Using iRubric in Oncourse
Quick Start Guide

Create or Edit a Rubric
Attach a Rubric To a Gradebook Item
Grade Using a Rubric

Knowledge Base documents about iRubric
http://kb.iu.edu/data/bcea.html

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## Example Rubric

Prepare a draft rubric on paper or on your computer before start your iRubric in Oncourse.

<table>
<thead>
<tr>
<th>PRIMARY TRAIT</th>
<th>Unacceptable 5.5/10 points</th>
<th>Poor 6.5/10 points</th>
<th>Average 7.5/10 points</th>
<th>Good 8.5/10 points</th>
<th>Excellent 9.5/10 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>confused and extremely difficult to follow</td>
<td>disorganized; paragraphs may be too long or too short; no helpful topic sentences</td>
<td>some paragraphs seem off-topic; organization not clear to the reader</td>
<td>overall structure is clear, but some topic sentences may be missing</td>
<td>organization of the paper is clear to the reader; has identifiable topic sentences</td>
</tr>
<tr>
<td>Thesis</td>
<td>no thesis</td>
<td>no thesis</td>
<td>thesis is vague or implied rather than explicit; may not appear in introductory paragraph</td>
<td>thesis is an assertion, but may need to be made more specific</td>
<td>strong thesis that provides a “road map” to the essay</td>
</tr>
<tr>
<td>Supporting Evidence</td>
<td>no evidence; unsupported opinion rather than analysis</td>
<td>little evidence presented</td>
<td>some evidence presented, but is not analyzed in a way that supports the thesis</td>
<td>good evidence is chosen, but is not analyzed as well as it could be</td>
<td>evidence is clearly described and appropriately chosen to support thesis</td>
</tr>
<tr>
<td>Writing and Mechanics</td>
<td>sentences are so unclear or poorly written that they cannot be understood; no citations</td>
<td>sentence-level errors impede reader’s comprehension; sources inadequately cited</td>
<td>numerous problems with grammar, clarity, or mechanics; sources cited improperly</td>
<td>a few grammatical errors or problems in citing sources</td>
<td>sentences are grammatically correct; sources are cited appropriately</td>
</tr>
</tbody>
</table>
Create or Edit a Rubric in Oncourse

Prepare your draft rubric on paper or in Microsoft Word before using iRubric in Oncourse.

Create a new rubric

1. In the menubar of the appropriate course site, click Gradebook.

2. Click Add Gradebook Item(s).

3. Fill in the fields.
   Next to “Title,” enter a title for this Gradebook item.
   Next to “Gradebook Item Relative Weight” or
   “Gradebook Item Point Value,” enter an appropriate value for this Gradebook item.

   Make the total value of your Gradebook item equivalent to the total points of your rubric.

4. Click Add Item(s).

5. You will see a message indicating that the Gradebook item was added.

   Gradebook item Paper 1 has been added.
6. Next to the Gradebook item you just added, click Edit.

7. Click Select iRubric

*If you cannot see the pop-up window below, check your web browser and unblock pop-up windows.*

8. Near the top of the iRubric for Oncourse window, click the build rubric tab.

![iRubric for Oncourse](image)

9. To create a new rubric from scratch, under "Option A," click **start**.

![Option A: Build from scratch.](image)

*In the form that appears, required fields are marked in **red** text, optional fields in **blue**.*

**Naming Conventions**

Campus-Subject Code-Course Number-Instructor username-Term-Assignment. Use “shared” in place of username where needed):

BL-EDUC-W200-j doe-FA13-Paper  
BL-EDUC-W200-Shared-FA13-Paper

Follow the naming conventions or iRubric may not produce useful reports.

Next to "Rubric Title," enter a title for this rubric.

*Rubric Title **BL-EDUC-W200-Username-FA13-Paper 1***
11. If desired, **enter a description and keywords** in the appropriate fields to help identify the rubric.

12. If desired, check the box for the appropriate grade level.

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Keywords</td>
<td></td>
</tr>
</tbody>
</table>

| Grade Levels |  
| K-5 | 6-8 | 9-12 | Undergrad | Grad | Post Doc |

13. From the drop-down lists, select the main subject area and the type of rubric (e.g., Assignment, Attendance, Quiz, etc.).

