


Score a Student Paper

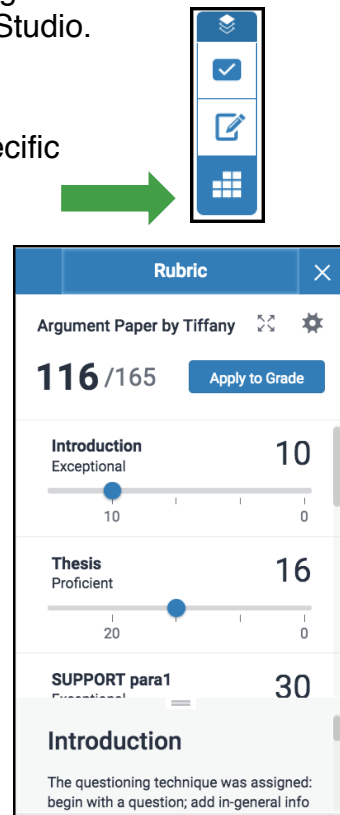
Rubrics/Grading Forms associated to student papers in Turnitin assignment settings are automatically available to instructors when they are grading a paper in Feedback Studio.

Rubrics

- 1) Open **Feedback Studio** from a specific student paper submission for a specific assignment in a Learning Management System.
- 2) To use a rubric/grading form to score the paper, click **Rubric/Form**. The Rubric will open in the righthand panel.

Each Rubric Criterion will have a slider labeled with appropriate point values. Use the slider to assign the points received by the student for that specific criterion. The criteria descriptions appear at the bottom of the righthand panel. Click **Apply Grade** to transfer the grade to the grade field at the top of Feedback Studio. If the number of points on the rubric is not equal to the number of maximum points for the assignment, a proportional grade will be calculated.


NOTE: To open the full rubric, click View Full Size Rubric . The Rubric will open in a popup. To calculate the student's score, click one descriptor per row. The grade will calculate in the bottom lefthand corner of the popup. Click **Apply Grade** to transfer the grade to the grade field at the top of Feedback Studio.



Grading Forms

- 1) Open **Feedback Studio** from a specific student paper submission for a specific assignment in a Learning Management System.
- 2) To use a rubric/grading form to score the paper, click **Rubric/Form**. The Grading Form will open in the righthand panel.
- 3) In the **Score** field to the right of each form Criterion, type the number of points that the student receives for that criterion.

As point values are added to each criterion, the grade will calculate. When all points have been added, click **Apply to Grade**.

NOTE: Like a rubric, the grading form can be opened and managed in a full-size view by clicking the Full Size View button .

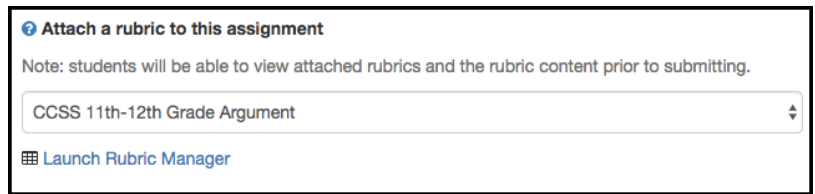
Launch Rubric Manager

Turnitin Rubric Manager can be launched either during the assignment creation process (when adding a rubric to an assignment) or during the grading process (when marking up and scoring a student paper in Feedback Studio). There are slight differences in the appearance of the Rubric Manager window based on how it is accessed. In most cases, this document assumes that Rubric Manager is being launched during assignment creation.

Assignment Create/Edit



A rubric can be added to an assignment and be available for use on all student papers submitted for that assignment when the Turnitin assignment settings are edited in a Turnitin assignment.

