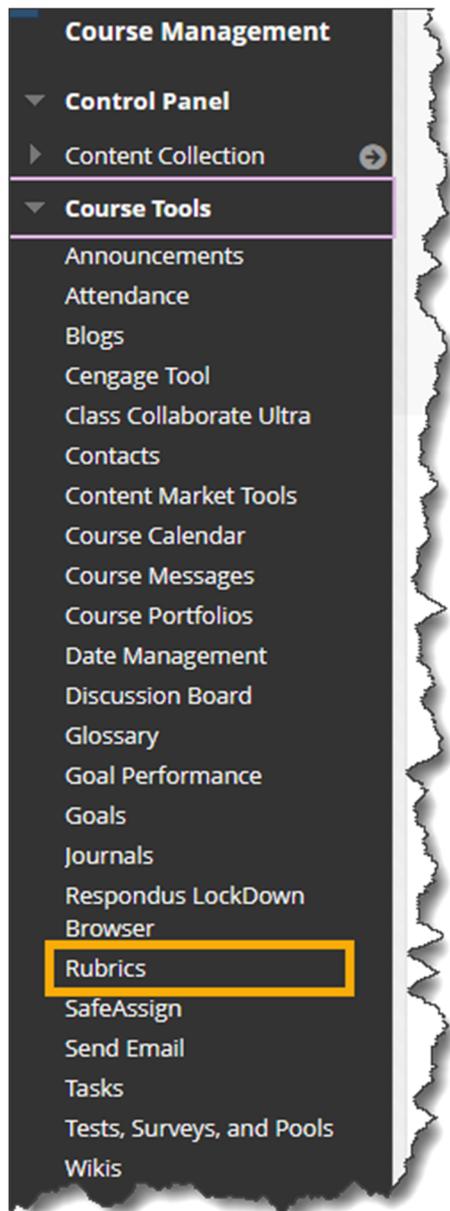


Faculty Tutorial:
Create and Use Rubrics

Purpose: To show instructors how to create, use, import, and export a “Rubric” in MyHills.

Create a Rubric

Click “**Course Tools**,” which is located in the “Course Management” menu.
In the sub-menu that opens, select “**Rubrics**.”



Click “Create Rubric.”



Give your Rubric a **Name** (required) and **Description** (optional).

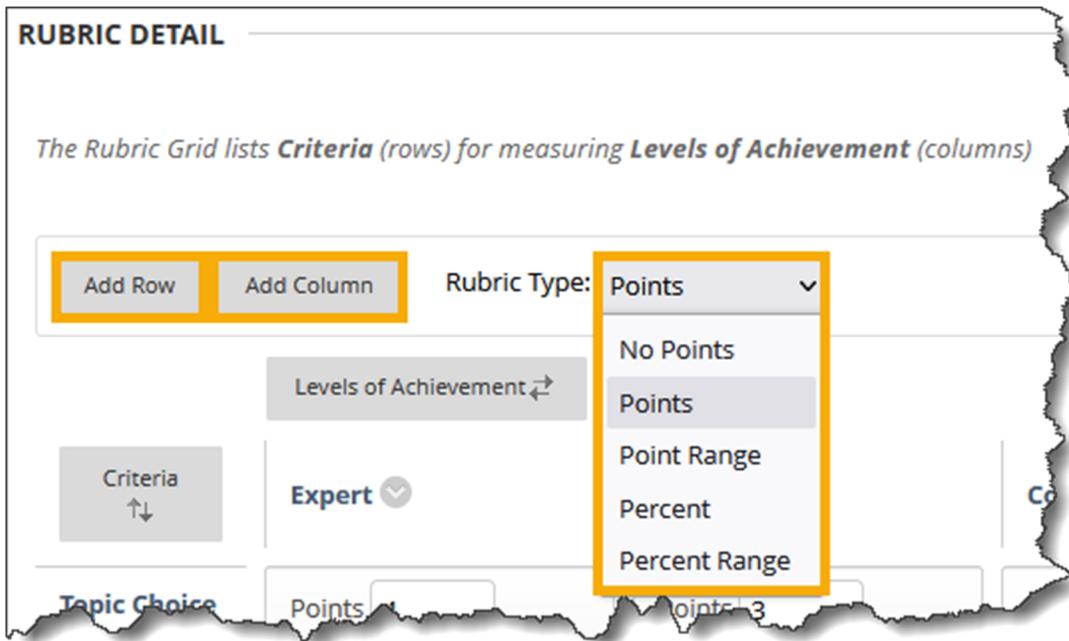
A screenshot of a form titled "RUBRIC INFORMATION". It has two main sections. The first section is labeled "* Name" and contains a text input field with the text "Copy of Today's Radiology News - Report Rubric" and a small icon to the right. The second section is labeled "Description" and contains a text input field with the text "This Rubric is for the Radiology News Report". Above the description field is a small dropdown menu with "ABC" and a checkmark. The "Name" and "Description" input fields are highlighted with yellow borders.