- **Primary subject**
  - [select a subject]

- **Primary type**
  - [select a type]
14. Build your rubric using the following components. By default your rubric will have three rows (i.e., criteria) and three columns (i.e., levels of performance) to start with; you can add or delete these as necessary.

- Add a name for each criterion in the left-hand column.
- At the top of each column, assign a label representing the level of performance (e.g., "Good," "Fair," "Poor," etc.), and, next to “Weight,” enter the number of points students will be assigned for that level.

*If a criterion does not apply to all students, include a column with "N/A" instead of a given number of points. When grading, if you fail to select a column for a given criterion, iRubric will assign zero points, rather than ignore the criterion. Be sure the ratio between the points students will earn and the total possible points for that criterion will give students appropriate scores for your grade scale in Gradebook. For more, see iRubric: Overview.*

- In the fields at the intersections of rows and columns, **type a description.** For instance, if one of your criteria is "Organization," and one of the levels is "Excellent," the field at that intersection should contain a description of an excellent thesis for this assignment. You can leave some columns empty for a given row, if they don't apply.

<table>
<thead>
<tr>
<th>Paper</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>confused and extremely difficulty to follow</td>
<td>disorganized; paragraphs may be too long or too short; no helpful topic sentences</td>
<td>some paragraphs seem off-topic; organization not clear to the reader</td>
<td>overall structure is clear, but some topic sentences may be missing</td>
<td>paper is clear to the reader; has identifiable topic sentences</td>
</tr>
<tr>
<td>Weight: 5.5 pts</td>
<td>Weight: 5.5 pts</td>
<td>Weight: 7.5 pts</td>
<td>Weight: 8.5 pts</td>
<td>Weight: 9.5 pts</td>
<td></td>
</tr>
</tbody>
</table>

*To add a criterion, at the bottom of the screen, **click add row** (criterion).

*To add a level, at the upper right, **click Add level/column**.

*To add a section, at the bottom of the screen, **click add simple divider** (section).

*To add a sub-rubric, at the bottom of the screen, **click add full divider** (sub-rubric).

- To move a row or column, **click the arrows** in the header.
15. At the bottom of the rubric, select the following settings:

- Under "This rubric is," select **In draft mode** (cannot be used in assessments) if you need to keep working on the rubric, or **Ready to use** to publish the rubric.
- Under "Gallery viewing," select **Make rubric available in Gallery** to share it with anyone who has access to iRubric. If you don't want others to be able to see or use your rubric, select **Keep this rubric private**.
- Under "Rubric Locking," check the box to lock the rubric; locking the rubric allows others to use it without copying it first.

For large courses with multiple sections, you must lock the rubric to allow combined reporting across the course and across semesters. Do not lock your rubric until it is finished. Once a rubric has been used, it should not be edited.

16. Click **save**. The pop-up window indicates your changes have been saved. **Click OK**.

After 15 minutes a pop-up window will appear to remind you that the iRubric session you are working on is going to expire.
**Edit a Rubric**

In the menubar of the appropriate course site, **click Gradebook**.

1. Next to any Gradebook item, **click Edit** to access iRubric.
2. Click **Select iRubric**.
3. Near the top of the iRubric for Oncourse window, **click build rubric**.
4. To revise an existing rubric, under "Option B," **click start**.

**Option B: Revise my existing rubric.**

5. Below the rubric you wish to edit, **click the edit icon**:

6. **Edit information as desired. When you finish, at the bottom of the screen, click save.** You can also save during the editing process by **clicking save & continue editing**. You will see a pop-up window indicating that your changes have been saved successfully. **Click OK**.
Create a New Rubric from An Existing One

Use an existing rubric as a template for a new one by copying the rubric and modifying it.

1. In the menubar of the appropriate course site, click Gradebook. If you do not already have a Gradebook item in your gradebook, Add a new Gradebook item Final Paper.

2. Next to the newly-added Gradebook item, click Edit to access iRubric.

3. Click Select iRubric.

4. Near the top of the iRubric for Oncourse window, click my rubrics or rubric gallery. Locate the rubric you want to copy, and click its name.