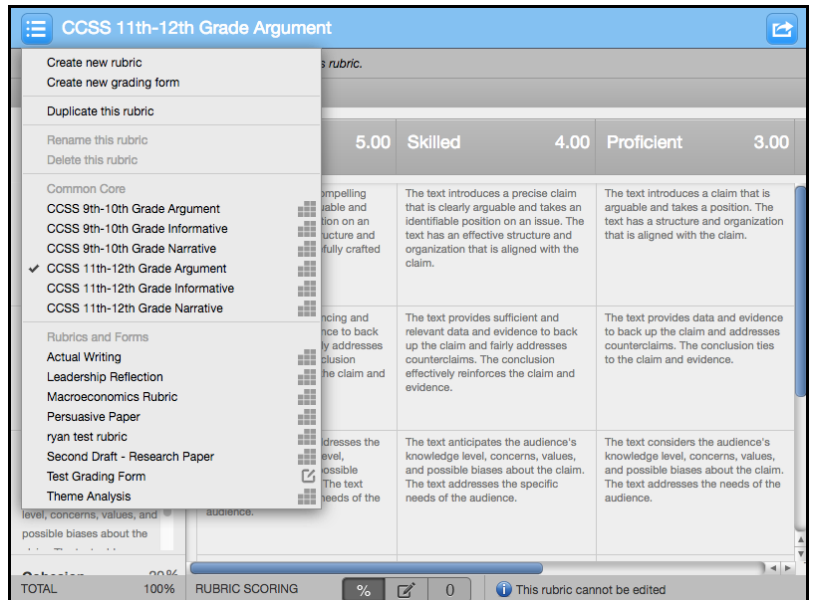
For the **Attach a rubric to this assignment** setting, either select a rubric from the dropdown list or click **Launch Rubric Manager** to open the rubric builder/editor in a popup window.



Feedback Studio


A rubric can be added to an individual student paper. Open **Feedback Studio** from a specific student assignment submission in an assignment inbox in a course in a Learning Management System.

In the Instructor Feedback Layer Group, select **Rubric/Form** . Click **Manage rubrics and grading forms** .



NOTE: Regardless of the method used to launch Rubric Manager, if a rubric is created and saved, the rubric will be available for current and future use on assignments.




Rubric Manager

In the Rubric Manager popup, click **Menu**  in the upper lefthand corner to view the options: Create New Rubric, Create New Grading Form, Duplicate this rubric, Rename this rubric, and Delete this rubric. Additionally, a list of already configured rubrics available for selection will appear.

NOTE: Some options are greyed out. Rubrics can only be edited/deleted by the user who created the rubric.


NOTE: If Rubric Manager is opened in Feedback Studio, Upload and Download options are also listed in the Menu.

View an Existing Rubric


- 1) Click **Menu** . Available Rubrics  and Forms  are listed under Rubrics and Forms.
- 2) Select the desired rubric from the rubric list. The rubric will open in the popup.

NOTE: A rubric accessed within Feedback Studio cannot be changed nor edited once it has been associated to a student paper.




Create New Rubric

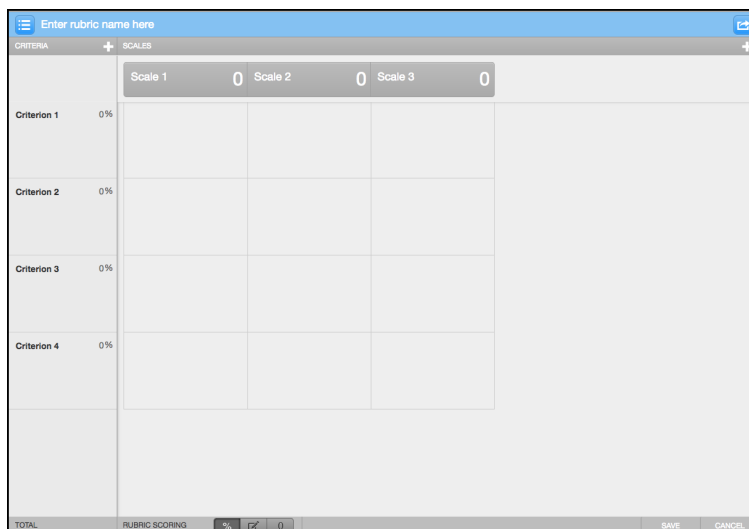
- 1) Click **Menu** .
- 2) Select **Create new rubric**.
- 3) Select a **Rubric Type**. There are three options available: Standard rubric, Custom rubric, or Qualitative Rubric. **NOTE:** Rubric type buttons are located at the bottom of the popup.