Now we are ready to Edit the Rubric Details.

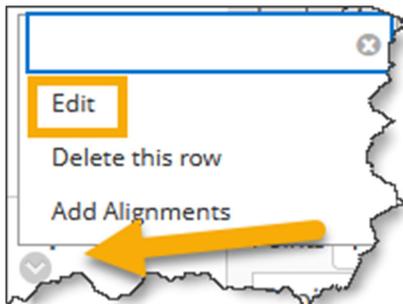
In the Rubric Detail section, **Add Row**, **Add Column**, and **Rubric Type** (No Points, Points, Point Range, Percent, Percent Range).

Notes:

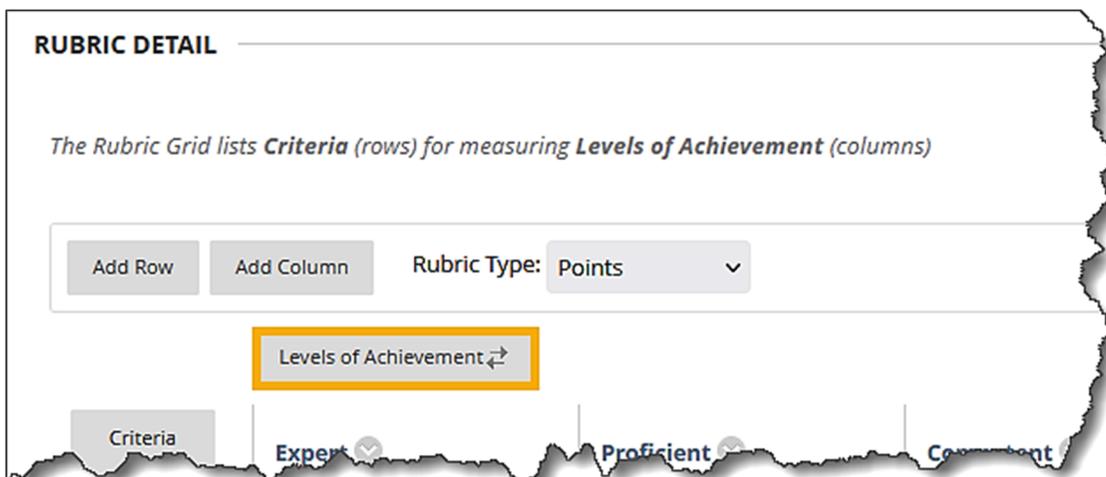
- No Points – feedback only
- Points – single point value for each Level of Achievement
- Point Range – range of values for each Level of Achievement
- Percent – single percentage for each Level of Achievement
- Percent Range – ranges of percentages for each Level of Achievement



You can edit the **Row** or **Column** information by clicking the gray drop down arrow next to the Row or Column name and selecting “**Edit**.”



Click “**Levels of Achievement**” to edit descriptions or to write your own. You can also reorder the “**Levels of Achievement**” if necessary (low to high or high to low).



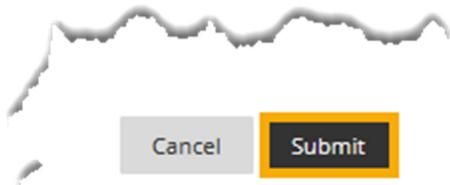
Add scores and descriptions for the scores in each box of the Rubric.

Notes:

- Each cell can contain a maximum of 1000 characters.
- Once a rubric has been used for grading, it cannot be edited. If you need to modify a rubric, you'll need to copy it and edit that version.
- When working with ranges, they must be entered low to high.
- If you have two assignments that use the exact same rubric, just choose this rubric for all of those assignments. Do not recreate or copy the same one.

