Overview - Creating rubrics in Moodle

Moodle has 3 rubric types that can be created to use when grading an assignment or discussion forum. If enabled, students can see the rubric before submitting their assignments or forum posts.

Two advantages to using rubrics instead of submitting a grade using the "Simple direct grading" method:

- Instructor can grade more consistently between students.
- Students tend to not second guess their grades or ask for reasons for their grades.

The rubric choices are located in the **Edit settings** for the activity in the **Grading method** choice under the **Grade** category.



Basic differences between the 3 rubric types

Type of Rubric	Description	Advantages/Disadvantages		
Checklist	Contains a specific number of points for each grading criteria. Students either receive the points for each criteria or receive a zero for the item.	Advantage: You can choose the level you judge the work to have reached. Disadvantages: Can't assign different points for each level than what was predetermined ir		
		the rubric. Fairly hard to grade in Open Grader.		
Rubric	Consists of a set of criteria plotted against levels of achievement. A numeric grade is assigned to each level for each criteria.	Advantage: You can choose the level you judge the work to have reached. Easier to grade than a Checklist. Disadvantage: Can't assign different points for each level than what was predetermined in the rubric.		
Marking guide (my favorite type of rubric)	Contains a maximum number of points for each grading criteria.	Advantage: Can assign partial points to each grading criteria if student partially fulfills the criteria.		

Step by step instructions to create a rubric with an assignment or open forum start on the next page.

Step 1: Set rubric type in edit settings for the Assignment or Open Forum activity



Step 2: Open the window to set up the actual rubric.







Step 3: Add criteria and points for the rubric

The window where you set up the rubric criteria and points appears next. It will be different depending on the type of rubric you chose.

Go to the instructions and examples for the type of rubric you chose to create:

Checklist

Rubric

Marking guide

Make sure you have completed Steps 1 and 2. At that point you should see the window to add criteria and points for your rubric.

Checklist for Assignment 1 Description Paragraph * B I IIII	Type a na) me for the rubric.	Note: This works the same whether it is for an Assignment or Oper Forum activity.
Path: p			
hecklist			
lick to edit ×			
roup			
lick to edit item	1 points ×	Click in each area to edit group,	
lick to edit item	1 points	item, and points criteria.	
flek to east item	1 points		
Add item			
Add item			
Add item Checklist options Allow users to preview check only become visible after gra	klist used in the module (othe ading)	erwise checklist will You don't usua	lly have to
Add item Checklist options Allow users to preview check only become visible after gra Display points for each iter	klist used in the module (oth 3ding) n during evaluation	erwise checklist will You don't usua change the def	illy have to ault settings
Add item Checklist options Allow users to preview check only become visible after gra Display points for each iter Display points for each iter	klist used in the module (othe ading) m during evaluation n to those being graded	erwise checklist will You don't usua change the def here.	illy have to ault settings
Add item Checklist options Allow users to preview check only become visible after gra Display points for each iter Display points for each iter Allow grader to add text re	klist used in the module (othe ading) m during evaluation m to those being graded marks for each checklist iten	erwise checklist will You don't usua change the def here.	illy have to ault settings
Add item Checklist options Allow users to preview check Only become visible after gra Display points for each iter Display points for each iter Allow grader to add text re Allow grader to add text re	klist used in the module (othe ading) m during evaluation m to those being graded marks for each checklist iten marks for each checklist grou	erwise checklist will You don't usua change the def here. n	illy have to ault settings
Add item Checklist options Allow users to preview check only become visible after gra Display points for each iter Display points for each iter Allow grader to add text res Allow grader to add text res Show all remarks to those	klist used in the module (othe ading) m during evaluation m to those being graded marks for each checklist iten marks for each checklist grou being graded	erwise checklist will You don't usua change the def here. m rup Click Save when done setting up grading criteria.	Illy have to ault settings

It is common to set points at 0, 1, and 2.

adjust when Moodle calculates the grade.

Grade	
Grade	
Type Point ÷ Maximum grade	

Example of checklist choices on next page.



When ready to grade with the checklist, use **Open Grader** on your Course Dashboard.

Students can also see the same rubric from their Open Grader that you see.

Below is what the checklist type would look like when you grade it and when students see it.

Checklist	To grade, click the check box beside the appropriate points earned.	← ⑦ Assignment with a Moodle
Grade: MLA Header	0 points	When grading, you can add a comment.
header		Grading
□ Some errors in header	1 points	Current grade in grade book: - Can leave general comments to the student here. The student can see it in Open Grader Grade with checklist in Open Grader
0		Activity comments
Header formatted correc	tly 2 points	
Save grade Save	grade and next	Click Save grade when done.

After you finish grading the assignment/open forum, students can go back to Open Grader to see their scored checklist with comments you may have left for them.

Set up a Moodle "Rubric" type

Make sure you have completed **Steps 1 and 2**. At that point you should see the window to add criteria and points for your rubric.

