark Report | Edit assignment settings

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Michael Milosh	PowerPoint Ideas	0% <span style="color: blue;">■</span>	GRADE	*		330264329	15-May-2013

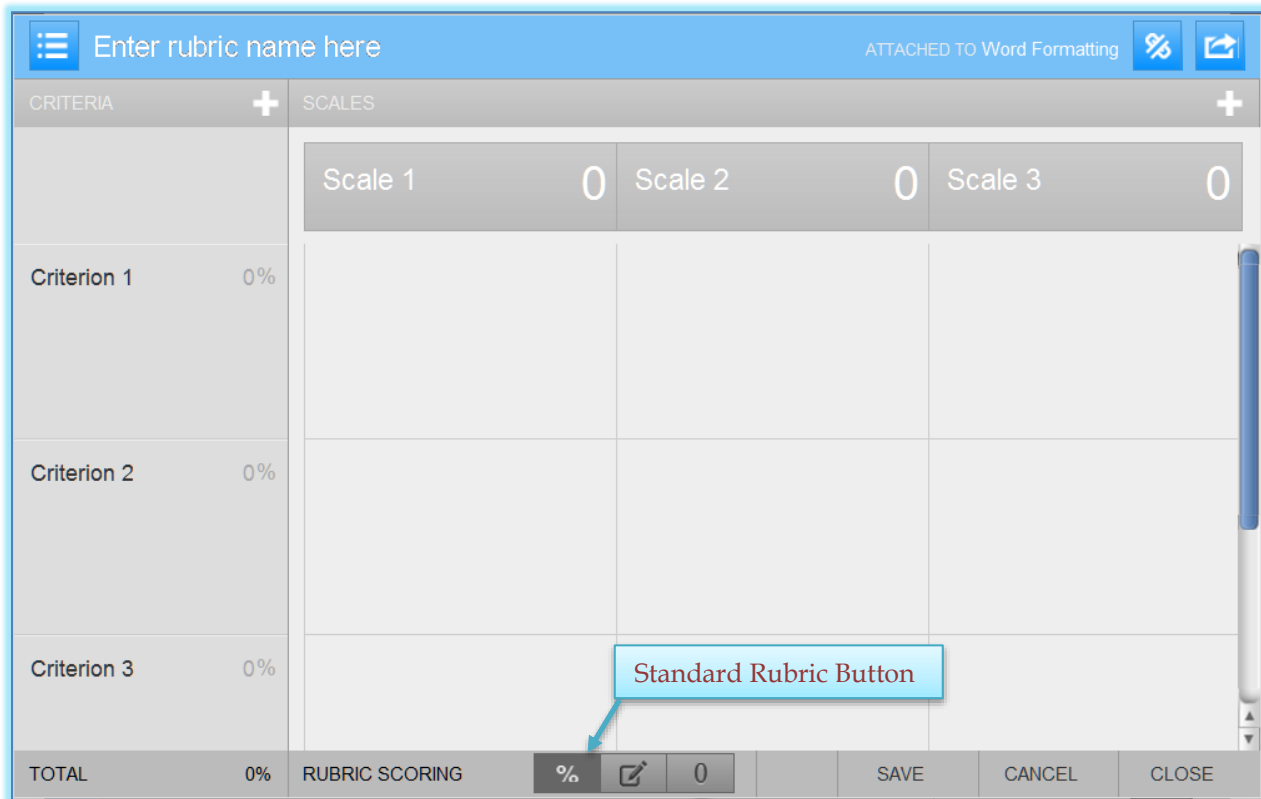
- ✚ A **Getting Started** window may display. Click the **Close** button to exit from this page.
- ✚ A message will appear indicating that the **Document Viewer** is loading.
- ✚ When the load is completed, the **Document Viewer GradeMark** window will display.
- ✚ Several pre-defined comments will display in the **QuickMark Gallery** on the right side of the window.
- ✚ Click the **Rubric** button (see illustration below left). This icon appears at the **bottom** of the **QuickMark Sidebar**.



- ✚ Click the **Rubric Manager** button (see illustration above right). This button appears at the **top** of the **QuickMark Sidebar**.
- ✚ The **Rubric** window will display (see illustration on next page).
- ✚ Click the **Rubric** list button. This is the button in the upper-left corner of the window.
- ✚ Click **Create new rubric**.
- ✚ The **Enter rubric name here** text box will display.
- ✚ Input a **Name** for the **Rubric**.



✚ The **New Rubric** window will display (see illustration below).



✚ The default **Rubric Type** is **Standard**.

✚ Click each of the **Scale**, **Criterion**, **Percentage**, **Description** and **Number** fields to open the **Textbox**.

✚ Input the label and values for each **Criterion**, **Scale**, **Percentage**, and **Description**.