Criteria ↑↓	Expert ▼	Proficient ▼	Competent ▼	Novi
Topic Choice ▼	Points 4 Topic is of high interest and educational value (teaches new ideas and information). abc ✓	Points 3 Topic is of interest to audience and teaches some new information. abc ✓	Points 2 Appropriate Topic. abc ✓	Point Inap Top abc ✓
Content ▼	Points 4 Highly detailed, well-organized, shows a strong understanding of the topic. abc ✓	Points 3 Reports all the basic facts in an organized way. abc ✓	Points 2 Reports some of the basic facts. abc ✓	Point Incc few brie or c abc ✓
Voice & Manner ▼	Points 4 Loud, clear, relaxed with few pauses. Well prepared, the presentation seems to be abc ✓	Points 3 Loud, clear, with some pauses to gather thoughts. Seems well prepared. abc ✓	Points 2 Varies from loud and clear to difficult to understand, seems prepared, maybe some abc ✓	Point Diff und unp bod ...t abc ✓

When you are finished editing your Rubric, click **“Submit.”**

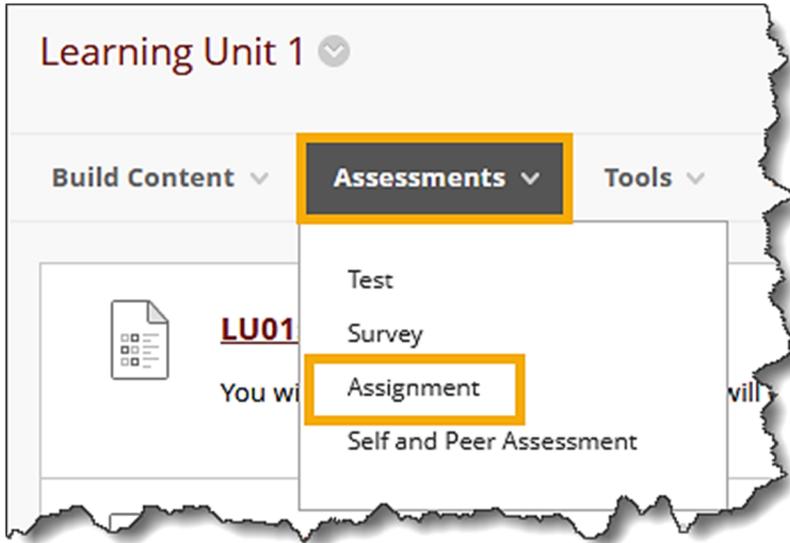


Now that your Rubric has been created, let's **Add the Rubric to an Assignment.**

Note: You can create a new Assignment and add the Rubric at that time, or add a rubric to an existing Assignment by editing an Assignment that has already been created in your course.

Let's create a new Assignment and add the Rubric. From within a course content area, hover your cursor over "**Assessments.**"

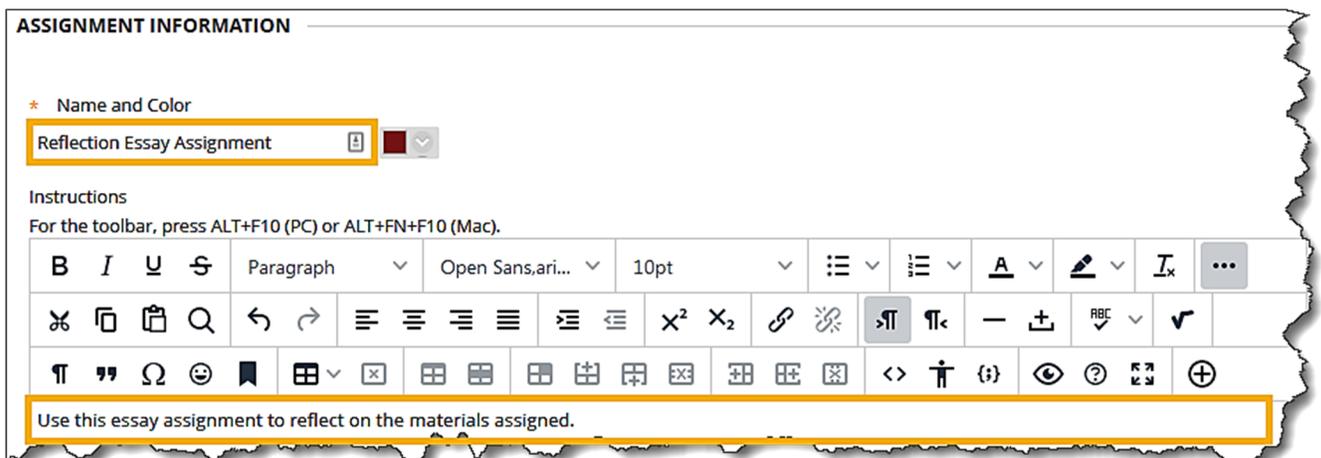
In the sub-menu that opens, click "**Assignment.**"



