

# KODIAK QUICK GUIDE - Rubrics

## Overview

Rubrics allow you to establish set criteria for grading assignments; you can attach Rubrics to Dropbox folders or Discussion topics so that the criteria are available to students before they submit their assignment. Rubrics can be used to display the number of points students were awarded for each criterion after you have graded an assignment, and they can also be used to provide customized feedback.

## How to Access

If Rubrics does not appear on your course navbar, click **Edit Course, Tools, Rubrics** to activate.


## In This Guide

- Creating a Rubric
- Adding a Rubric to a Dropbox Folder, Discussion Topic, or Grade Item
- Editing a Rubric
- Assessing with a Rubric

### Creating a Rubric

Rubrics contain criteria, which list the attributes on which an assignment will be assessed, and levels, which list the standards each criterion must meet. A specific grade or score is usually assigned to each level. In Kodiak, you can use a Rubric to calculate scores for multiple criteria to determine an overall score for an assignment.

#### Create a Rubric

1. Click  **Rubrics** in the course navigation bar.
2. Click **New Rubric**. The “New Rubric” page will open with the “Properties” tab displayed.
3. Enter a name for the Rubric.

**Note:** On the “New Rubric” page, you will see a drop-down menu under the “Status” heading that lists options for setting the Rubric’s status to “Draft”, “Published”, or “Archived” (Figure 1). It is recommended that you keep your Rubric’s status set to “Draft” until you have completely finished setting it up.

4. Enter the number of grading levels for each criterion in the “Initial # of Levels” field. For example, if you wanted options for Excellent, Good, Satisfactory, and Poor, you would enter “4” (Figure 2). (Four is the default option.)

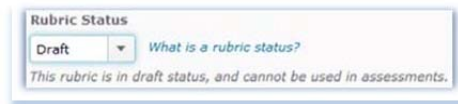


Figure 1

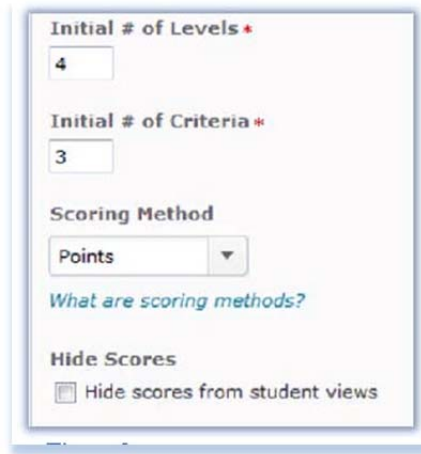


Figure 2

5. Enter the number of criteria you will use in the “Initial # of Criteria” field (Figure 2). Criteria can be things like “accuracy” or “organization”. (Three is the default option.)

6. Select an option from the “Scoring Method” drop-down menu (Figure 3):

- **Points** (default option): The Rubric will calculate a numeric score with all criteria weighted equally
- **Custom Points**: The Rubric will calculate a numeric score with some criteria weighted more heavily than others
- **Text Only**: The Rubric will display only text feedback, not a numeric score.

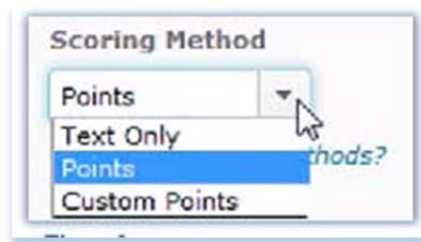


Figure 3

7. Click **Save**. You will return to the “Edit Rubric” page.

### Set Scoring Criteria

1. Click the drop-down arrow next to the Rubric you want to set scoring criteria for on the “Rubrics” page, and select **Edit Levels and Criteria** (Figure 4).

2. Click the drop-down arrow next to “Criterion 1”, and select **Edit Criterion** (Figure 5).

3. Enter a name for the criterion.

4. Enter descriptions of the characteristics the student’s assignment must have for each of the criterion’s levels. These descriptions will be available to students before they submit their assignments.

5. Enter text for feedback for each level (optional). After you score your students, they will see the feedback for their level on each criterion.