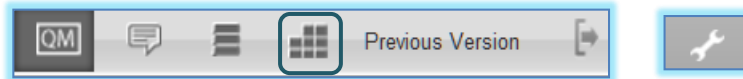
✚ To add extra columns to the **Rubric**, click the **plus (+) sign** to the right of the **Scale** header.

✚ To add extra rows to the **Rubric**, click the **plus (+) sign** at the top of the **Criterion** column.

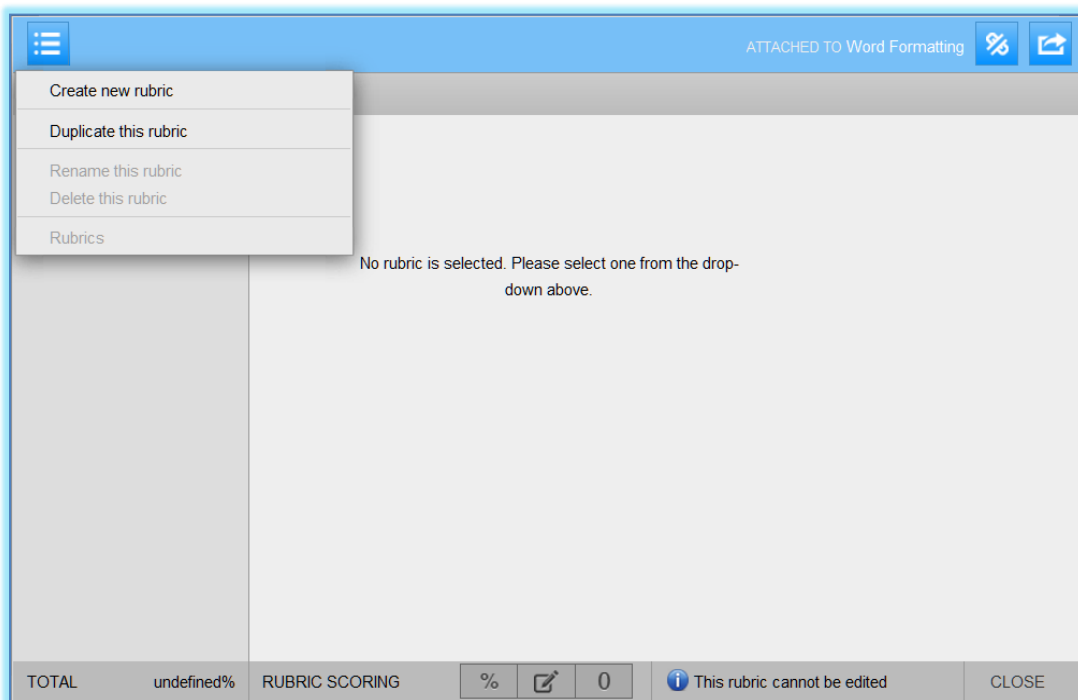
- ✦ Once the **Rubric** is completed, click the **Save** button at the bottom of the **Rubric Manager** window.

### Create Custom Rubric

- ✦ Click on the **Class Name** for which the **Rubric** is to be created.
- ✦ Click the **View** link to the right of the **Assignment Name**.
- ✦ Click the **GradeMark** icon for the paper.
- ✦ A message will appear saying the **Document Viewer** is opening.
- ✦ Once this is completed, the **GradeMark** window will display.
- ✦ Click the **Rubric** button (see illustration below left). This icon appears at the bottom of the **QuickMark Sidebar**.