Name	Type a name for the rubric		[
Forum with Rubric			Note: This works	s the
Description			same whether it	is for
			an Assignment o	or Open
Patter Click to edit level Click to edit level	k each area to type in data.	Click Ad more the for the c	d level if you want an 3 grade levels riteria.	
Rubric options	_			
Sort order for levels: Ascending by number of points +				
Calculate grade having a minimum score of the minimum ach	evable grade for the rubric 👔	Б		
Allow users to preview rubric (otherwise it will only be displayed)	ed after grading)		You don't usually have change the default set	e to tings
Display rubric description during evaluation			here.	-
Display rubric description to those being graded	•			
 Display points for each level during evaluation Display points for each level to these being graded 				
Allow grader to add text remarks for each criterion				
Show grader to add text remarks for each citerion				
Save rubric and make it ready Save as draft Click wh	en done.			
		Grade		
Depending on what the maximum grade was set	at in the settings for the	Grade		
assignment or forum, the points you set in the ch	ecklist will			
automatically adjust when Moodle calculates the	grade.	Туре	Point +	
It is common to set points at 0, 1, and 2.		Maxin	num grade	
		100		

Example of rubric choices on next page.

Example of a Rubric type

Rubric		-	This is an example	of a "criteria."			
× + 63	MLA Header	No header added 0 points	<	Some errors in header 1 points ×	Header formatted correctly 2 points	c	Add level
↑ ×	MLA margins and line spacing	Neither formatted correctly 0 points	¢	Only one is formatted correctly 1 points ×	Both are formatted correctly 2 points	¢	Add level

When ready to grade with the rubric, use **Open Grader** on your Course Dashboard. Students can also see the same rubric from their Open Grader that you see. Below is what the rubric type would look like when you grade it and when students see it.



After you finish grading the assignment/open forum, students can go back to Open Grader to see their scored checklist with comments you may have left for them.

Set up a Moodle "Marking guide" type

Make sure you have completed **Steps 1 and 2**. At that point you should see the window to add criteria and points for your rubric.

Name	Type a name for the marking guide.	
Assignment with marking guide		
Description Paragraph B I		Note: This works the same whether it is for an Assignment or Open Forum activity.
Peth: p	Click each area to type in the	he data.
Click to edit criterion name Description for students	You don't need to type any Whatever you put in "Desc students.	thing in the "Description for students." ription for Markers" will also appear to
Description for Markers	In the Maximum score, typ	e the actual points the criteria is worth.
Click to edit Maximum score	The total points you add to maximum grade in the sett	each of the criteria needs to add up to the ings for the activity.
Click to edit Add criterion Click to add another criterion.		Grade Grade Type Point • Maximum grade
equently used comments		
ick to edit Add frequently used comment arking guide options Show guide definition to students	You don't usually have to change the default settings here.	
Show marks per criterion to students Save marking guide and make it ready Save as draft C	lick when done.	

Example of marking guide choices on next page.

Example of a Marking guide type

Marking guide

MLA Header
 Description for students

Click to edit
Description for Markers

Header is set up according to MLA guidelines. Maximum score

20

MLA margins, line spacing, and paragraph spacing

× Description for students

Click to edit

Description for Markers

Student uses the correct margins as well as correct line and par Maximum score

25

- ↑ MLA Personal Information
- × Description for students
- Click to edit

Description for Markers

Student places the correct personal information in the correct $\boldsymbol{\mu}$ **Maximum score**

10

↑ MLA title

- × Description for students
- Click to edit

Description for Markers

Student types the title in the correct position and format. Maximum score

5

- MLA paragraph formatting
- × Description for students

Click to edit

Description for Markers

Student formats paragraphs in correct format.

Maximum score

10

- ↑ Citing sources in body of research paper
- × Description for students
- Click to edit

Description for Markers

Student uses

in-text citations or signal phrases correctly in body of paper. Maximum score

10

- Works Cited page
- × Description for students

Click to edit

Description for Markers

Student sets up Works Cited paper according to MLA guidel Maximum score

20

The maximum grade for this assignment was set at 100 in the edit settings of the activity. When you add up all the maximum scores for each criterion it would need to add up to 100 points. When ready to grade with the marking guide, use **Open Grader** on your Course Dashboard.

Students can also see the same rubric from their Open Grader that you see.

Below is what the marking guide type would look like when you grade it and when students see it.

arking guide			
anning guide			Can leave general comments to the student
irade:			here. The student can see it in Open Grader.
MLA Header Header is set up according to MLA	MLA Header criterion remark		- Changer
guidelines.		/20	Current grade in grade book: - Attempt grade: -
MLA margins, line spacing, and paragraph spacing	MLA margins, line spacing, and paragraph spacing criterion rema	//	
Student uses the correct margins as well as correct line and paragraph			Activity comments
spacing according to MLA guidelines		/25	
MLA Personal Information	MLA Personal Information criterion remark		
Student places the correct personal nformation in the correct position			
and format according to MLA guidelines.		/10	
MLA title	MLA title criterion remark	11	
Student types the title in the correct position and format.		/5	
	••••	11	
MLA paragraph formatting Student formats paragraphs in	MLA paragraph formatting criterion remark		Path: p
correct format.		/10	Save comment
Citing sources in body of research paper	Citing sources in body of research paper criterion reman	// k	
Student uses			Type the points earned here. Notice
correctly in body of paper.		/10	you can give them partial points.
Works Cited page	Works Cited page criterion remark	1	
Student sets up Works Cited paper			
according to MLA guidelines		/20	Type comments about what was missed here for each criterion.
Show student criterion descriptions		11	

• Hide student criterion descriptions

