**Ten top tips for setting up Rubrics**

1. Open the ‘Assessment’ area of your module, turn the edit mode on and locate and open the assessment point for which you wish to develop a rubric.
2. Go to the bottom of the page and click ‘optional settings’. Near the bottom of the next page find and click ‘Launch Rubric Manager’.
3. Scroll up to the top of the rubric and from the menu in the top left hand corner select ‘Create new rubric’ or alternatively you can insert an existing one. You can also access existing rubrics through ‘Libraries’ by going to ‘course tools’, then ‘Turnitin assignments’, clicking any assignment, then ‘libraries’ and ‘rubric form manager’. Next click on the top left-hand corner of the current rubric you see to bring up a list. You can also save existing rubrics under a new file name, export them to, import them from, other users.

**N.B. Don’t click ‘delete this rubric’, if you find an existing one there, it will delete the existing one in other assessments.**

1. Enter the name you want to give a new rubric and press enter.
2. At the foot of your new rubric click **%** for rubric scoring. This means that when you are marking the rubric score will automatically be entered as the percentage grade. However, you can alter this, if you want e.g. to round up a 59% to 60% if you feel it deserves an overall 2.1.
3. Enter the ranges for scores along the top of your rubric from highest on the left to the lowest on the right, clicking the ‘+ ’sign to add more columns e.g. 90-100.
4. Enter the criteria and percentages allocated in the left hand column, clicking the ‘+’ sign to add more rows e.g. ‘Presentation and source referencing 15%.
5. You can populate the both the criteria boxes and descriptors across the whole rubric by coping from existing mark grids you have developed in word format or by typing in new content. Unfortunately you do have to copy each box separately.

**N.B. Every time you populate a box, click in another to save the content or you will lose it.**

1. Make sure you click ‘SAVE’ and then ‘CLOSE’ before leaving the rubric.

**N.B. If you don’t save and close you will lose everything you just did!**

1. Also check that this rubric is associated with the relevant assignment submission point before you press ‘submit’ in your ‘optional settings’.

**N.B. If you ‘Launch Rubric Manager’ again through this submission point, you will see the first on your list of rubrics. Don’t worry, the one you associated it with will still be showing in Turnitin to students submitting work and staff marking it.**