Schoolnet: Creating and Using Rubrics

Audience Roles: Teacher, Leadership, Staff with Test Item Administrator

In Schoolnet, rubrics are guidelines used to evaluate a student's performance on an open response item. Rubrics provide expectations of quality around a task to delineate consistent criteria for grading. Create and reuse these rubrics on multiple items and multiple assessments.

Rubrics can be single- or multi-dimensional. Use the rubric templates to select layout and scoring options.

Rubrics follow the same user permission and approval rules as items. Unless permissioned otherwise, teachers can create rubrics for their tests only, while test administrators can determine sharing options.

Create a Rubric

When creating new rubrics, you must complete all required fields.
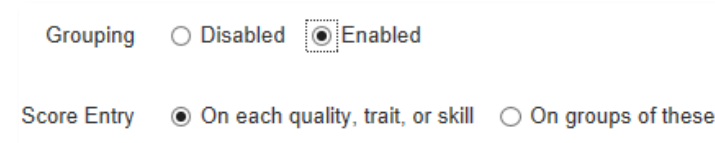
To create a new rubric:

1. Roll your cursor over **Assessment Admin** and click **Create**

2. Click **Create a Rubric** from the menu on the far right

3. Choose a grouping option:

   If you select **Disabled**, you'll remove the ability to group quality, trait, or skill into groups

   Click **Enabled** to provide the ability to group quality, trait, or skill into groups and scoring for each row or group

   When you enable the grouping option, decide how the rubric will be scored. You can score the rubric at the header level (grouped level) or on the skill level (row level).

By scoring at the skill level, users can score using multiple standards (one per skill). By scoring at the header level, users can score using one standard for the entire group. Change the layout of the rubric at any point while you create the rubric.

4. If Grouping is enabled, select a score entry to determine where standards are aligned—either at the row or group level

5. Enter a **Name** for the rubric

   It may be useful to include the standard in the name.

6. Select a **Subject** and **Grade Level** range

7. Choose the rubric **Scale** for **Measurement**, **Point Value**, or **Level**

   This measurement will be displayed when the rubric is displayed.

8. If applicable, click **View optional fields** to enter keywords or the publisher

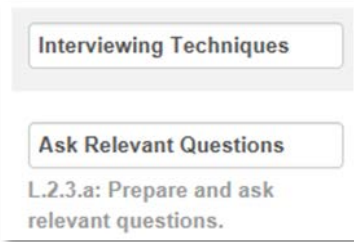9. Add and remove rows, columns, and group headers as needed

   You can specify up to 15 qualities, traits, or skills and up to 10 performance levels by which to measure students.

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10. For each row, click **Select Standard**, choose a standard, and click **Done**

    Note that the standard, grade level, and subject of a rubric will override those of an existing item to which the rubric is attached.

11. In the fields indicated, enter a **Quality**, **Skill**, or **Trait**
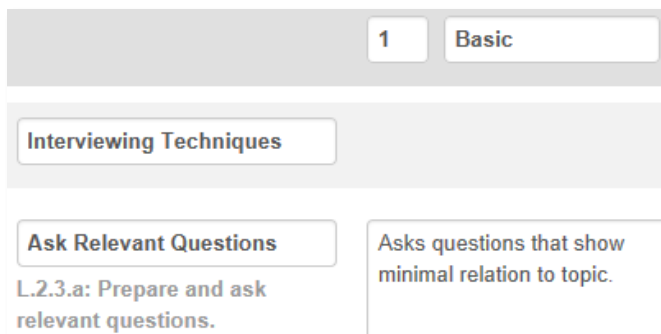

12. For each column, provide a **Performance Label**

    If appropriate, modify the numbers to start at a zero level.

13. For each **Label** and **Skill**, enter a **Description**
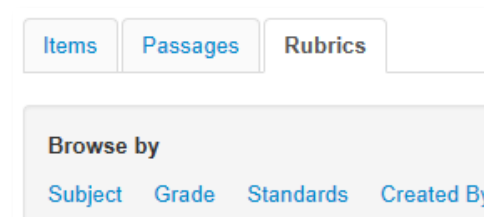

14. Click **Save**

15. Depending on your role, you may see an additional screen to select other users who can view the rubric

Locate and Edit a Rubric

When editing a rubric, you can make changes to rubric properties, rubric levels, and weights. The changes are reflected in all references to the rubric, with the exception of items on scheduled tests.

To locate a rubric:

1. Roll your cursor over Assessment Admin and click **Find Item, Passage or Rubric**

2. In the **Rubrics** tab, filter by any combination of **Subject**, **Grade**, **Standard**, and **Creator**

3. Click **View Results**

4. Next to the rubric to edit, click **Edit**

   If you don't see the **Edit**, **Copy**, or **Delete** links, you do not have permission to perform these functions.

5. Make any changes and then click **Save**

   Or, to remove the rubric, click **Delete**. To locate deleted rubrics, you must perform an advanced rubric search.

Copy a Rubric

Although each rubric only supports one standard, it is easy to copy an existing rubric and change the standard. Copying a rubric comes in handy when a rubric is needed for another standard, but it shares the same or similar levels and descriptions.

To copy a rubric:

1. Navigate to the rubric as described in the previous section

2. Click **Copy**

3. Click **Edit**

4. Makes changes as desired, including the title, and click **Save**

5. Depending on your role, you may see a screen to select other users who can view the new rubric

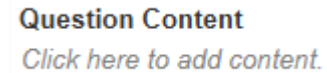## Add a Rubric to an Open Response Item

You can attach rubrics to open response items.

To create an item with a rubric:

1. Roll your cursor over **Assessment Admin** and click **Create**

2. Click **Create an Item**

3. Click **Open Response**

4. Click **Rubric Lookup**

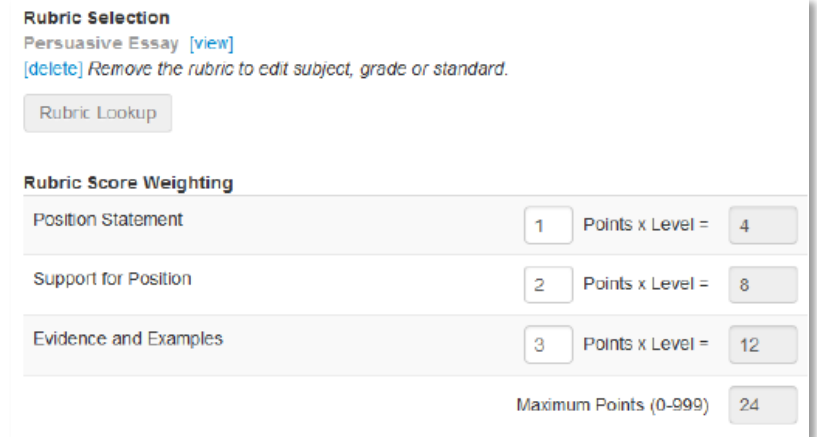5. Use the filters to locate the desired rubric and click **Attach**

   Note that any currently selected subject, grade range, or standard will be replaced with the rubric values.

6. Enter the item prompt

7. Select a **Point Value**, or values, if applicable

8. Click **Save and Preview** and then choose a manipulative option

9. Close preview window

10. Click **Save**

11. Depending on your role, you may see an additional screen to select other users who can view the new item