6. Click **Save**.

7. Repeat this process for the rest of the criteria in your Rubric.

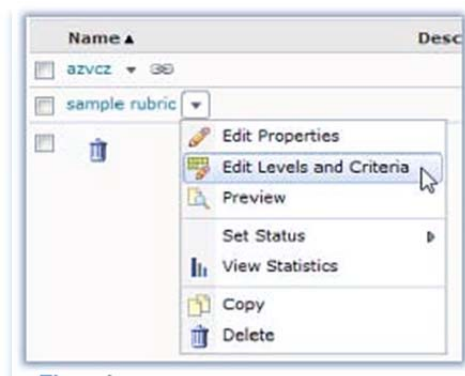


Figure 4

**Note:** You can also provide descriptions and feedback for a student’s overall score by clicking the drop-down arrow next to “Overall Score” at the bottom of the Rubric, selecting **Edit Levels** (Figure 6), and then entering text into the fields for each level.

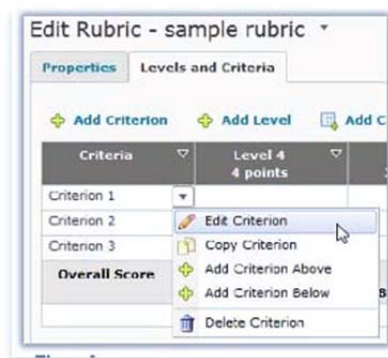


Figure 5

### Set the Rubric as Published

Once you’re done creating the Rubric, the status of the Rubric needs to be changed from “Draft” to “Published” before it can be linked to a Dropbox Folder, Grade Item, or Discussion Forum.

1. Click **Edit Course** in the course navigation bar.

2. Click **Rubrics** under the “Assessment” heading. A page will open that lists all of the Rubrics you have created.

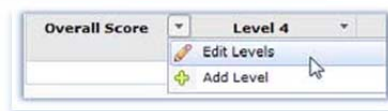


Figure 6

3. Click the drop-down arrow to the right of the name of the Rubric you want to publish, and select **Set Status**.
4. Click **Published** (Figure 7). The Rubric's status will now be listed as "Published" on the "Rubrics" page.

### Adding a Rubric to a Dropbox Folder, Discussion Topic, or Grade Item

1. After you have finished creating your Rubric, you must associate it with the appropriate Dropbox Folder, Discussion Topic, or Grade Item. You can add a Rubric as you create one of these items, or you can add a Rubric to the item later through its editing options. Go to the Dropbox Folder, Discussion Topic, or Grade Item that you want to associate with the Rubric.
2. Click the drop-down arrow to the right of the item's name, and select the **Edit** option.
3. Click **Add Rubric** (Figure 8). The "Select Rubric" window will open.
4. Select the checkbox next to the Rubric you want to add.
5. Click **Add Selected**. The window will close, and the rubric you selected will appear in the "Rubrics" section.
6. Click **Save and Close**.

### Editing a Rubric

Although you cannot edit a Rubric after it has been associated with a Dropbox Folder, Grade Item, or Discussion Topic, you can create a copy of the Rubric, edit the copy, and then replace the previous version with the new one.

1. Click **Edit Course** in the course navigation bar.
2. Click **Rubrics** under the "Assessment" heading. A page will open that lists all of the Rubrics you have created.
3. Click the drop-down arrow to the right of the name of the Rubric you want to copy, and select **Copy** (Figure 9). The copy will now appear in your list of Rubrics.
4. Click on the name of the Rubric copy (Figure 10).
5. Replace the name of the Rubric copy with your new Rubric's name.
6. Make any other changes to the Rubric's properties or levels and criteria that you want.
7. Click **Save**.
8. Follow the steps in the "Adding a Rubric" section to replace the old Rubric with the new version.

