

Rubric Charts

The Rubric Setup page allows you to set up rubric charts that can be used for grading assignments with a rubric chart. A rubric chart is a set of criteria (i.e., skills) used for assessing a student's work or performance and includes levels of potential achievement (i.e., score) for each criterion.

To use this page, the **Allow Assignment Rubrics** field must be selected in TxEIS on the Grade Reporting > Maintenance > Gradebook Options > Campus > Options tab. Check with your campus secretary.

Once a rubric is created, you can associate the rubric chart with an assignment on the Settings > Administer Assignments page. Then, the rubric will be available for the assignment on the Grades > Assignment Grades page.

Settings > Rubric Setup

The screenshot shows the 'Rubric Setup' page in the Gradebook application. The page title is 'Editing Rubric: Geography'. On the left, there is a sidebar with 'Available Rubrics' and an 'Add Rubric' button. The main area is a table with columns for 'Skills' and 'Scores'. The 'Scores' column is divided into five categories: 'Not Attempted', 'Below Average', 'Average', 'Above Average', and 'Exceeds Expectations'. Each category has 'Low Points' and 'High Points' input fields. The 'Skills' column contains two rows: 'State identification' and 'State Capitol Identification'. The 'Total Points' is shown as 8 at the bottom right.

Skills	Scores									
	Not Attempted		Below Average		Average		Above Average		Exceeds Expectations	
	Low Points	High Points	Low Points	High Points	Low Points	High Points	Low Points	High Points	Low Points	High Points
State identification	0	0	1	1	2	2	3	3	4	4
State Capitol Identification	The student made no effort.	The student could identify only	The student could identify only	The student could identify only	The student could identify	The student could identify all				

To create a rubric chart:

Your existing rubric charts are listed under **Available Rubrics**. Only your rubric charts (i.e., rubric charts you have created) are listed.

1. Under **Rubric Setup**, in the field above the **Add Rubric** button, type a name for the new rubric chart, and then click **Add Rubric**.

Note: Each rubric chart name must be unique.

The new rubric chart is added to the **Available Rubrics** list.

2. Under **Available Rubrics**, click  for the new rubric chart.

Under **Editing Rubric: Rubric Name**, where **Rubric Name** is the name of the new rubric chart, a grid is displayed allowing you to enter criteria and scores for each criterion.

3. To add skills to the rubric chart, type the first skill name in the **Skills** field, and then click **Add Skill**. The skill is added to the grid, and a blank field is displayed allowing you to add another skill. The skill name can have up to 50 characters. Continue adding skills as needed.
4. Each rubric chart must have at least one column under **Scores**. Set up scoring as follows:
 - Establish a set of scores. For example, you could create the following set of five scores: Not Attempted, Below Average, Average, Above Average, Exceeds Expectations.
To add a score, type the first score (e.g., Not Attempted) in the **Scores** field, and then click **Add Score**. The score is added to the grid, and a blank field is displayed allowing you to add another score. The score name can have up to 50 characters.
 - For each score, use the **Low Points** and **High Points** fields to establish a range of possible points within each score. Or, you can assign a single point value for each score.

The **Low Points** and **High Points** fields can have up to three digits.

Example 1 (with score ranges):

Within each score, you can establish a range of possible points:

- The Not Attempted score may have the **Low Points** and **High Points** fields both set to 0, because 0 points would be awarded if the student did not attempt the skill.
- The Below Average score may have the **Low Points** field set to 1, and **High Points** field set to 10, so a student who performed below average on the skill can earn between 1 and 10 points.
- The Average score may have the **Low Points** field set to 11, and **High Points** field set to 20, so a student who had average performance on the skill can earn between 11 and 20 points.
- The Above Average score may have the **Low Points** field set to 21, and **High Points** field set to 30, so a student who had above average performance on the skill can earn between 21 and 30 points. The highest score a student could receive would be 30.
- The Exceeds Expectations score may have the **Low Points** field set to 31, and **High Points** field set to 40, so a student who had above average performance on the skill can earn between 31 and 40 points. The highest score a student could receive would be 40.

In this example, if 10 skills were scored, the student could earn a maximum of 400 points for the assignment.

