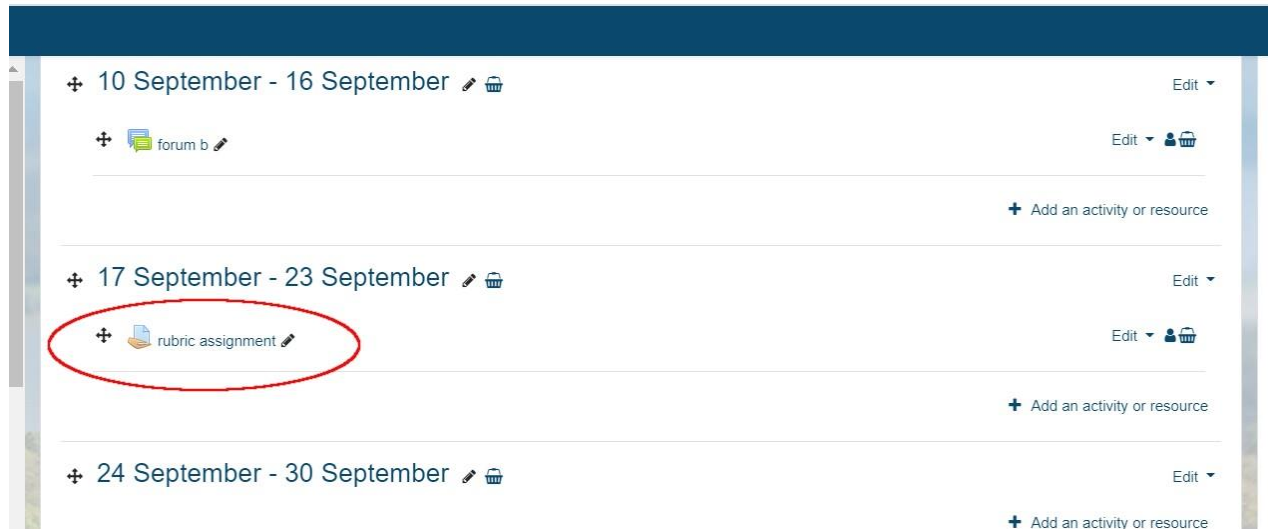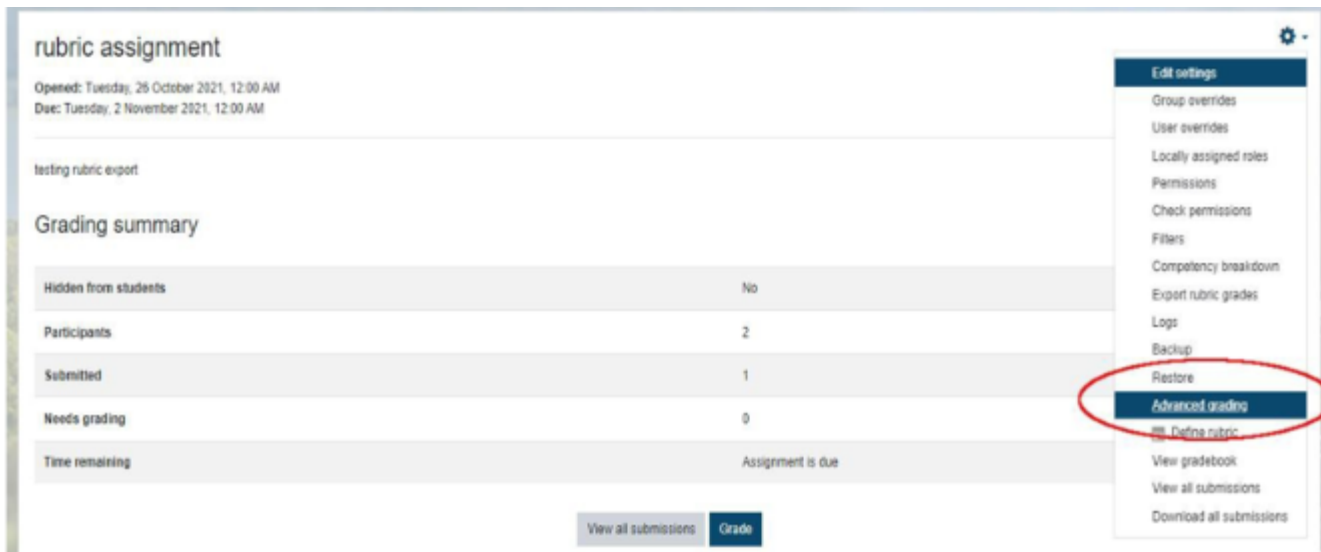# Sharing a Rubric