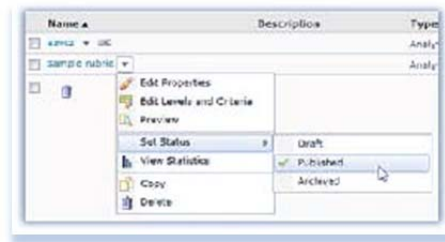


Figure 7



Figure 8

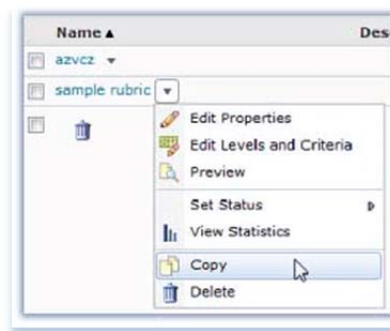


Figure 9

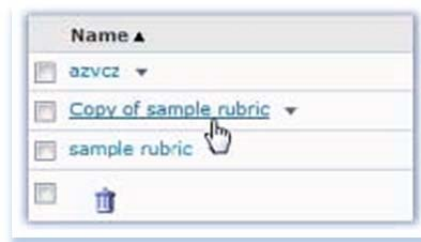



Figure 10

## Assessing with a Rubric

You can assess students' submissions using a Rubric in the Dropbox area, but you can only assess Discussion Topics with a rubric in the Grades area.


### Assess a Dropbox Folder

1. Click **Dropbox** in the course navigation bar.
2. Click the name of the Dropbox Folder that contains the files you want to assess. A page that lists all of the files submitted by students to the Dropbox Folder will open.
3. Click on the name of the file that you want to assess. A page that displays the document and the grading interface will open.
4. Click the name of the Rubric associated with this Dropbox Folder; it is listed on the right side of the page under the "Evaluation" heading (Figure 11).
5. Click the radio button for the level the student achieved for each criterion on your Rubric. When you have selected a score for each criterion, the Rubric will automatically calculate the overall score.

**Note:** If you want to add custom feedback for the criterion, click the  pencil icon in the "Feedback" column. Enter your comments in this column, and then click **Save**.

6. Select the checkbox next to "Transfer rubric feedback to general feedback for the assignment" if you want the feedback you entered on the rubric to be displayed with feedback that you enter in the "Feedback" text box on the grading interface.
7. Click **Save and Record**. Students will be able to see their Rubric score, grade, and feedback by clicking on the name of the Dropbox Folder.

### Assess a Grade Item or Discussion Topic

1. Click **Grades** on the course navigation bar.
2. Click Manage Grades at the top of the page.
3. Click the drop-down arrow next to the item you want to assess, and click **Enter Grades** (Figure 12). The "Grade Item" page, which displays a list of all students in the class, will open.
4. Click the  icon in the "Assessment" column for the student you want to assess.
5. Click the radio button for the level the student achieved for each criterion on your Rubric. When you have selected a score for each criterion, the Rubric will automatically calculate the overall score.

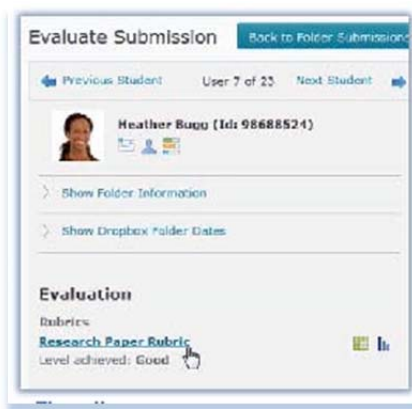


Figure 11

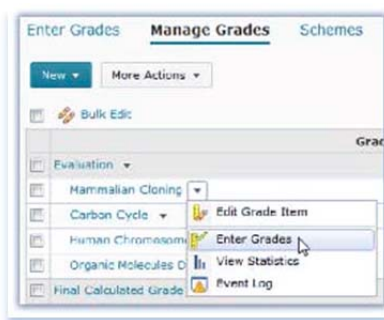



Figure 12

**Note:** If you want to add custom feedback for the criterion, click the  pencil icon in the “Feedback” column. Enter your comments in the “Feedback” field, and click **Save**.

6. Click **Save**. Note how many points are awarded in the overall score, as scores do not automatically transfer from the Rubric to the Grade book.
7. Close the Rubric window.
8. Enter the score for the student in the “Grade” column (Figure 13).
9. Click **Save**. Students will be able to see both their scores on the Rubric and their points grade.



Figure 13