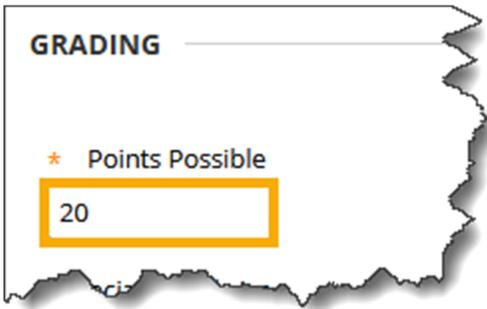
The "**Create Assignment**" page will open.

Type the title of the assignment in the box located to the right of "Name and Color."

You may type instructions for the assignment in the "Instructions" text box.



Enter the number of points possible for the assignment under “Grading.”

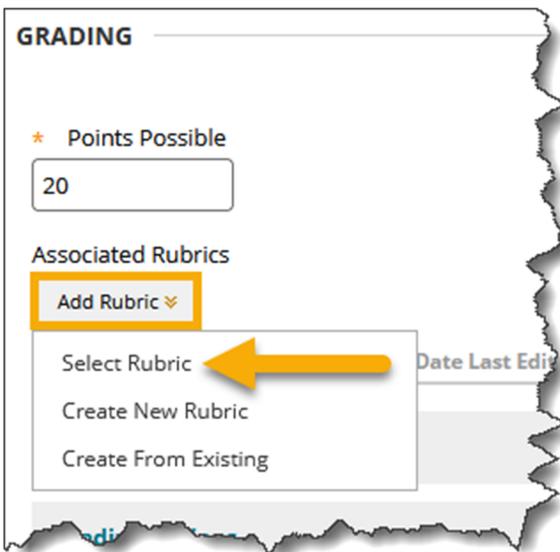


GRADING

* Points Possible

20

Click “Add Rubric” and choose “Select Rubric,” “Create New Rubric,” or “Create from Existing.”



GRADING

* Points Possible

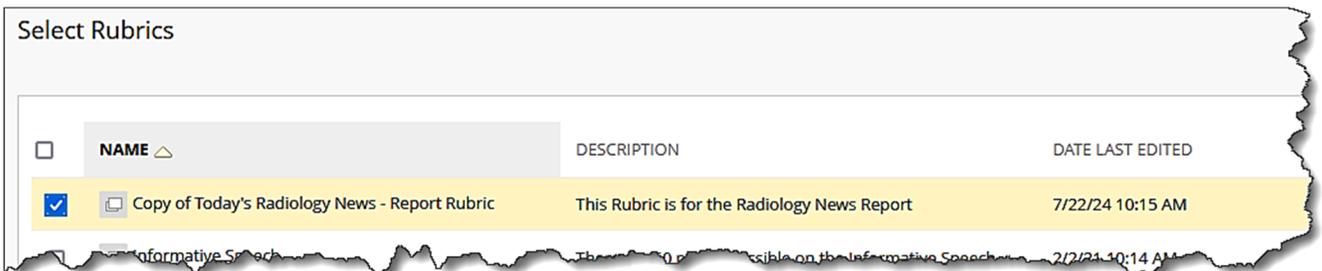
20

Associated Rubrics

Add Rubric ▾

- Select Rubric ←
- Create New Rubric
- Create From Existing

Since we have already created a Rubric, we will choose “Select Rubric.”



Select Rubrics

<input type="checkbox"/>	NAME ▲	DESCRIPTION	DATE LAST EDITED
<input checked="" type="checkbox"/>	Copy of Today's Radiology News - Report Rubric	This Rubric is for the Radiology News Report	7/22/24 10:15 AM
<input type="checkbox"/>	Informative Speech	This rubric is for the Informative Speech	2/2/21 10:14 AM

After you have selected your Rubric, click “Submit.”



Cancel Submit

Your Rubric will appear under “Associated Rubrics.” You may choose whether or not you want to show the Rubric to students.

Name	Type	Date Last Edited	Show Rubric to Students
  Copy of Today's Radiology News - Report Rubric	 Used for Grading	Jul 22, 2024 10:15:40 AM	 No

[Submission Details](#)

[Pending](#) [as](#)

Click for more options

Yes (Without Rubric Scores)

After Grading

Under “Availability,” keep the box checked next to “Make the Assignment Available.”

