Creating a Turnitin Rubric from a University Template

Within Turnitin you can create your own rubrics for marking. However, you may want to use a standardised university template as the basis for you rubric to ensure accuracy and save time.

Step 1: Access the Rubric Manager

You can do this at the point of creating a Turnitin submission point, or afterwards. Either way the Rubric manager is listed on the setting screens. For example:

For an existing submission point –

- Go to the module area on Studentcentral, and go to the assessment area where the Turnitin submission point is located.
- Click on the chevron next to the title of the submission, and click *Edit*.
- Scroll down and click *'Optional Settings'*. Scroll to the bottom of the page and you'll see a section referring to Rubrics. If a rubric is already attached to this submission you'll see it listed (if not, you'll see 'No rubric/form'). Click **Launch Rubric/Form manager**

For a new submission point –

- When you create a new submission point you fill out the title/dates etc on the settings screen.
- Scroll down and click *'Optional Settings'*. Scroll to the bottom of the page and you'll see a section referring to Rubrics (you'll see 'No rubric/form' is attached). Click **Launch Rubric/Form manager**
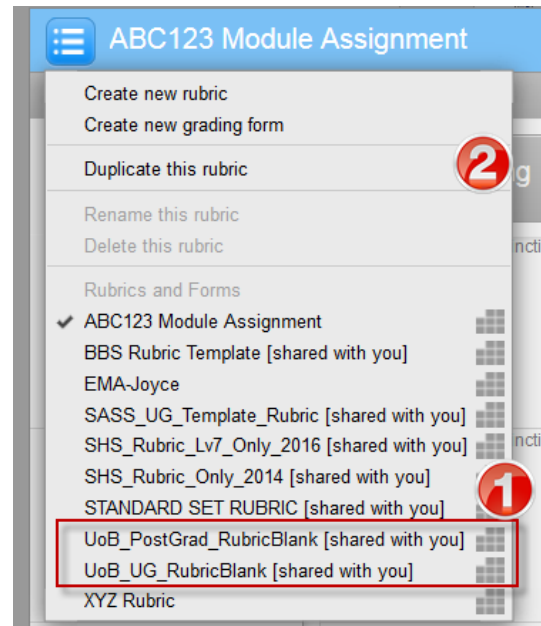
Step 2: Copy a University Template

The Rubric/Form manager will open a rubric will be displayed (you can ignore whichever is displayed – its usually one of the shared rubrics you have access too).

Click on the menu button

You'll see a list of rubrics you have in your account. All staff have access to the shared rubrics. *Please note there are some school specific rubrics (e.g. SASS, BBS and SHS). You can ignore these if they are not your school.*
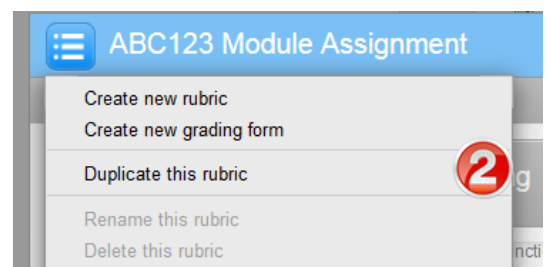
Click on the relevant UoB Rubric you wish to copy (1)

The UoB rubrics are limited, the idea is that you can supplement them with your own detail.

When viewing the relevant rubric, click on the menu button again and click Duplicate Rubric (2)

A copy of the rubric is created. You can amend the title for the rubric, and click away from the title to save.

Step 3: Editing the Rubric

You can now edit the rubric. All text fields are editable – just click on the text and amend as necessary.

Note that you can amend both the 'criteria' text and its description, see below for an example. You can also add more criteria by clicking the + icon next to the Critieria text.

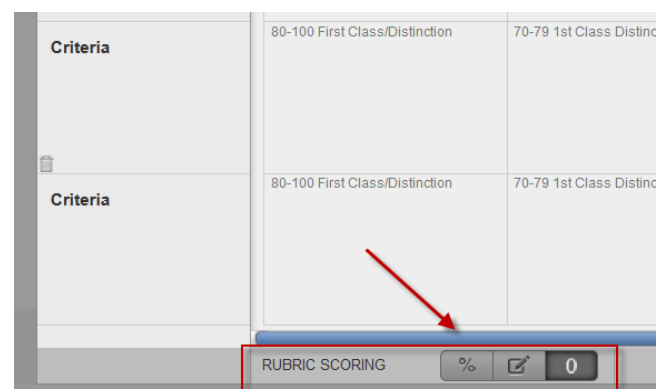**A note about Rubric 'scoring'**

Rubrics can be set up as either Standard, Custom or Qualitative. The UoB rubrics are set up as qualitative, that is they are to provide feedback only and do not calculate the grade of a submission. You can change the rubric type at the bottom of the rubric

Turnitins guidance on Rubric types:

Standard Rubric: Allows you to enter scale values and criteria percentages. The maximum value for the Standard rubric will be the same as the highest scale value entered

Custom Rubric: Allows you to enter any value directly into the rubric cells. The maximum value for the Custom rubric will be the sum of the highest value entered in each of the criteria rows

Qualitative Rubric: Allows you to create a rubric that has no numeric scoring; this rubric allows you to provide standard feedback only

Step 4: Saving an attaching your Rubric to a submission point

At the bottom of your rubric you'll see the **Save** button.

When you have finished you rubric, ensure you have saved it, then click the **Close** button

You'll return to the settings screen. You can now use the drop down list to select a rubric from your account. Then scroll to the bottom of the settings page and click **Submit**

Frequently Asked Questions about Rubrics

Can I edit a Rubric?

Rubrics that have been shared with you (e.g. UoB templates) cannot be edited, you need to create a copy which you can then edit

If you have created a rubric and then attached it to an assignment AND grading has started, you can no longer edit the rubric, as this would affect grading. You can however make a copy of the said rubric and edit that instead.

Can I change a rubric on a submission point?

Yes, but if you do this once marking has started you will see a warning message. If markers have already started grading papers, and you change a rubric, consequently any feedback placed on the existing rubrics will be deleted. If you are unsure about this, please contact your LTA.

Can I share a Rubric?

When you attach a rubric to a submission point, any staff marking those submission will be able to use the Rubric for marking. However if you wanted to share you rubric with another member of staff so they can edit and use for themselves, this can be done. Please contact your LTA.

How do I mark with a rubric

This is simple. You can either 'grade with sliders' or pop out the rubric into a new window and view as a table. More here:

https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio/17_Grading_Tools/Rubric_Scorecards#Grading_with_Sliders

Can students see the Rubric?

When students go to submit their assignment, they can access a copy of the rubric, so they can see how they will be marked.

When their feedback is released, they will see a button within their feedback that allows them to view the rubric feedback.