1. Once you have created your rubric in your course, it is easy to share a rubric with your colleagues.

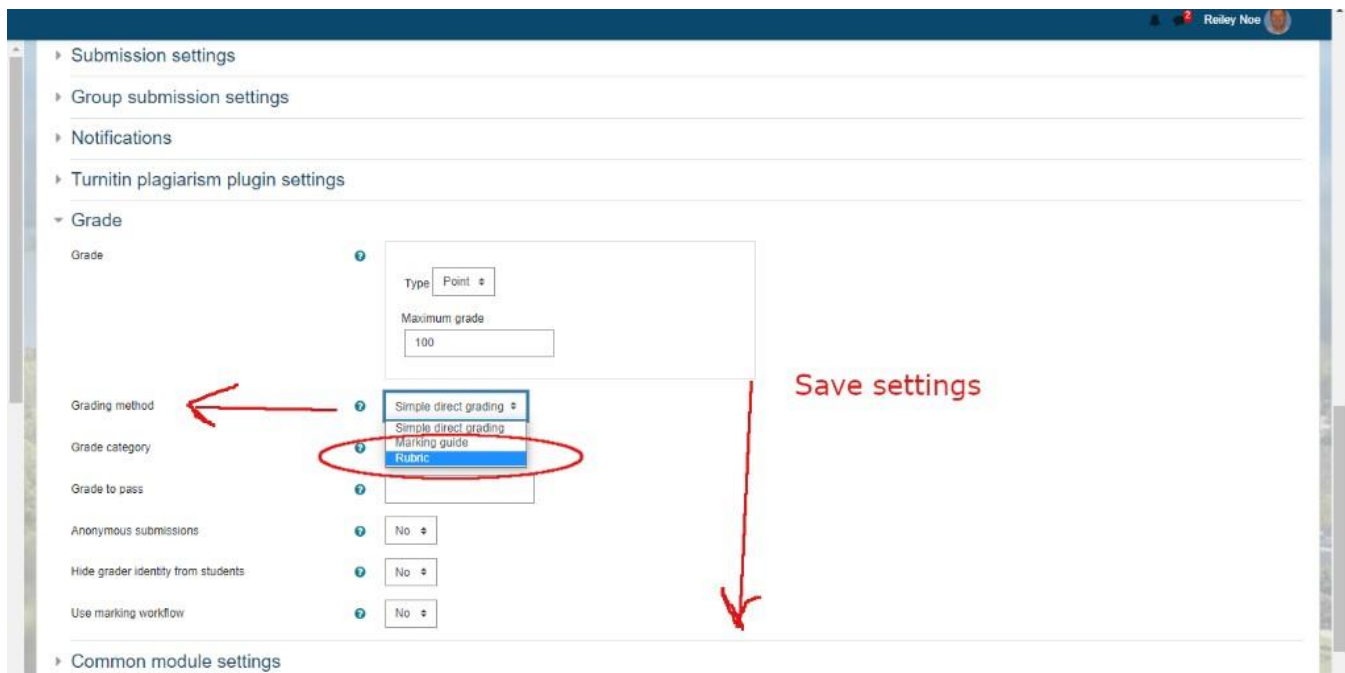2. Go to a class where you are making a Rubric within Moodle.

