

Rubrics

Moodle allows grading with rubrics in its advanced grading option. Using a rubric for papers creates consistency in grading across the class. They also provide students with clear objectives while working on the assignment. The only drawback is that rubrics can only be used to grade online Moodle assignments. If you would like to use a rubric for an offline assignment, see the end of this guide. For a more detailed explanation of rubrics and their creation, visit [Moodle's own documentation](https://docs.moodle.org/30/en/Rubrics) (<https://docs.moodle.org/30/en/Rubrics>).

How do I create a rubric?

1. Navigate to your course homepage and select the name of the activity you would like to grade with a rubric.
2. In the **Administration block**, select **Advanced grading**.

The screenshot shows the Moodle course administration interface for the activity 'Medieval excerpts'. On the left, there are two navigation panels: 'NAVIGATION' and 'ADMINISTRATION'. The 'ADMINISTRATION' panel has a red arrow pointing to the 'Advanced grading' option. The main content area shows the 'Grading summary' and 'Submission status' sections.

Medieval excerpts

Visible groups: All participants

Grading summary

Participants	5
Submitted	0
Needs grading	0

[View/grade all submissions](#)

Submission status





































Submission status	No attempt
Grading status	Not graded
Grading criteria	Score to grade mapping rules The minimum possible score for this rubric is 0 points and it will be converted to the minimum grade available in this module (which is zero unless the scale is used). The maximum score 14 points will be converted to the maximum grade. Intermediate scores will be converted respectively and rounded to the nearest available grade. If a scale is used instead of a grade, the score will be converted to the scale elements as if they were consecutive integers.


Rhythm	Unrecognizable	Poor	Good	Excellent
	0 points	1 points	2 points	3 points

3. Select **Rubric** for the active grading method.
4. Select **Define new grading form from scratch**.
5. You are now on the **Define rubric** page. Here you will set up your rubric in its entirety.
6. Provide a **Name**, and if desired, a **Description** for the rubric.
7. In the **Rubric section**, you will create the rubric.

1. Select **Add criterion** to add another row.

Rubric

  	Rhythm	Unrecognizable <i>0 points</i> 	Poor <i>1 points</i> 	Good <i>2 points</i> 	Excellent <i>3 points</i> 	Add level
   	Pitch	Many wrong notes, inconsistent intonation <i>0 points</i> 	Some wrong notes, inconsistent intonation <i>1 points</i> 	Few wrong notes, mostly consistent intonation <i>2 points</i> 	Accurate notes and consistent intonation <i>3 points</i> 	Add level
   	Style	No style apparent <i>0 points</i> 	Style sometimes present, but largely inconsistent with modern practice <i>1 points</i> 	Style present, sometimes consistent with modern practice <i>2 points</i> 	Style present, nearly completely consistent with modern practice <i>3 points</i> 	Add level
   	Preparation	Did not prepare <i>0 points</i> 	Minimal preparation <i>1 points</i> 	Some preparation <i>2 points</i> 	Adequate preparation <i>3 points</i> 	Add level
  	Period instrument	Did not perform on period instrument <input type="text" value="0"/> <i>points</i> 		Performed on period instrument <i>2 points</i> 		Add level

+ Add criterion 

2. Select **Add level** to add another column. You **MUST** have a column worth 0 points for the rubric to be graded properly.

Rubric

X Rhythm ↓ ☒	Unrecognizable 0 points X	Poor 1 points X	Good 2 points X	Excellent 3 points X	Add level
↑ Pitch X ↓ ☒	Many wrong notes, inconsistent intonation 0 points X	Some wrong notes, inconsistent intonation 1 points X	Few wrong notes, mostly consistent intonation 2 points X	Accurate notes and consistent intonation 3 points X	Add level
↑ Style X ↓ ☒	No style apparent 0 points X	Style sometimes present, but largely inconsistent with modern practice 1 points X	Style present, sometimes consistent with modern practice 2 points X	Style present, nearly completely consistent with modern practice 3 points X	Add level
↑ Preparation X ↓ ☒	Did not prepare 0 points X	Minimal preparation 1 points X	Some preparation 2 points X	Adequate preparation 3 points X	Add level
↑ Period instrument X ☒	<input type="text" value="Did not perform on period instrument"/> 0 points X		Performed on period instrument 2 points X		Add level

+ Add criterion

3. Edit each box by clicking inside it and typing.
8. Edit the **Rubric options**, if desired. These settings can generally be left as is.
9. Select **Save rubric and make it ready** when finished. (To save and edit later, select **Save as draft**.)
10. If you would like your rubric available for other assignments in your course, select **Publish the form as a new template** at the top right of the page.

How do I grade with a rubric?

1. Navigate to your course homepage and select the name of the activity you would like to grade with a rubric.
2. Select **View/grade all submissions** in the top center of the page. Alternatively, select **View/grade all submissions** in the **Administration block**.

NAVIGATION

- Dashboard
- Site home
- Current course
 - Music 300
 - Participants
 - Medieval and Renaissance Eras
 - Medieval excerpts
- My courses

Medieval excerpts

Visible groups: All participants

Grading summary

Participants	5
Submitted	0
Needs grading	0

[Viewgrade all submissions](#)

ADMINISTRATION

- Assignment administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
 - Advanced grading
 - View gradebook
 - Viewgrade all submissions
 - Download all submissions
- Course administration
- Switch role to...
- Site administration

Submission status

Submission status	No attempt
Grading status	Not graded

Grading criteria

Score to grade mapping rules

The minimum possible score for this rubric is **0 points** and it will be converted to the minimum grade available in this module (which is zero unless the scale is used). The maximum score **14 points** will be converted to the maximum grade. Intermediate scores will be converted respectively and rounded to the nearest available grade.