AVAILABILITY

Make the Assignment Available

Limit Availability

Display After  

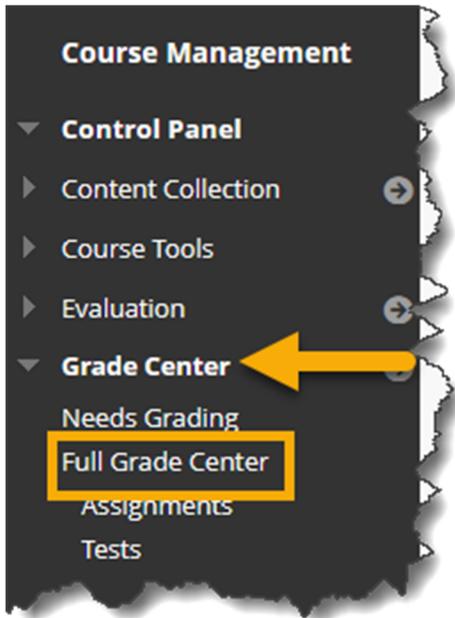
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

After setting up your assignment, click “Submit.”

Next, let's **Grade an Assignment using the attached Rubric.**

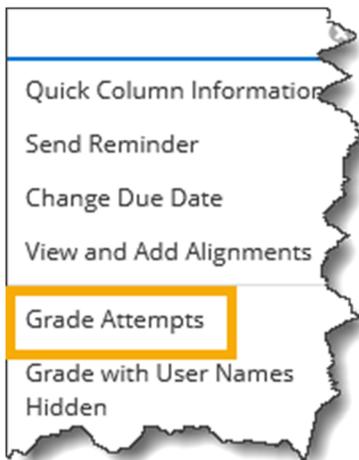
From within your course, click "**Grade Center**," which is located in the "Course Management" menu. A sub-menu for the "Grade Center" will open.

Click "**Full Grade Center**" to display the default view of the "Grade Center."



The default view of the "Grade Center" shows all columns and rows.

Click the drop down arrow next to the assignment that needs to be graded and select "**Grade Attempts**."



To “Grade by Rubric,” choose the Rubric attached to the Assignment.
Using the Rubric, choose values for each category. When you are finished, click “Save.”

Rubric Detail

Select Grid View or List View to change the rubric's layout. [More Help](#)

Name: **Essay**

Exit **Save**

Grid View List View

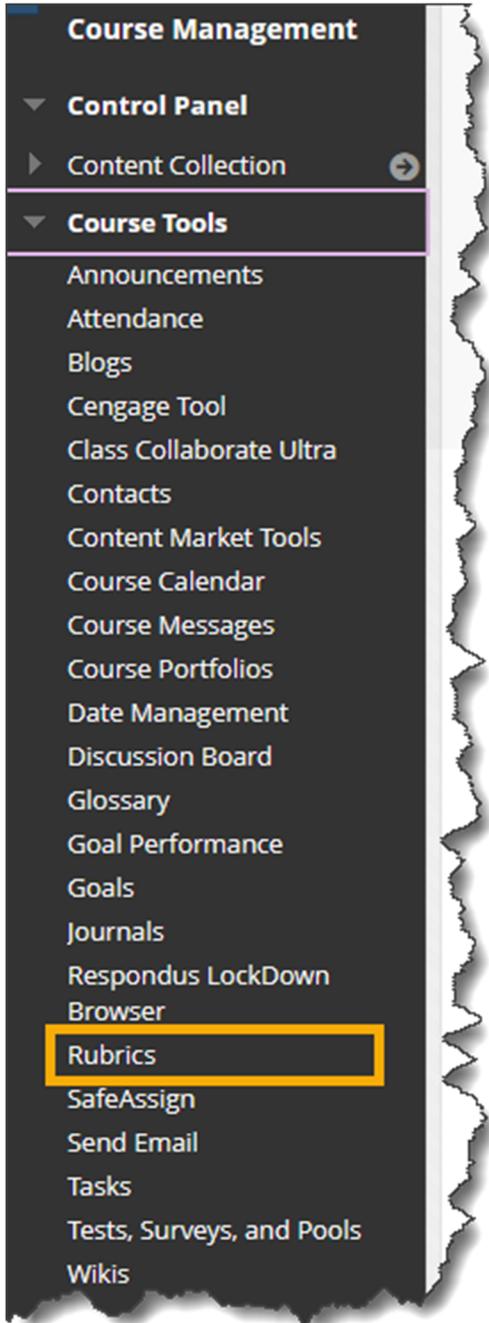
	Novice	Competent	Proficient
Formatting	<input checked="" type="radio"/> Points: 20 (50.00%) Feedback: <input type="text" value="abc"/>	<input type="radio"/> Points: 15 (37.50%)	<input type="radio"/> Points: 10 (25.00%)
Organization	<input type="radio"/> Points: 20 (50.00%)	<input type="radio"/> Points: 15 (37.50%)	<input checked="" type="radio"/> Points: 10 (25.00%) Feedback: <input type="text" value="abc"/>

When you are finished, click “Submit.”