3. Click on the gear for the assignment, then click on Advanced Grading in the drop down menu.
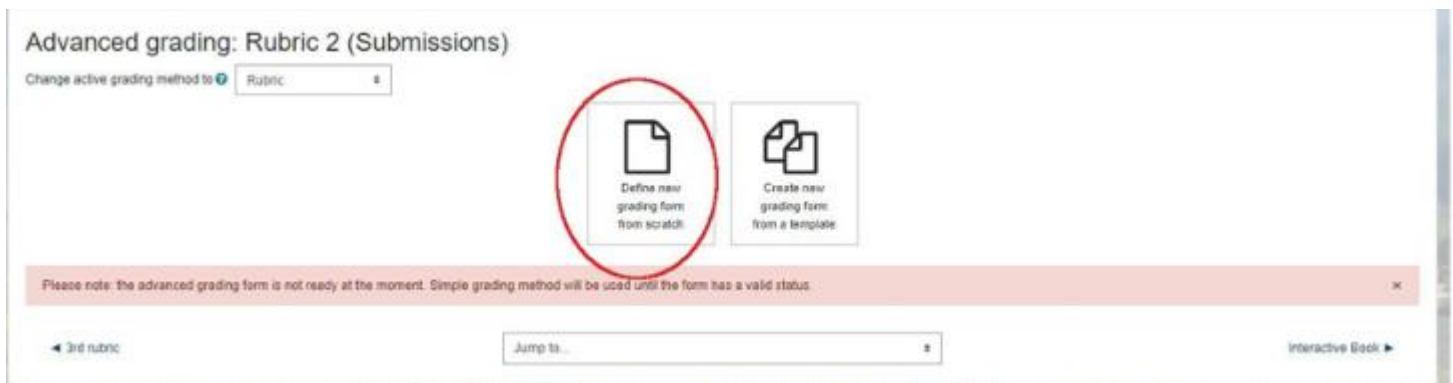
4. Create your rubric.

   Essentially, you'll go into the Settings and for Grade, you'll change your Grading Method from Simple Direct Grading to Rubric and click **Save and Display**.

5. Click on the **Define a New Grading Form From Scratch**.

6. Name it and then add Criterions (vertical cells) and Levels (horizontal cells). Modify the drop down tick boxes if necessary.

7. Click on the italicized text and a text box appears. Click on the green text to modify the points given for each level.

8. Finally, when the rubric is set, click on **Save Rubric and Make it Ready**. This will enable you to save it as a template. You will need to do this before you can share the rubric.

9. Go to the gear and then click on **Advanced Grading**

10. Click on the icon for **Publish the Form as a New Template**.

11. Click Continue.

12. You'll see a screen like this will different rubrics arrayed vertically. There is also a search tool above it, where you can search for a rubric by name.

The form was successfully saved as a template - click to close

Advanced grading: rubric assignment (Submissions)

Change active grading method to ❓ Rubric ‡

Edit the current form definition

Delete the currently defined form

Rubric A Ready for use

Intro	Introduction as "hook" that bears no real relevance to topic; no suggestion of problem/question; conclusion abrupt and unfocused; no attempt to address significance of idea **4 points**	Introduction is brief and only makes tenuous connection to topic; dominant idea/question/problem hard to locate; conclusion abrupt and tenuous **7 points**	Introduction opens idea, but question/problem not clear; topic is vague or does not set specific focus; conclusion general and/or repetitive and does little to suggest significance of idea **11 points**	"Introduction sets stage for essay's topic; poses question/problem in clear language; focus good; connection to thesis clear; conclusion draws ideas together and suggests some significance of overall argument" **15 points**	Introduction eloquently presents topic then focuses in on question/problem paper will address; leads smoothly into thesis (answer/solution); conclusion wraps together ideas; thoughtfully presents significance of idea to understanding of text as a whole **20 points**
Thesis	No real thesis;	Thesis is confusing	Thesis is general,	Thesis is original,	Thesis is original,

13. Now your colleague can navigate to another class that will use this rubric. Setup an Assignment and then click on the link for it on the course page.