Example 2 (without score ranges):

If you want to assign a specific number of points to each score, you can type the number of possible points in the **Low Points** field and leave the **High Points** field blank. When you click **Save**, the **High Points** field will automatically be set to the value in the **Low Points** field.

- The Not Attempted score may have the **Low Points** field set to 0, because 0 points would be awarded if the student did not attempt the skill. Leave the **High Points** field set to 0 or blank.
- The Below Average score may have the **Low Points** field set to 1, because 1 point would be awarded if the student had below average performance for the skill the skill. Leave the **High Points** field set to 0 or blank.
- The Average score may have the **Low Points** field set to 2, because 2 points would be awarded if the student had average performance for the skill the skill. Leave the **High Points** field set to 0 or blank.
- The Above Average score may have the **Low Points** field set to 3, because 3 points would be awarded if the student had above average performance for the skill the skill. Leave the **High Points** field set to 0 or blank. The highest score a student could receive would be 3.
- The Exceeds Expectations score may have the **Low Points** field set to 4, because 4 points would be awarded if the student had above average performance for the skill the skill. Leave the **High Points** field set to 0 or blank. The highest score a student could receive would be 4.

In this example, if 10 skills were scored, the student could earn a maximum of 40 points for the assignment.

- An optional score note field is available for each skill. In this field, type a note about the score as it relates to the specific skill. The note is used to further clarify the requirements for awarding points for the skill. The note can have up to 255 characters.
- Continue adding scores as needed.

Notes:

- Scores must be entered in ascending order from left to right.
- Scores cannot be out of sequence; however gaps can exist.

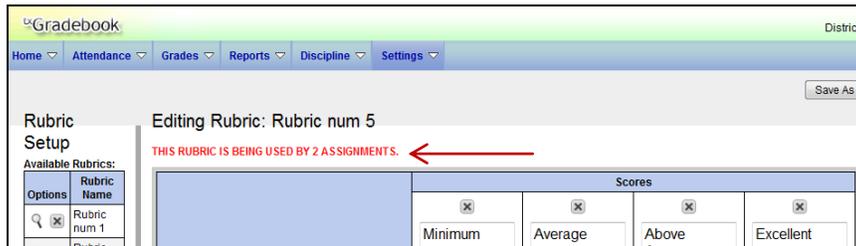
5. Click **Save** to save the rubric chart.

- A message is displayed indicating that the rubric was saved successfully.
- The **Total Points** field calculates and displays the highest possible number of points a student can earn for this assignment. The number changes every time you save changes that affect the total possible points for the rubric chart.

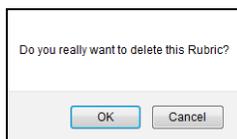
6. To save a copy of the displayed rubric chart with another name (e.g., to use the rubric chart as a template for another rubric chart), type the new (unique) name in the field next to the **Save As** button, and then click **Save As**.

The new rubric chart is added to the **Available Rubrics** list. The new rubric chart can be modified as needed.

7. Click **Print Selected Rubric** to print a report of the displayed rubric chart. The Rubric Report Selection page is displayed allowing you to make selections for printing the report. This page is described in detail in the Reports chapter.
8. To edit an existing rubric chart, click  for the rubric chart you want to change. The rubric chart is displayed under **Editing Rubric: Rubric Name**, where **Rubric Name** is the name of the rubric chart. Modify the chart as needed, and then click **Save**.
 - Each rubric chart must have at least one column under **Scores**.
 - The **Low Points** and **High Points** fields cannot be changed for a rubric chart that is in use.
 - If a rubric chart is in use, a message is displayed indicating the number of assignments using the rubric chart; however, you are not prevented from modifying some parts of the rubric chart:



- The skills cannot be changed.
 - You cannot add a skill; the **Add Skill** button is not displayed.
 - The score note field can be modified.
 - You can add scores, but you must maintain the same **Total Points**.
9. To delete an existing rubric chart, click . A message is displayed prompting you to confirm that you want to delete the rubric chart.



- Click **OK** to continue. The rubric chart is deleted from the **Available Rubrics** list.
- You cannot delete a rubric chart that is in use (i.e., associated with any assignment); the  is not displayed.