If you created the rubric, find it on the “my rubrics” tab. Otherwise, you can find an existing rubric in the rubric gallery.

5. Click duplicate, and then click Yes, copy the rubric on the next screen.
6. You will see a message indicating that the rubric was successfully copied.

Rubric has been copied successfully.
Here's your new copy:

7. To make changes to the copied rubric, click edit.

8. Change the name, and make other adjustments as desired. When you're finished, at the bottom of the screen, click save. Click OK in the pop-up window. You will see a message indicating that your changes have been saved successfully.

Your changes have been saved successfully. This rubric has been validated and is ready to use.
Click here to test-run this rubric in a new window.
To access your rubrics, click on [my rubrics]. Please allow 4 hours for this rubric to be available in our search engine.
Attach a Rubric to a Gradebook Item

Once you've created a rubric in iRubric, you must attach it to any Gradebook item for which you'd like to use it to evaluate work. (After attaching a rubric to a Gradebook item, you can then grade with the rubric either in Gradebook or from the assignment with which the Gradebook item is associated).

1. In the menu of your course site, click Gradebook. Add a new Gradebook item Paper 2
2. Next to the new Gradebook item to which you'd like to attach a rubric, click Edit.

3. Click select iRubric.
4. Click select a rubric.

5. You will see a list of available rubrics, including all rubrics in your own gallery plus all locked rubrics in the IU iRubric environment. Click select next to the rubric you want to attach.

6. Click save.

7. You will see a message confirming your changes. Click Close.
8. In the gradebook item, click Save Changes.
Grade Using a Rubric

To grade an item using a rubric created in iRubric:

1. In the menubar of the appropriate course site, click Gradebook or Assignments.

2. In Gradebook, click the name of the item you want to grade. In Assignments click either Grade or the numbers in the "In/New" column, for the assignment you want to grade.

3. In Gradebook, to the right of the name of the student whose work you want to grade, click the iRubric icon. In Assignments, click the name of the student whose work you want to grade, and click the iRubric icon next to the "Grade" box. The rubric will appear in a pop-up window.

4. For each criterion (i.e., row), click the field that represents the student's performance; this assigns the specified number of points.

If you leave any row blank, iRubric assigns a value of zero points for that criterion, rather than simply leaving it out of the grade calculation. To exclude a criterion from grading, either select N/A (if available in this rubric), or override the grade using the blank box above the "Quick feedback" box in the row.
5. In the right-hand column of each row, under "Quick feedback;," you can **add comments** related to that criterion. To give more extensive feedback than the text box allows, click **Feedback Plus**; the resulting window allows you to format the text you add.

6. At the bottom, under "Overall Feedback;," **add comments** related to the work as a whole. To give more extensive feedback than the text box allows, as above, click **Feedback Plus**.

7. In the lower right under "private notes to evaluators:" you can **add a note** that will be visible to those who have grading permissions for that student (e.g., instructors and teaching assistants).

8. When you’re done, click **save score**.
9. To see a student's final score in the Gradebook screen in Oncourse, **click the two blue arrows** to the right of the student's name after completing the rubric. Or, to see all students' final scores, **click the blue arrows** next to "Grade with iRubric." These actions do not release grades to students.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Log</th>
<th>Grade**</th>
</tr>
</thead>
<tbody>
<tr>
<td>octest1, octest1</td>
<td>octest1</td>
<td>![Log Icon]</td>
<td>![Grade Icon]</td>
</tr>
<tr>
<td>octest3, octest3</td>
<td>octest3</td>
<td>![Log Icon]</td>
<td>![Grade Icon]</td>
</tr>
</tbody>
</table>

10. To publish the grades for student viewing, at the bottom of the Gradebook page, **click Save Changes**.

   *If you leave the Gradebook item without clicking Save Changes, the scores will disappear from the Gradebook view; however, they are still stored in iRubric. Click the blue arrows again to bring the scores back into the Gradebook view.*

   *Students will be able to see their scores when you click Save Changes if the Gradebook item has been released; see Making grades available to students.*