14. Click on the Gear and then Advanced Grading

Yet another rubric assignment

Opened: Monday, 15 November 2021, 12:00 AM
Due: Monday, 22 November 2021, 12:00 AM

Grading summary

Hidden from students	No
Participants	2
Submitted	0
Needs grading	0
Time remaining	6 days 7 hours

View all submissions   Grade

Edit settings
Group overrides
User overrides
Locally assigned roles
Permissions
Check permissions
Filters
Competency breakdown
Export rubric grades
Logs
Backup
Restore
Advanced grading
Define rubric
View gradebook
View all submissions
Download all submissions

15. On the drop-down menu that appears, select Rubric.

Advanced grading: test of rubric sharing (Submissions)

Change active grading method to ❓   Simple direct grading ⬍

Change to
Rubric

◄ shared rubric

Marking guide
Rubric
Simple direct grading

Jump to...   ⬍

16. Click on Create New Grading Form from a Template.

Advanced grading: Yet another rubric assignment (Submissions)

Change active grading method to ❓ Rubric ↕

Define new grading form from scratch

Create new grading form from a template

◄ rubric assignment   Jump to...   ↕
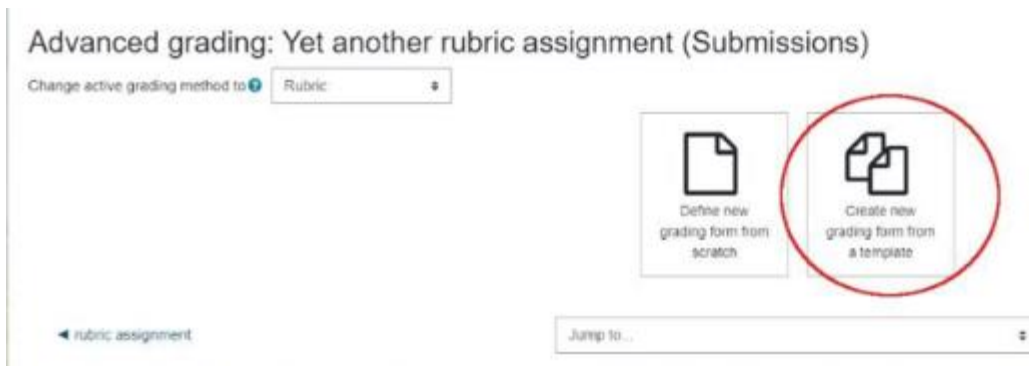
17. Search for the name of the template. If you are searching among your own templates, tick the box.

▾ Grading forms search ❓

☐ include my own forms Template name Search

No template found

Back

◄ rubric assignment   Jump to...   ↕   Interactive Book ►

18. Once you find the rubric that you want, scroll down.

Grading forms search ⊘

☑ include my own forms   rubric   [Search]

Rubric A Own form

Location: rubric assignment (Submissions)

Intro	Introduction as "hook" that bears no real relevance to topic; no suggestion of problem/question; conclusion abrupt and unfocused; no attempt to address significance of idea **4 points**	Introduction is brief and only makes tenuous connection to topic; dominant idea/question/problem hard to locate; conclusion abrupt and tenuous **7 points**	Introduction opens idea, but question/problem not clear; topic is vague or does not set specific focus; conclusion general and/or repetitive and does little to suggest significance of idea **11 points**	"Introduction sets stage for essay's topic; poses question/problem in clear language; focus good; connection to thesis clear; conclusion draws ideas together and suggests some significance of overall argument " **15 points**	Introduction eloquently presents topic then focuses in on question/problem paper will address; leads smoothly into thesis (answer/solution); conclusion wraps together ideas, thoughtfully presents significance of idea to understanding of text as a whole **20 points**
Thesis	No real thesis; statement of fact or unarguable idea; little to no evidence or evidence inadequate to prove point; reveals misunderstanding of text	Thesis is confusing or does not make point; tenuous connection between ideas and thesis; little understanding shown of text **7 points**	Thesis is general, vague, makes point but gives no reason for reader to be interested; ideas reference thesis; interpretation is vague or unclear **11 points**	Thesis is original, specific, presents point about essay that can be argued; ideas linked to thesis; writer obviously understands text; ideas connected to thesis	Thesis is original, interesting, specific, arguable; shows advanced interpretation of literature; shows careful reading and insight into text/topic; each idea flows clearly from

Scroll down

19. **Click on the green check mark to choose the rubric**. Don't worry about the Rubric Options being grayed-out. You can change these later.

