

Setting up a Media standard Rubric for using on a studentcentral Assignment or Grade Centre Column

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Part 1 – Importing the standard Media Rubric

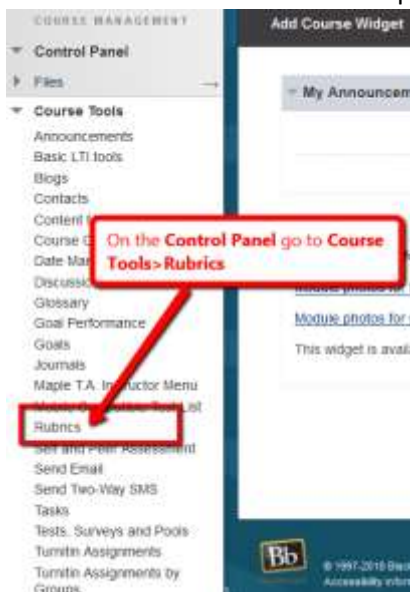
1. Open the module on which you wish to use the Rubric.
2. In the Control Panel click **Course Tools>Rubrics** (this is the **Rubric library for studentcentral** assessment tools, **NOT Turnitin**)
3. Click the **Import** link, top left of the page.



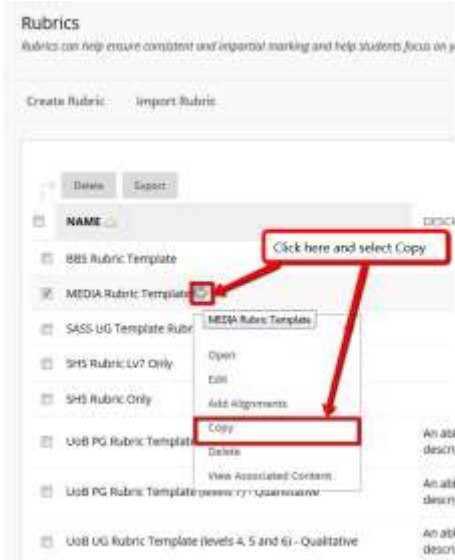
4. Browse and locate the Rubric zip file (it will be named some like this: Rubric_ExportFile_WKS-MEDIARUBRICS_1565945284628.zip) and click Submit.

Part 2 – Adding your own criteria to the Rubric template

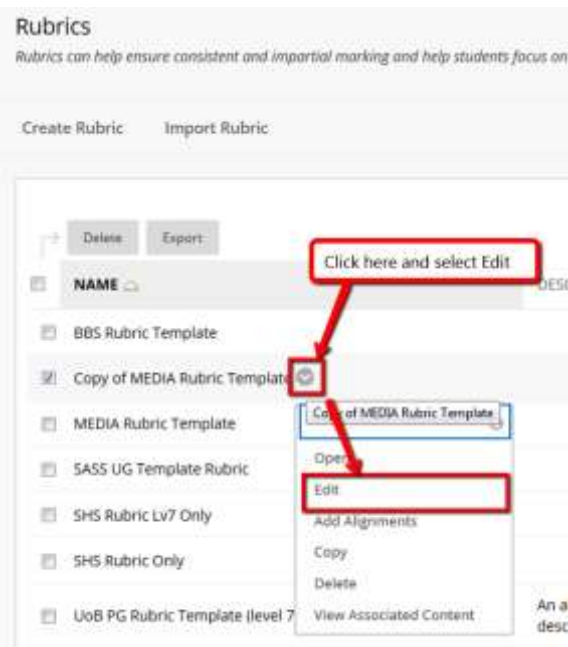
1. Go the Rubric tool in the control panel



2. Take a copy of the Media Template Rubric



3. Now you have a copy you can edit it to set up the assessment criteria specific you your assessment.



- Edit the criteria to reflect your assessment and then click Submit.

RUBRIC INFORMATION

Name: Copy of MEDIA Rubric Template

Description: [Empty text area]

Edit the name of the rubric to reflect your assessment (module code may be a useful name to use)

RUBRIC DETAIL

The Rubric Grid lists Criteria (rows) for measuring Levels of Achievement (columns)

Buttons: Add Row, Add Column, Rubric Type: Per cent, Show Criteria Weight

Criteria %	Optimum Score	Outstanding 90-99	Outstanding 80-89	Excellent 70-79
Criteria 1: Replace with your own criteria and weight Weight: 5.00 %	Per cent: [Empty]	Per cent: 85.00 Criterion is met in full and to an exceptional standard.	Per cent: 75.00 Criterion is met in full and to a very high standard. Some	
Criteria 2: Add your learning outcome	Per cent: 100.00	Per cent: 95.00 Criterion is met in full and to an	Per cent: 85.00 Criterion is met in full and to an	Per cent: 75.00 Criterion is met in full and to a

Click here to edit the Criteria and then enter appropriate the weighting. Repeat for each criteria.

If you need to add or remove criteria from the template see below.

RUBRIC INFORMATION

Name: Copy of MEDIA Rubric Template

Description: [Empty text area]

Edit the name of the rubric to reflect your assessment (module code may be a useful name to use)

RUBRIC DETAIL

The Rubric Grid lists Criteria (rows) for measuring Levels of Achievement (columns)

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Click here to edit the Criteria and then enter appropriate the weighting. Repeat for each criteria.

