How to Build a Rubric in the
Assignment Tool on Moodle at PIA

Before you start- please ensure your rubric totals 100% and each of the criteria are in 5% denominations- this is important as this is the format of the template we'll be using in this build.

Please be aware that this rubric cannot be edited once it has been attached without deleting and starting again- This is not recommended if students have already submitted.

1. Go to your unit and Turn Editing on

2. Add an Assignment Tool for assessment submission.

Add an activity or resource

Search

All | Activities | Resources

Assignment | Attendance | Book

3. Give the Assignment a name and add any special instructions in the description box, remembering to click the "Display description on course page" if you want them to be visible.

▼ General

Assignment name❗ | Example Assessment Name

Description

| ⌨ | Paragraph ▼ | B | I | ☰ | ☰ | 🔗 | ✂ | 🔗 | 🖼 | ▶ | 📋 |

Enter instructions here.

Path: p

☑ Display description on course page ❓

4. Set the due date as required

Availability

Allow submissions from	27	April	2023	00	00	☑ Enable
Due date	4	May	2023	00	00	☑ Enable
Cut-off date	27	April	2023	11	02	☐ Enable
Remind me to grade by	11	May	2023	00	00	☐ Enable

5. **If this is a Group Assessment,** change that setting to reflect that. If not, move ahead to the next step.

- For Group assessments, the lecturer only needs to mark the one paper per group and the grades and feedback will automatically be visible to all members of the group. No need to copy and paste or transfer grades.

- If there are multiple classes, please ensure you have also selected the appropriate Grouping Setting. Refer to the guide on how to do this separately on the Staff Lounge page.

Group submission settings

Students submit in groups	?	Yes
Require group to make submission	?	Yes
Require all group members submit	?	No
Grouping for student groups	?	None

6. Be aware, the Turnitin Plugin is switched on by default to check similarity and AI so no need to change that settings.

7. Scroll down to the Grade option. For Grading Method, change the drop down from "Simple Direct Grading" to "Rubric".

Grade

Grade❓

Type Point ⌄

Maximum grade

100

Grading method❓   Rubric ⌄

Grade category❓   Uncategorised ⌄

Grade to pass❓

Anonymous submissions❓   No ⌄

Hide grader identity from ❓   No ⌄
students

Use marking workflow❓   No ⌄

8. Then scroll to the bottom of the page and select "Save and Display"

9. Now, we will add our rubric. You will now see the below page.

   • You could also navigate to that by clicking on your assignment tool icon, selecting the cog icon on the right hand side and scroll down and click on "Advanced Grading".

   • Click on "Create new grading form from a template"

Advanced grading: Example Assessment Name (Submissions)

Change active grading method to ❓   Rubric ⌄

Define new grading
form from scratch

Create new grading
form from a template
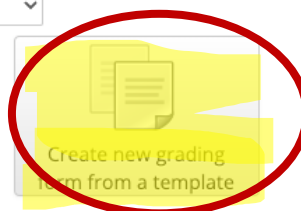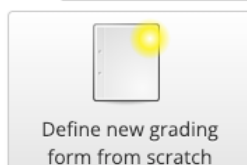
10. Scroll down to "Grading Rubric Template- do NOT Delete Shared template" and select "use this template".

- **IMPORTANT- Do not select the delete the option.**

Grading Rubric Template- do NOT Delete Shared template

Please **do not** delete this rubric.

Rubric options

Sort order for levels:

Ascending by number of points

- ☐ Calculate grade having a minimum score of the minimum achievable grade for the rubric ⓘ
- ☐ Allow users to preview rubric (otherwise it will only be displayed after grading)
- ☐ Display rubric description during evaluation
- ☐ Display rubric description to those being graded
- ☐ Display points for each level during evaluation
- ☐ Display points for each level to those being graded
- ☐ Allow grader to add text remarks for each criterion
- ☐ Show remarks to those being graded

✓
Use this template
✗
Delete

Please **do not** delete this rubric.

✓
Use this template
✗
Delete
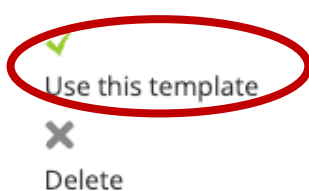
11. The below message will pop up, select "Continue".

Confirm

Do you want to use the grading form 'Grading Rubric Template- do NOT Delete' as a template for the new grading form in 'Example Assessment Name (Submissions)'?

Continue   Cancel

Edit the current form definition
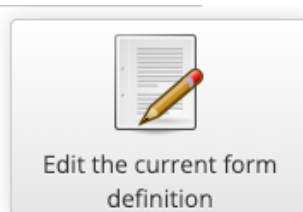
12. Now click on this option.

13. Change the Rubric name using the unit code and assessment number.

Home > Courses > Staff Portal > Staff Lounge > Open AI > Example Assessment Name > Advanced grading > Define rubric

Name ❗   Unit Code Assessment Number

Description   Paragraph ▼ | B | I | ≡ ≡ | 🔗 ✂ 🔗 | 🖼 ▶ 🗐

14. Now, you will replicate the rubric in your assessment outline.

- All the rows must add up to 100%.