Standard Rubric : This is a scaled rubric. Each row contains


criterion descriptors that correspond to point values associated to each column. Each criterion is weighted (percentage). The criteria weights should have a sum of 100%.

- Enter a **Name** for the rubric in the field to the right of **Menu** .
- Enter **Criterion Names** and **Descriptions** at the head of each row. To add a criterion, click **Add Criterion**  at the top of the Criteria column (1st Column). Enter a percent weight for each criterion.
- Enter **Scale Names** and **Point Values** at the head of each column (2nd, 3rd, 4th,). To add a new Scale with corresponding scale value, click **Add Scale** .
- Enter **Descriptors** for each cell in the matrix.
- Add your criteria percentages to ensure they have a sum of 100%.
- **Save** your rubric (The save button is in the lower right hand corner).






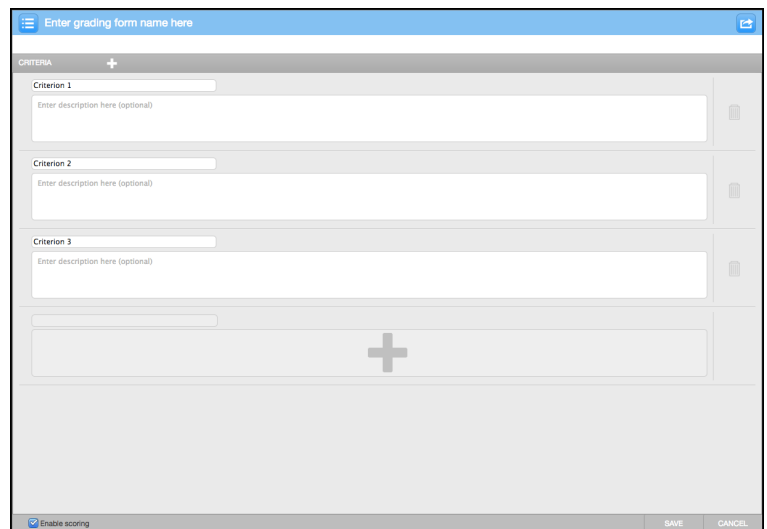
Custom Rubric : In a Custom Rubric, point values are associated directly with each cell of the rubric. The highest point value assigned in a criterion row is assumed to be the maximum point value for that criterion. This maximum value will be used to calculate the overall grade of the student paper.

- Enter a **Name** for the rubric in the field to the right of **Menu** .
- Enter **Criterion Names** and **Descriptions** at the head of each row. To add a criterion, click **Add Criterion**  at the top of the Criteria column (1st Column).
- Enter Scale Names. To add a new Scale with corresponding scale value, click **Add Scale** .
- Enter **Descriptors** for each cell in the matrix. Enter a **Point Value** for each cell. **NOTE:** When using the rubric to score the paper, one cell per row will be selected.
- **Save** your rubric (The save button is in the lower right hand corner).

Qualitative Rubric : The Qualitative rubric setup is the same as the other two except point values are not associated to scales and criteria. This rubric is used for feedback only and not for scoring.



Create a New Grading Form

- 1) Click **Menu** .
 - 2) Select **Create new grading from.**
 - Enter the **Name** of the grading form in the field to the right of the Menu .
 - Enter **Criterion Names** and a **Description**. To add a new Criterion click **Add Criterion** .
 - If the form is to be used to score the student paper, mark the Enable Scoring checkbox in the bottom lefthand corner.
- NOTE:** In Feedback Studio, the Criteria will have associated Score fields where an instructor can assign point values to each Criterion.
- Save the Grading Form.





Duplicate a Rubric/Grading Form


Users cannot edit forms created by other users, however, they can duplicate a rubric/grading form, edit the rubric/form, and then save as a new rubric/form.