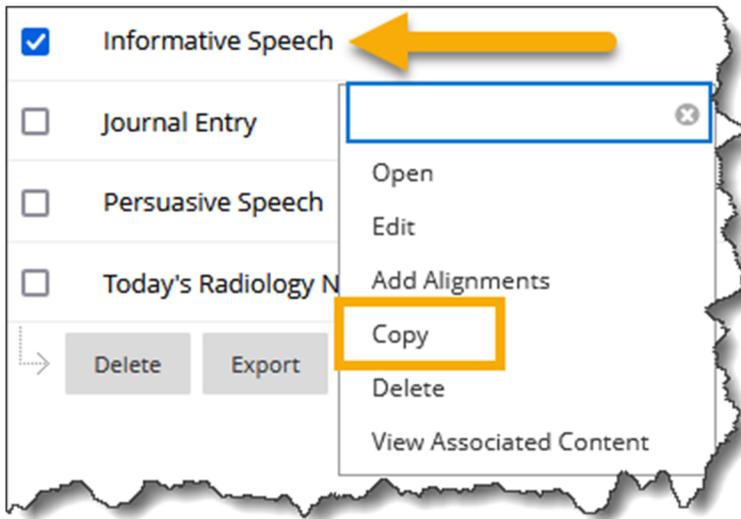
Cancel **Submit**

Once you have Rubrics created in your course, you may wish to **Copy or Edit** them, or to **Import or Export** them to another course.

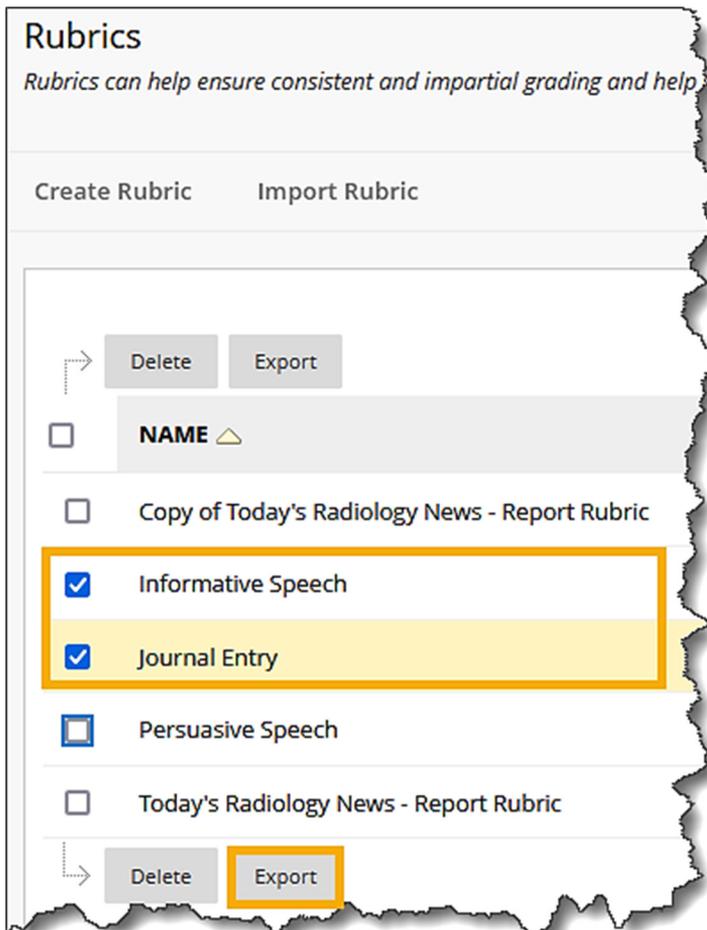
To **Copy or Edit a Rubric**, click “**Course Tools**,” from the “**Course Management**” menu. In the sub-menu that opens, select “**Rubrics**.”