- Delete a row by selecting the cross icon

  ✕   5%
  ⬇
  🗐
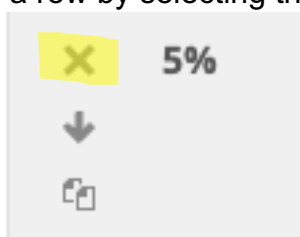
- Duplicate a row by selecting the copy icon

  ✕   5%
  ⬇
  🗐
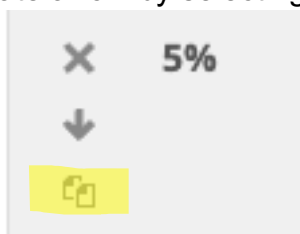
- To add the name of the criteria, simply click on the number and you will be able to edit the title

  ⬆
  ✕   Research and Referencing|15%
  ⬇
  🗐
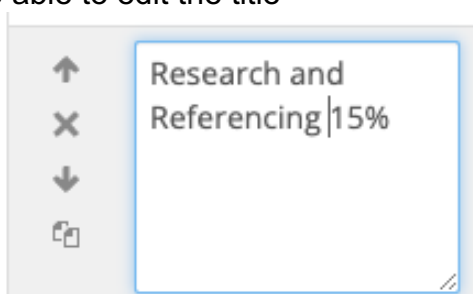
15. Once you are happy with your rubric and it matches the one on the assessment outline, scroll down to the bottom and select "Save".

- Please be aware- if you need to come back and edit it, you may select "Save as draft". However, once you have selected "Save", you will no longer be able to edit it.

Rubric options

Sort order for levels: [Ascending by number of points ⌄]

☑ Calculate grade having a minimum score of the minimum achievable grade for the rubric ⓘ

☑ Allow users to preview rubric (otherwise it will only be displayed after grading)

☑ Display rubric description during evaluation

☐ Display rubric description to those being graded

☑ Display points for each level during evaluation

☑ Display points for each level to those being graded

☑ Allow grader to add text remarks for each criterion

☑ Show remarks to those being graded

[Save] [Save as draft] [Cancel]

16. Now, when you view your students' submission in the assignment tool and select "Grade", the rubric will appear on the right hand side of the screen.

[Grade]

Grade

Grade:⤢

5%	Fail (Lower) 0 points	Fail (Mid) 1 points	Fail (Upper) 2.25 points	Pass Lower 2.5 points	Pas: 2.8! poi
10%	Fail (Lower) 0 points	Fail (Mid) 2 points	Fail (Upper) 4.5 points	Pass Lower 5 points	Pas: 5.7 poi
Research and Referencing 15%	Fail (Lower) 0 points	Fail (Mid) 3 points	Fail (Upper) 6.75 points	Pass Lower 7.5 points	Pas: 8.5! poi
20%	Fail (Lower) 0 points	Fail (Mid) 4 points	Fail (Upper) 9 points	Pass Lower 10 points	Pas: 11.4 poi

In order to expand the view of the rubric, click on the below icon.

17. For each criterion, select where the submission sits on the scale as shown below. The rubric will automatically calculate the assessment grade for you.

Research and Referencing 15%	Fail (Lower) 0 points	Fail (Mid) 3 points	Fail (Upper) 6.75 points	Pass Lower 7.5 points	Pass (Mid) 8.55 points	Pass (Upper) 9.45 points	Credit (Lower) 9.75 points	Credit (Mid) 10.35 points	Credit (Upper) 10.95 points	Distinction (Lower) 11.25 points	Distinction (Mid) 11.85 points	Distinction (Upper) 12.45 points	HD (Lower) 12.75 points	HD (Mid) 13.8 points	HD (Upper) 15 points	

You can also add specific comments against each criterion as shown below:

Research and Referencing 15%	Fail (Lower) 0 points	Fail (Mid) 3 points	Fail (Upper) 6.75 points	Pass Lower 7.5 points	Pass (Mid) 8.55 points	Pass (Upper) 9.45 points	Credit (Lower) 9.75 points	Credit (Mid) 10.35 points	Credit (Upper) 10.95 points	Distinction (Lower) 11.25 points	Distinction (Mid) 11.85 points	Distinction (Upper) 12.45 points	HD (Lower) 12.75 points	HD (Mid) 13.8 points	HD (Upper) 15 points	Some evidence of research however, at this level, this required a greater number of credible sources from industry bodies.

18. You may also leave some overall feedback comments in the box below.

- If this is a group assessment, you may select apply the grade to all members of the group.

- You may wish to notify the student their grades and feedback are available or uncheck that box if you're not ready for the grades and feedback to be released.

- Then select "Save Changes" or "Save and Show next" to start grading the next submission.

Group submission settings

Apply grades and feedback to entire group

Yes ∨

Notify student ☑ ⑦   Save changes   Save and show next   Reset

19. Once the grade has been saved, it will automatically be in the gradebook.

Current grade in gradebook
69.06