If a scale is used instead of a grade, the score will be converted to the scale elements as if they were consecutive integers.

Rhythm	Unrecognizable	Poor	Good	Excellent
	0 points	1 points	2 points	3 points

3. You will arrive at a grading chart with all students. Select the edit icon



in the **Grade** column for a student.

Medieval excerpts

Grading action: Choose...

Visible groups: All participants

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments
<input type="checkbox"/>		Jason	@stolaf.edu	No submission	<input type="checkbox"/>	Edit+	-		
<input type="checkbox"/>		Benjamin	@stolaf.edu	No submission	<input type="checkbox"/>	Edit+	-		
<input type="checkbox"/>		Ezra	@stolaf.edu	No submission	<input type="checkbox"/>	Edit+	-		
<input type="checkbox"/>		Sarah	@stolaf.edu	No submission	<input type="checkbox"/>	Edit+	-		Comments (0)
<input type="checkbox"/>		Douglas	@stolaf.edu	No submission	<input type="checkbox"/>	Edit+	-		

With selected...

Options

- Scroll down to the rubric. To award a level, simply click on the appropriate box. Once selected, it will be highlighted in green.

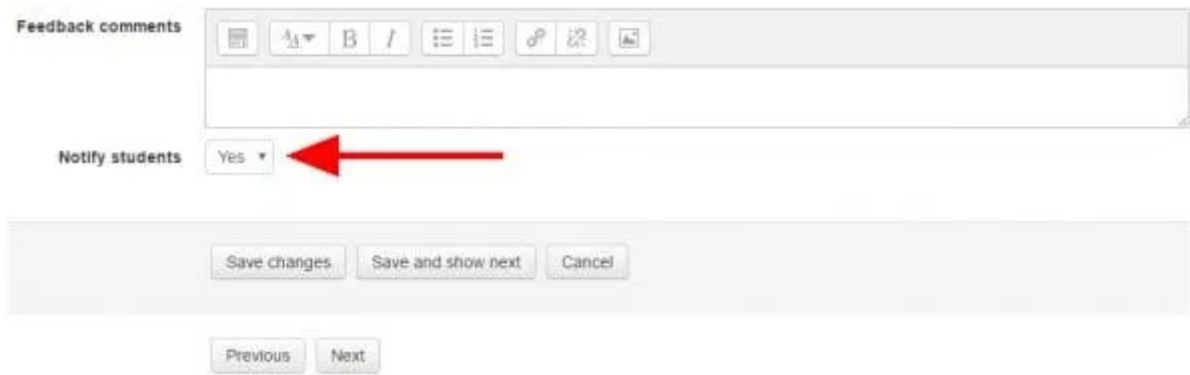
Grade

Grade

Grade:	Rhythm	Unrecognizable 0 points	Poor 1 points	Good 2 points	Excellent 3 points	
Pitch	Many wrong notes, inconsistent intonation 0 points	Some wrong notes, inconsistent intonation 1 points	Few wrong notes, mostly consistent intonation 2 points	Accurate notes and consistent intonation 3 points		
Style	No style apparent 0 points	Style sometimes present, but largely inconsistent with modern practice 1 points	Style present, sometimes consistent with modern practice 2 points	Style present, nearly completely consistent with modern practice 3 points		
Preparation	Did not prepare 0 points	Minimal preparation 1 points	Some preparation 2 points	Adequate preparation 3 points	Esp. on period instrument. Remarkable ease for two-weeks on the instrument.	
Period instrument	Did not perform on period instrument 0 points			Performed on period instrument 3 points		

- To add text feedback for each category, enter it in the corresponding text box in the rightmost column. Students can view their personal feedback on the activity page.

6. Scroll down, and choose whether to **Notify students** now via email that their grade has been entered.



The screenshot shows a user interface for grading. At the top, there is a 'Feedback comments' section with a rich text editor toolbar containing icons for bold, italic, list, link, and image. Below this is a 'Notify students' dropdown menu currently set to 'Yes', with a red arrow pointing to it. At the bottom, there are three buttons: 'Save changes', 'Save and show next', and 'Cancel'. Below these are two more buttons: 'Previous' and 'Next'.

7. When finished, select **Save and show next** to grade next student. Select **Save changes** to save the grade and return to the grading chart.

How do I grade an offline assignment with a rubric?

If you would like to grade an offline assignment, such as a written exam, create an [assignment activity](https://wp.stolaf.edu/it/?page_id=9464). (When creating, make sure all options are deselected for the **Submission types**. (This will prevent students from thinking they must upload a file online for your simple placeholder.) In the **Grade** section, select **Rubric** for the **Grading method**. Once saved, you can change the **Advanced grading** by creating a new rubric or adding from a template.

These placeholder assignments can be graded with the method described earlier in this guide.

Now that you know how to use rubrics for grading, learn about [grading guides](https://wp.stolaf.edu/it/?page_id=10168), another type of advanced grading.