




How to Create a Rubric and Grade with it in Moodle


+ February 14 - February 20 

Edit ▾

+  Quiz 

Edit ▾  

+ Add an activity or resource

+ February 21 - February 27 

Edit ▾

+ Add an activity or resource

Go to your course and turn editing on. Then, click on **Add an activity or resource** under the section that you wish to add the assignment.

+ February 28 - March 6 

Edit ▾

+ Add an activity or resource

+ March 7 - March 13 

Edit ▾

+ Add an activity or resource

Add an activity or resource

ACTIVITIES

- Assignment
- Attendance
- Auto Attendance
- Chat
- Checklist
- Choice
- Course Choice
- Database
- External tool
- Face-to-Face
- Flash Card Set
- Forum
- Game - Book with questions
- Game - Crossword
- Game - Cryptex
- Game - Hangman

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may

Click on the **Assignment** option underneath **Activities**.

You can either double click on the word **"Assignment,"** or select the circle next to it, and then click the **Add** button at the bottom of the menu.

numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook.

[More help](#)

Add

Cancel

📁 Adding a new Assignment to February 21 - February 27 [?](#)

▶ Expand all

▼ General

Assignment name



Assignment

Description

Paragraph **B** *I* [List icons]

Path: p

Title your assignment in the top text box under the **General** tab. The red exclamation mark to the left of the text box indicates that this field is required. You may provide a description if you wish.

Display description on course page [?](#)

Grade

Grade



Type **Point**

Scale 100-200 point scale

Maximum grade 100

Under the **Grade** tab, select **Point** as the type.

Grading method



Rubric



Simple direct grading

Grading guide

Rubric



Grade category

Grade to pass

Blind grading



No

Use grading workflow



No

Use grading allocation



No

Under the **Grading method**, choose **Rubric**.

Common module settings

Restrict access

Activity completion

Tags

Competencies


When you have finished editing, select **Save and display**.

Save and return to course

Save and display

Cancel

Advanced grading: Assignment (Submissions)

Change active grading method to 

Rubric



Define new
grading form from
scratch



Create new
grading form from
a template

Please note: the advanced grading form is not ready at the moment. Simple grading method will be used until the form has a valid status.



This page will appear on
your screen when you
have saved. Select
**Define new grading
form from scratch.**

Name



Rubric

Description



1

Name your rubric.
Enter a description if
you wish.

Path: p

Rubric

✕ Spelling ↓ 📄	Poor 5 points ✕	Average 10 points ✕	Excellent 15 points ✕	Add level
↑ Grammar ✕ 📄	Poor 5 points ✕	Average 10 points ✕	Excellent 15 points ✕	Add level

3

Once you have entered all the
criteria, add levels for each item.
You can add a level for each
criterion by selecting **Add level**.

↓ Add criterion

2

Add the criteria you will be grading the assignment over. If you
need to add criteria, select **Add criterion** below the rubric

Rubric options

Sort order for levels: Ascending by number of points

- Calculate grade based on the rubric having a minimum score of 10
- 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

4

Select the **Rubric options** and then
select **Save rubric and make it
ready**.

Save rubric and make it ready

Save as draft

Cancel

Assignment administration

Advanced grading

Advanced grading

Define rubric



Assignment Grading summary

Participants 3

Drafts 0

Submitted 0

Needs grading 0

Due date Thursday, February 15, 2018, 12:00 AM

Time remaining 6 days 12 hours

When you have saved, you will be taken to the assignment. Click on the gear icon, then click on the **Advanced grading** tab. Then click on **Define rubric**.

[View all submissions](#)

[Grade](#)

Name



Rubric

Description

Paragraph **B** *I* [List] [List] [Link] [Image] [Table] [Table] [Table] [Table]

Path: p

Current rubric status

READY FOR USE

Rubric

Spelling	Poor 5 points	Average 10 points	Excellent 15 points	Add level
Grammar	Poor 5 points	Average 10 points	Excellent 15 points	Add level

Add criterion

Rubric options

Sort order for levels: Ascending by number of points

- Calculate grade based on the rubric having a minimum score of 0
- 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

Save

Save as draft

Cancel

You will be taken to the page where you edited your rubric. To the right of **Current rubric status**, it should say "READY FOR USE." Scroll to the bottom and click **Save**.

Advanced grading: Assignment (Submissions)

Change active grading method to

? Rubric ▾



Edit the current form definition



Delete the currently defined form



Publish the form as a new template

Rubric Ready for use

Spelling	Poor <i>5 points</i>	Average <i>10 points</i>	Excellent <i>15 points</i>
Grammar	Poor <i>5 points</i>	Average <i>10 points</i>	Excellent <i>15 points</i>

Rubric options

Sort order for levels: **Ascending by number of points**

- Calculate grade based on the rubric having a minimum score of 0 ?
- 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

When you have saved the rubric, you will have the option of saving it as a template for use in the future.

Confirm

You are going to save a copy of the grading form 'Rubric' as a new public template. Other users at your site will be able to create new grading forms in their activities from that template.

Continue

Cancel

If you select **Publish the form as a new template**, a confirmation will appear. Select **Continue** if you wish to save your rubric as a template for future use..

Assignment

Grading summary

Participants	3
Drafts	0
Submitted	0
Needs grading	0
Due date	Thursday, February 15, 2018, 12:00 AM
Time remaining	6 days 12 hours




[View all submissions](#)

[Grade](#)

To grade the submission, go to the assignment and click on **View all submissions**.

Assignment

Grading action

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)
<input type="checkbox"/>		Eve Ann Jellicol	ejellicol1234@lcu.edu	No submission	Grade	Edit -	-	-	-	-
<input type="checkbox"/>		Lois Lane	lois.lane@lcu.edu	No submission	Grade	Edit -	-	-	-	-
<input type="checkbox"/>		Clark Kent	clark.kent@lcu.edu	No submission	Grade	Edit -	-	-	-	-

Select the blue **Grade** button of the student whose assignment you wish to grade.

With selected...

Draft annotations saved

To grade, pick a level in each criteria. When you have selected a level, it will turn green. If you want to leave feedback on the amount of points given, you may do so in the white boxes on the right.

You may also expand the rubric by clicking on the expand icon to the top right of the rubric.

When you have finished grading, click on **Save changes**.

Submission

to attempt

not graded

days 12 hours remaining

student can edit this submission

Comments (0)

Grade

Grade:

Poor	Average	Excellent	
5 points	10 points	15 points	

Current grade in gradebook

Feedback comments

Paragraph B I