Click the drop down arrow next to the Rubric you want to copy and click "Copy."
A copy of your Rubric will be created and can be Edited with new Columns, Rows, and Values.



To **Export a Rubric**, select the Rubric(s) to Export by checking each box next to the Rubric(s). Then, click "Export."



The default Export location, **Export to Local Computer**, should be selected. Then, click **“Submit.”**

EXPORT RUBRIC LIST

The following rubric(s) will be exported.

NAME	DESCRIPTION
Informative Speech	There are 50 points possible on the Informative Speech
Journal Entry	

EXPORT LOCATION

Choose a location for exported rubric(s).

Export to Local Computer. Export to Content Collection. 

*Click **Submit** to proceed.*

Cancel **Submit**

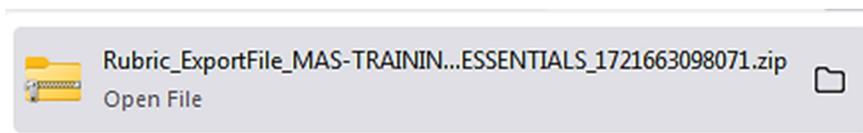
Download your Exported Rubric(s) by clicking **“Download.”**

Download Exported Rubric(s)

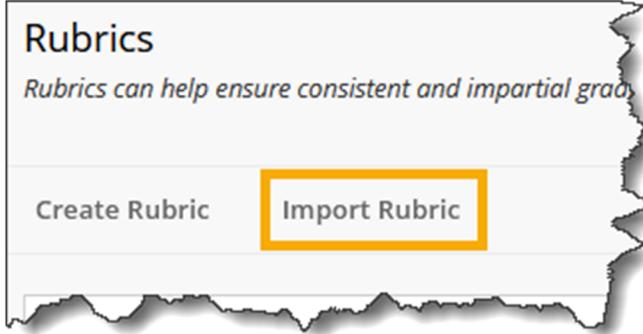
Click the button below to download exported rubric(s) to the local computer.

DOWNLOAD

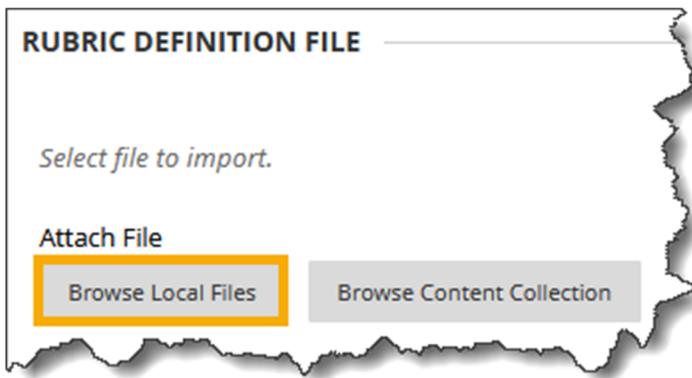
Your Exported Rubric(s) are now saved on your computer.



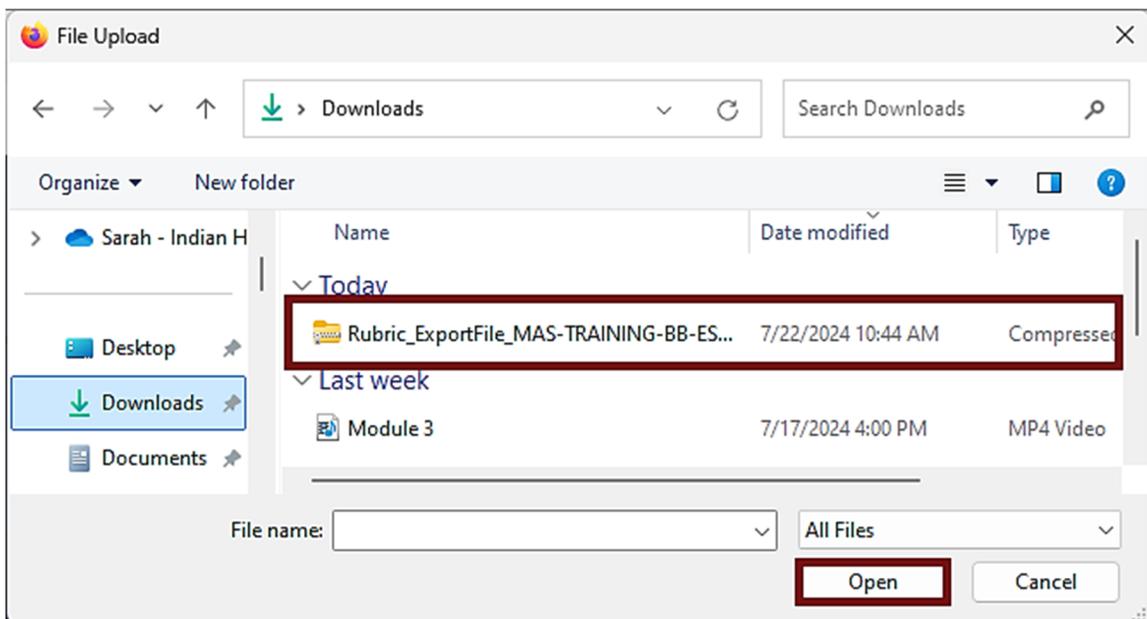
To Import a Rubric, select **Import Rubric**.