		explanation minimal **7 points**	insufficient information or explanation **11 points**		of/information in quotation **20 points**
Mechanics	Pronoun and verb tense entirely inconsistent; extensive overuse of passive voice; inaccurate or missing citations; errors overwhelm reader comprehension; no evidence of proofreading **4 points**	Pronoun and verb tense fairly inconsistent; overuses passive voice; inaccurate citations; essay contains so many errors as to impede reader's understanding, shows writer didn't really proofread at all **7 points**	Essay occasionally reverts to past tense or 1st/2nd person pronoun use and passive voice; textual citations incomplete; evidence of proofreading, with enough errors to interfere with the reader's comprehension **11 points**	Essay mostly consistent in tense/person use and active voice; cites text correctly; writing shows evidence of proofreading, with relatively few errors **15 points**	Essay consistently in third person, present tense, active voice; cites text correctly; writing is polished and professional, with very few errors in spelling, grammar, and punctuation **20 points**

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 form as a template

Click here to choose this Rubric

Rubric A Own form

20. Click on Continue.

Confirm

Do you want to use the grading form 'Rubric A' as a template for the new grading form in "Yet another rubric assignment (Submissions)"?
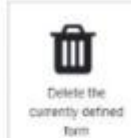
Continue Cancel

| Intro | Introduction as "hook" that bears no real relevance to topic; no suggestion of problem/question; conclusion abrupt | Introduction is brief and only makes tenuous connection to topic; dominant idea/question/problem hard to locate; | Introduction opens idea, but question/problem not clear; topic is vague or does not set specific focus; | "Introduction sets stage for essay's topic; poses question/problem in clear language; focus good; | Introduction eloquently presents topic then focuses in on question/problem paper will address; leads smoothly into |

21. This screen appears. Click on the Edit icon if you want to edit the content of the rubric or the Rubric Options tick boxes below the rubric. We're going to scroll down.

Advanced grading: Yet another rubric assignment (Submissions)

Change active grading method to ❓ Rubric ⬍

Edit the current form definition

Delete the currently defined form

Rubric A Ready for use

| Intro | Introduction as "hook" that bears no real relevance to topic; no suggestion of problem/question; conclusion abrupt and unfocused; no attempt to address significance of idea **4 points** | Introduction is brief and only makes tenuous connection to topic; dominant idea/question/problem hard to locate; conclusion abrupt and tenuous **7 points** | Introduction opens idea, but question/problem not clear; topic is vague or does not set specific focus; conclusion general and/or repetitive and does little to suggest significance of idea **11 points** | "Introduction sets stage for essay's topic; poses question/problem in clear language; focus good; connection to thesis clear; conclusion draws ideas together and suggests some significance of overall argument" **15 points** | Introduction eloquently presents topic then focuses in on question/problem paper will address; leads smoothly into thesis (answer/solution); conclusion wraps together ideas, thoughtfully presents significance of idea to understanding of text as a whole |

22. One tick box that I think is useful to tick is the one that allows the users to see the rubric before submitting their assignment. If students know what they are being graded on, that should resonate with them and hopefully help them make better quality submissions.

Note that it allows users to preview the rubric

23. When a student clicks on his or her assignment to submit it, and you've ticked the box for them to preview the rubric before submitting, then....