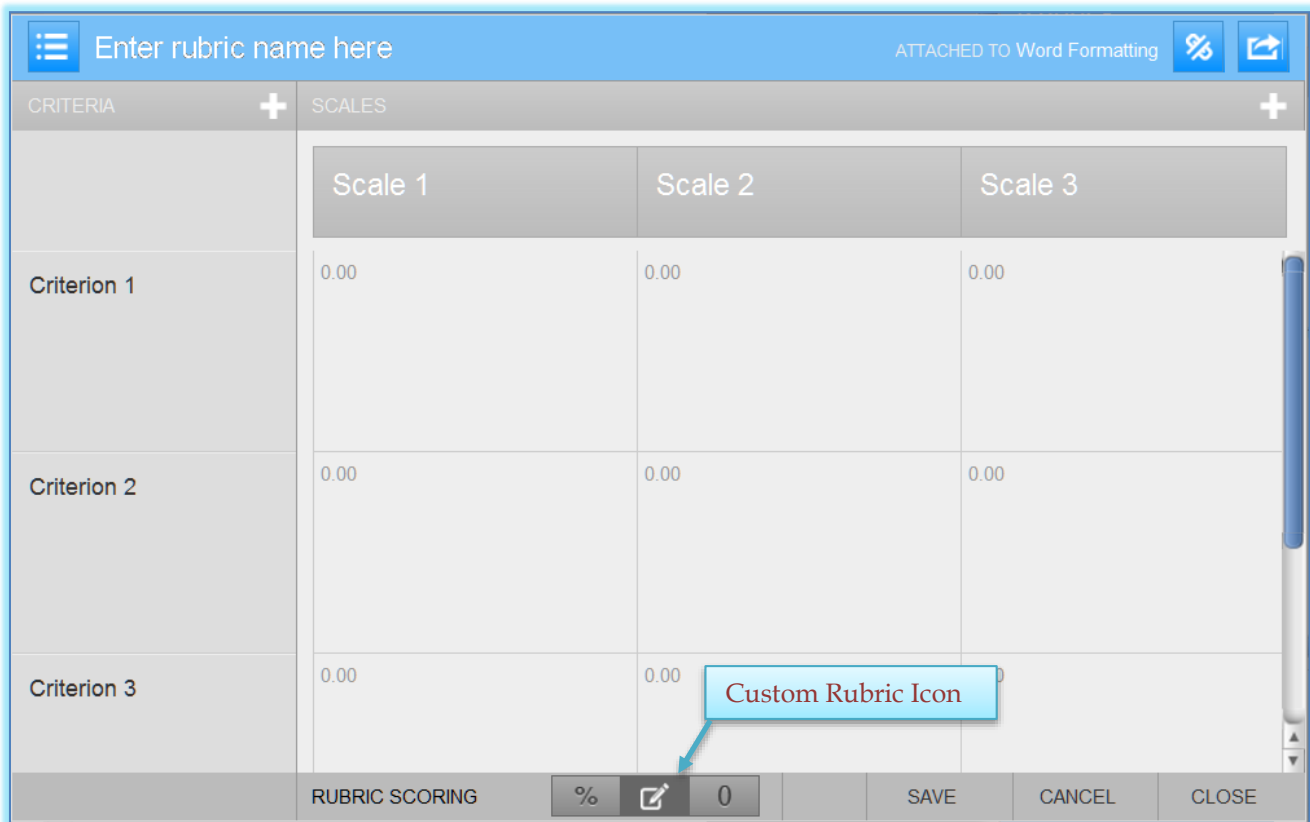


- ✦ Click the **Rubric Manager** icon (see illustration above right). This button appears at the **top** of the **QuickMark Sidebar**.
- ✦ The **Rubric** window will display (see illustration below).



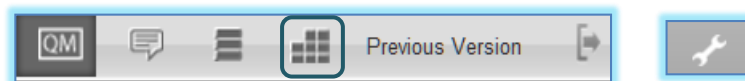
- ✦ Click the **Rubric** list button. This button appears in the upper-left corner of the window.
- ✦ Click **Create new rubric**.
- ✦ The **New Rubric** window will display (see illustration on next page).
- ✦ Click the **Custom Rubric** icon at the bottom of the window (see illustration on next page).
- ✦ Click the **Enter rubric name here** area and input a name for the **Rubric**.
- ✦ Click each of the **Scale**, **Criterion**, and **Description** fields and enter the new title or description within the text field that appears.
- ✦ Click the **0.00 portion** of the cell to enter the **Cell Value** for each cell. When creating a **Custom Rubric**, the **Cell Values** are chosen by the **instructor**.
- ✦ To add extra columns to the **Rubric**, click the **plus (+) sign** to the right of the **Scale** header.
- ✦ To add extra rows to the **Rubric**, click the **plus (+) sign** at the top of the **Criterion** column.

- ✦ Once the **Rubric** is completed, click the **Save** button at the bottom of the **Rubric Manager** window.



### Create Qualitative Rubric

- ✦ Click on the **Class Name** for which the **Rubric** is to be created.
- ✦ Click the **View** link to the right of the **Assignment Name**.
- ✦ Click the **GradeMark** icon for the paper.
- ✦ A message will appear saying the **Document Viewer** is opening.
- ✦ Once this is completed, the **GradeMark** window will display.
- ✦ Click the **Rubric** button (see illustration below left). This icon appears at the bottom of the **QuickMark Sidebar**.



- ✦ Click the **Rubric Manager** button (see illustration above right).
- ✦ The **Rubric** window will display (see illustration on next page).
- ✦ Click the **Rubric** list button. This button appears in the upper-left corner of the window.
- ✦ Click **Create new rubric**.
- ✦ The **New Rubric** window will display.
- ✦ Click the **Qualitative Rubric** icon at the bottom of the window.
- ✦ Click the **Enter rubric name here** area and input a name for the **Rubric**.
- ✦ Click each of the **Scale**, **Criterion**, and **Description** fields and enter the new title or description within the text field that appears.
- ✦ To add extra columns to the **Rubric**, click the **plus (+)** sign to the right of the **Scale** header.
- ✦ To add extra rows to the **Rubric**, click the **plus (+)** sign at the top of the **Criterion** column.

- ✦ Once the **Rubric** is completed, click the **Save** button at the bottom of the **Rubric Manager** window.