Part 3 – Attaching the Rubric to your assessment

When adding a studentcentral submission point or a Grade Centre column do the following to attach your Rubric.

DUE DATES

Submissions are accepted after this date, but are marked Late.

Due Date:

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

GRADING

Points Possible:

Associated Rubrics:

AVAILABILITY

Click Add Rubric then Select Rubric

Select Rubrics

NAME	DESCRIPTION	DATE
<input type="checkbox"/> BED Rubric Template		
<input checked="" type="checkbox"/> Copy of MEDIA Rubric Template		04/06/19 12:30
<input type="checkbox"/> DB366 Group Project		06/03/19 14:29
<input type="checkbox"/> MEDIA Rubric Template		04/06/19 12:30
<input type="checkbox"/> UoD PG Rubric Template levels 70 - Quantitative	An abbreviated version of the university marking/grading descriptors.	04/06/19 09:45
<input type="checkbox"/> UoD UG Rubric Template levels 4, 5 and 6 - Quantitative	An abbreviated version of the university marking/grading descriptors.	04/06/19 09:45

Displaying 6 to 6 of 6 items

Selected Rubrics:

Select the Rubric you wish to use and click Submit

GRADING

Points Possible:

Associated Rubrics:

Name	Used for Grading	Date Last Edited
<input checked="" type="checkbox"/> Copy of MEDIA Rubric Template	<input checked="" type="checkbox"/> Used for Grading	04 Jun 2019 12:30:50

Show Rubric to Students:

The final stage is to select what your students see once the marks are release. Usually we recommend the top one.

No Yes (With Rubric Scores) Yes (Without Rubric Scores) After Grading

Part 4 – Marking using the Rubric

If your students have submitted via a studentcentral assignment this is how you mark against the Rubric.

1. Open the submission.

Grade Centre : Full Grade Centre

The Full Grade Centre displays all columns and rows in the Grade Centre and is the default view of the Grade Centre. [More help](#)

Create Columns Create Calculated Columns Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending

LAST NAME	FIRST NAME	PORTFOLIO	GROUP PROJECT SUBMISSION 1	GROUP PROJECT SUBMISSION 2	EXAMPLE TURNIN SUBMISSION	SUBMISSION 1	TITLE SUBMISSION
Condy, Phaedra	Marion	---	61.00	61.00	---	61.00	61.00
Student 2	Demis	56.00	66.15	57.00	---	61.00	61.00
Student 3	Diana	67.00	66.15	57.00	---	61.00	61.00
Student 4	Demis	---	66.15	---	---	61.00	61.00
Student 5	Demis	---	0.00	---	---	61.00	61.00
Student 6	Demis	---	75.00	77.50	---	61.00	61.00

Go to the full Grade Centre then click here and select the Attempt

Attempt 04/06/19 61.00

2. Accessing the feedback tools

Assignment Details

GRADE LAST GRADED ATTEMPT 61.00 / 100

ATTEMPT 04/06/19 61.00 / 100

Submissions

Click here to open the feedback tools

and then click on the Rubric to open ready for marking

Graded Rubric

EVL100 Rubric Template (Levels 4, 7 and 8) - Quantities

Feedback to Learner

Click here to open in the sidebar

or here to open in a new window

Cancel Save Draft Submit

3. Select the marks for each criteria and add any feedback you want to add.

Assignment Details

GRADE
LAST GRADED ATTEMPT **61.00** /100

ATTEMPT
04/06/19 08:53 **61.00** /100

Graded Rubric
[UoL ELO Rubric Template \(Levels 4, 5 and 6\) - Quantitative](#)
Used for Grading

LO1 **13 (13.00%)**

Add your learning outcome and description here.

Make sure that you also specify the weighting for each criteria in this version of the rubric.

80-100 A+

First class/Distinction 16 (16.00%)–20 (20.00%) points

70-79 A

First class/Distinction 14 (14.00%)–15.8 (15.80%) points

60-69 B+ B B-

Upper Second class/ Merit **13 (13.00%)**

50-59 C+ C C-

Lower Second class/Pass 10 (10.00%)–11.8 (11.80%) points

40-49 D+ D D-

Third class/Pass 8 (8.00%)–9.8 (9.80%) points

30-39 E+ E E-

Fail 6 (6.00%)–7.8 (7.80%) points

10-29 F+ F

Fail 2 (2.00%)–5.8 (5.80%) points

0-9 F-

Fail 0 (0.00%)–1.8 (1.80%) points

Feedback:
You can add feedback for each criteria

abg

Click 'show feedback' to enable feedback for each criteria.

Select the mark for each criteria, note you can adjust the mark within a range of the grade. Add feedback and repeat for each criteria.

Assignment Details

GRADE
LAST GRADED ATTEMPT **61.00** /100

ATTEMPT
04/06/19 08:53 **61.00** /100

Graded Rubric
[UoL ELO Rubric Template \(Levels 4, 5 and 6\) - Quantitative](#)
Used for Grading

Feedback to Learner

Raw Total: **61.00 (of 100)**
Change the number of points out of 100 to:

Feedback:

Add Notes

Cancel Save Draft **Submit**

Submission
[sampleessay.docx](#)

Once all criteria have been marked you can choose to adjust the mark before hitting 'Save Rubric'

Add general feedback here and click Submit

Save Rubric