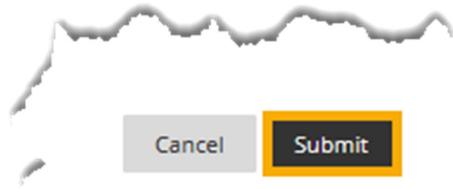
Click **Browse Local Files**.



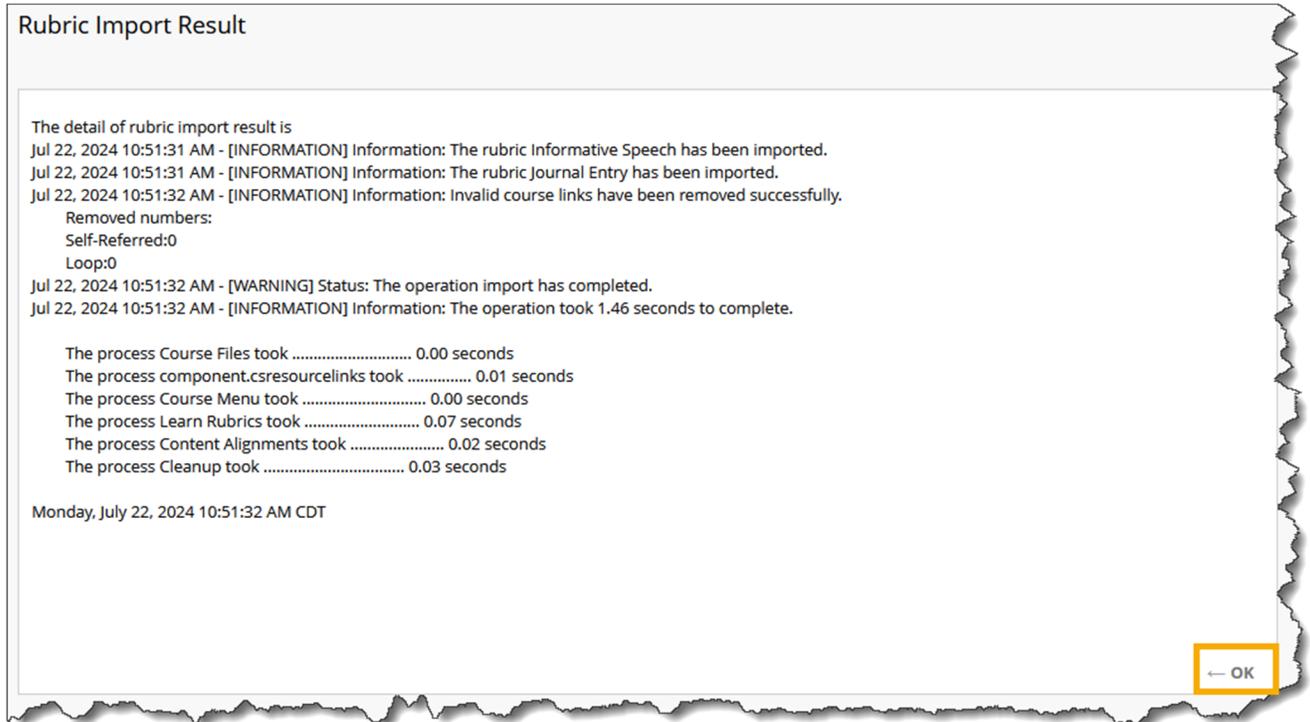
Select the Exported Rubric file you wish to import. Click **Open**.



Click "Submit."



Click "Ok."



Your Rubrics have been Successfully Imported and you can add them to an assignment!

Congratulations! You now know how to create, use, import, and export a Rubric in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk