Setting up a Media standard Rubric for using on a studentcentral Assignment or Grade Centre Column

Contents

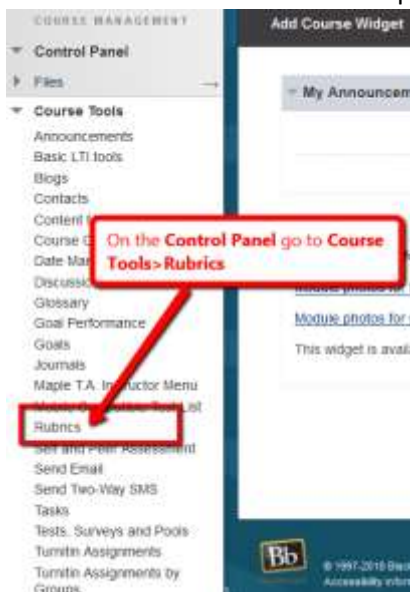## Part 1 – Importing the standard Media Rubric

1. Open the module on which you wish to use the Rubric.
2. In the Control Panel click **Course Tools>Rubrics** (this is the **Rubric library for studentcentral** assessment tools, **NOT Turnitin**)
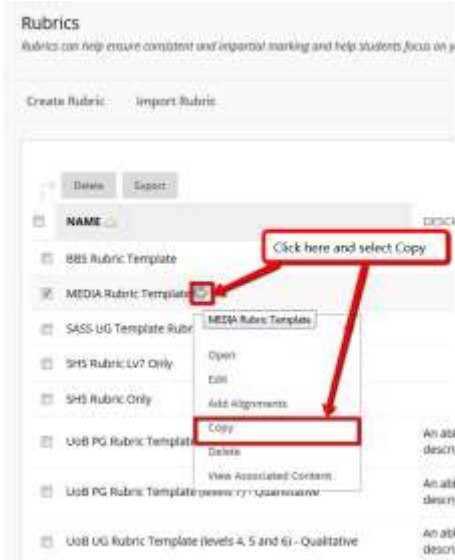3. Click the **Import** link, top left of the page.

4. Browse and locate the Rubric zip file (it will be named some like this: Rubric_ExportFile_WKS-MEDIARUBRICS_1565945284628.zip) and click Submit.

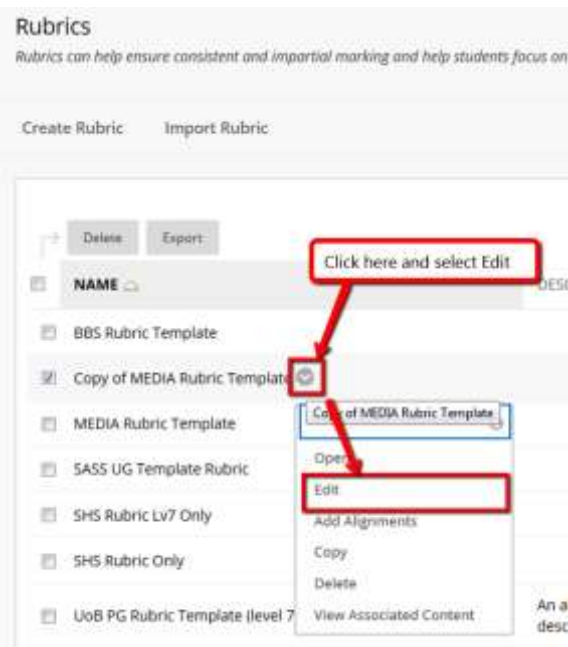## Part 2 – Adding your own criteria to the Rubric template

1. Go the Rubric tool in the control panel

2. Take a copy of the Media Template Rubric

3. Now you have a copy you can edit it to set up the assessment criteria specific you your assessment.

4. Edit the criteria to reflect your assessment and then click Submit.

If you need to add or remove criteria from the template see below.

Part 3 – Attaching the Rubric to your assessment

When adding a studentcentral submission point or a Grade Centre column do the following to attach your Rubric.

Click Add Rubric then Select Rubric

Select the Rubric you wish to use and click Submit

The final stage is to select what your students see once the marks are release. Usually we recommend the top one.

Part 4 – Marking using the Rubric

If your students have submitted via a studentcentral assignment this is how you mark against the Rubric.

1. Open the submission.

2. Accessing the feedback tools

and then click on the Rubric to open ready for marking

3. Select the marks for each criteria and add any feedback you want to add.

Click 'show feedback' to enable feedback for each criteria.

Show Feedback

Select the mark for each criteria, note you can adjust the mark within a range of the grade. Add feedback and repeat for each criteria.

Assignment Details

GRADE
LAST GRADED ATTEMPT — 61.00 /100

ATTEMPT
04/06/19 09:53 — 61.00 /100

Graded Rubric:

UoB UG Rubric Template (levels 4, 5 and 6) - Quantitative
Used for Grading

LO1 — 13 (13.00%)

Add your learning outcome and description here.

Make sure that you also specify the weighting for each criteria in this version of the rubric.

80-100 A+
First class/Distinction   16 (16.00%)-20 (20.00%) points

70-79 A A-
First class/Distinction   14 (14.00%)-15.8 (15.80%) points

60-69 B+ B B-
Upper Second class/ Merit   13 (13.00%) points

50-59 C+ C C-
Lower Second class/Pass   10 (10.00%)-11.8 (11.80%) points

40-49 D+ D D-
Third class/Pass   8 (8.00%)-9.8 (9.80%) points

30-39 E+ E E-
Fail   6 (6.00%)-7.8 (7.80%) points

10-29 F+ F
Fail   2 (2.00%)-5.8 (5.80%) points

0-9 F-
Fail   0 (0.00%)-1.8 (1.80%) points

Feedback:
You can add feedback for each criteria

Once all criteria have been marked you can choose to adjust the mark before hitting 'Save Rubric'

Raw Total: 61.00 (of 100)
Change the number of points out of 100 to:

Feedback:

Cancel   Save Rubric

Assignment Details

GRADE
LAST GRADED ATTEMPT — 61.00 /100

ATTEMPT
04/06/19 09:53 — 61.00 /100

Graded Rubric:

UoB UG Rubric Template (levels 4, 5 and 6) - Quantitative
Used for Grading

Feedback to Learner

Add general feedback here and click Submit

Add Notes

Cancel   Save Draft   Submit

Submission
sampleessay.docx