24. T h e y 'll see this and they'll scroll down to submit the assignment.

25. Student clicks on Add Submission to submit it.

26. You can click on the Grade button to grade it with the rubric from the other assignment.
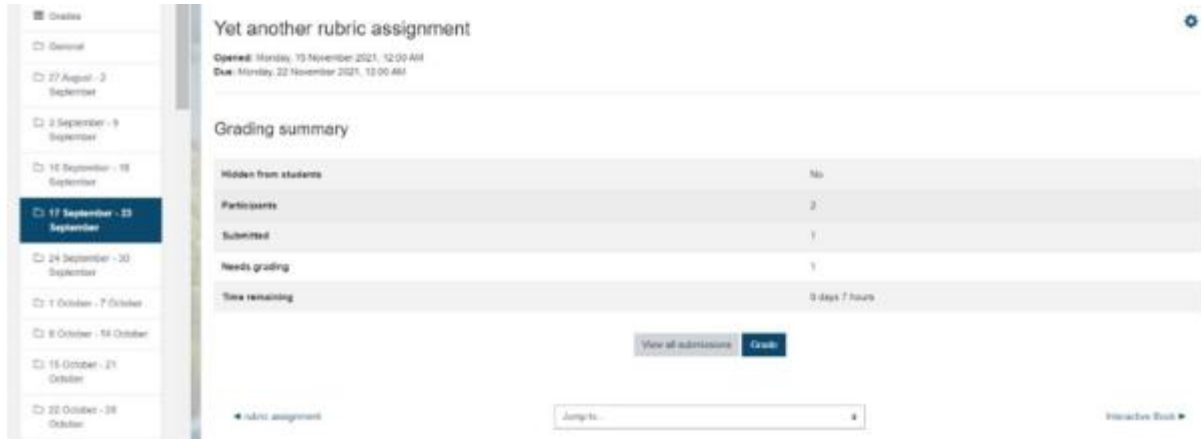
27. And you can grade with the rubric from the other class.
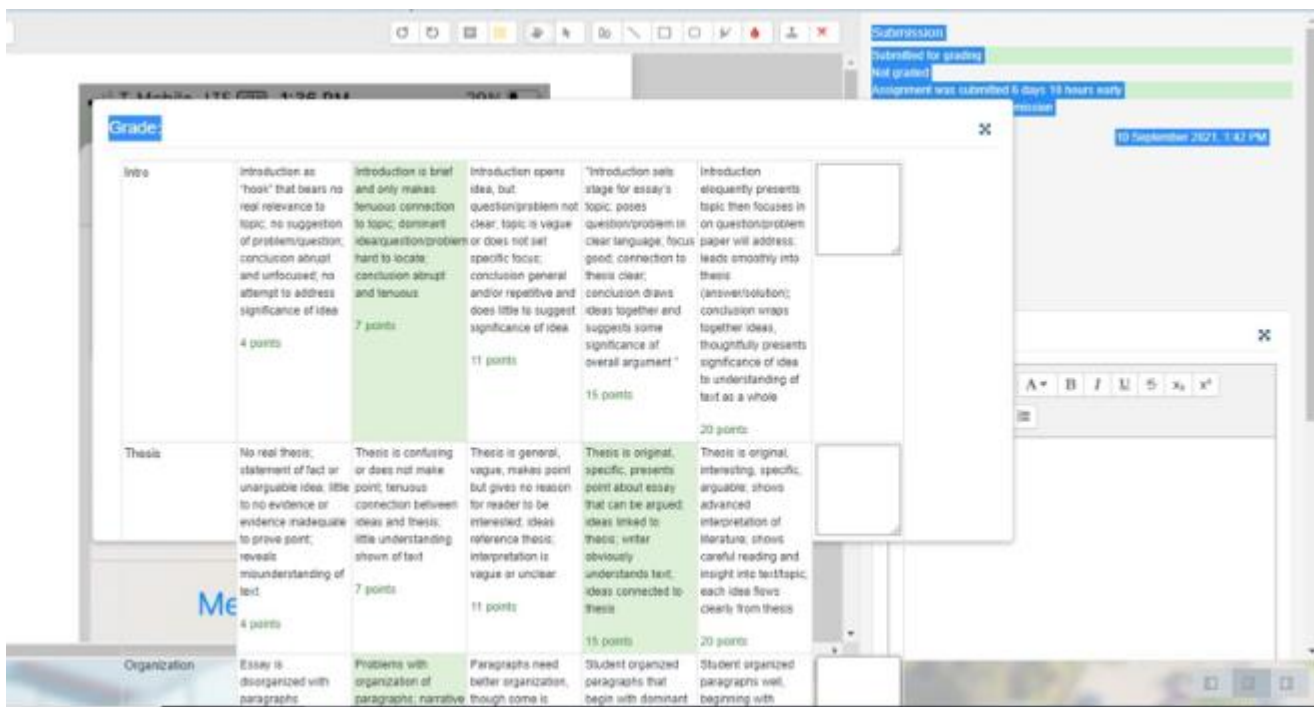
Question and help, contact moodle@eckerd.edu.