- 1) Click **Menu** .
- 2) Select the rubric/form to be duplicated.
- 3) Click **Menu** .
- 4) Select **Duplicate this grading form.**
- 5) Edit the **Name** of the rubric/form.
- 6) Make desired changes to the content of the rubric/form.
- 7) Click **Save.**

Rename a Rubric/Grading Form.

- 1) Click **Menu** .
- 2) Select the rubric/form.
- 3) Ensure that the rubric/form is not locked (a lock will appear to the right of the rubric/form name).
- 4) Click **Menu** .
- 5) Select **Rename this rubric.**
- 6) Edit the **Name** of the rubric/form.
- 7) Click **Save.**

Delete a Rubric/Grading Form



- 1) Click **Menu** .
- 2) Select the rubric/form.
- 3) Ensure that the rubric/form is not locked (a lock will appear to the right of the rubric/form name).

- 4) Click **Menu** .
- 5) Select **Delete this rubric/form**.
- 6) In the confirmation popup, click **Yes** to confirm your deletion.

Import/Export a Rubric/Form



NOTE: If you access Rubric Manager from Feedback Studio, Upload and Download actions are in the Main Menu and not as accessed as described below.

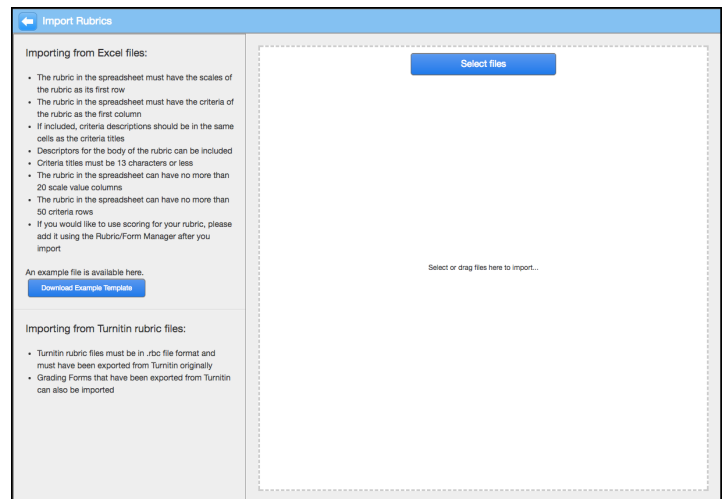
Export

- 1) Click **Menu** .
- 2) Select the rubric/form
- 3) Click **Import/Export**  in the upper righthand corner of Rubric Manager.
- 4) Select **Export**. A .rbc file will download to your computer.



NOTE: This file cannot be opened. Save the file to a desired location on a computer. Send this file to other users of Turnitin who can import (upload) and use the rubric/grading form.

Import

- 1) Click **Import/Export**  in the upper righthand corner of Rubric Manager.
- 2) Select **Import**. Drag and drop, or locate and open, files into the Import Viewer.
- 3) Click **Import Rubrics** in the upper lefthand corner to navigate back to Rubric Manager. To view the imported rubric/form, click **Menu** .
- 4) To view the Rubric/Form, Select the imported file from the Rubric and Forms list.



Excel Rubric Template

- 1) To access an excel rubric template that can be used to format rubrics that can be uploaded to Rubric Manager, Click **Menu** .
 - 2) Click **Import/Export** .
 - 3) Select **Import**.
 - 4) Click **Download Example Template**. The template will download to your computer.
- NOTE:** Carefully read the template specifications before using the template.

Turnitin Rubric/Grading Form Library

Turnitin maintains a Rubric/Grading Form Library.

This library is located at http://turnitin.com/en_us/community/teaching-tools/rubrics

To download a Rubric/Form from the library, locate the specific form and click **Continue Reading**.

Scroll to the bottom of the page and click **Download Turnitin Rubric (.rbc)**.

Save the download to a computer and then upload it to Rubric Manager.