



Brightspace Rubric Tool

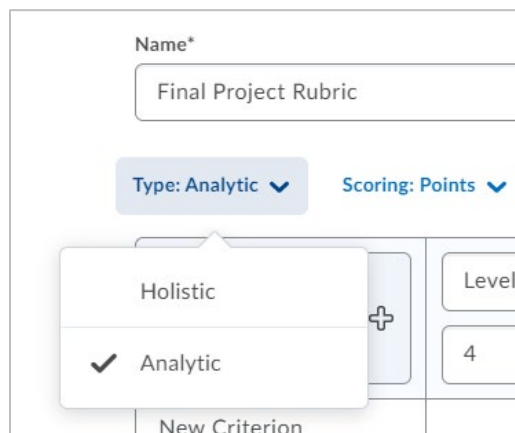
Rubrics are a useful tool instructors can use to define their expectations for students and can be used in providing feedback. The Brightspace Rubrics tool makes it easy for instructors to integrate rubrics into their online or blended courses. The following instructions will cover creating new rubrics and adding rubrics to an assignment or a discussion in Brightspace.

Creating a New Rubric

1. Begin by selecting Course Admin from the ribbon and scrolling down to “Rubrics” (located under the Assessments category).



2. Click “New Rubric” on the screen that appears.
3. Give your rubric a name and choose if you would like to create a Holistic or Analytic rubric. Holistic rubrics are used to evaluate students work as a whole, while Analytic rubrics can be used to evaluate each aspect of student’s work based on different sets of criteria.



4. Chose the Scoring type. If you have chosen to create a holistic rubric, you will have the option to set either “Percentage Scoring” or “No Score”. If you have chosen an analytic rubric you may choose from “No Score”, “Points” or “Custom Points”. “Custom Points” is the most popular, as it allows you to assign point levels to individual criteria, while “Points” assigns the same point level to all criteria.
5. Personalize the rubric by filling out the criteria, expectations, and feedback, as well as the points/percentage if the rubric is being scored. New rows can be added to Analytic rubrics by clicking “Add Criterion”. Additional levels can be added by clicking one of the plus signs at the top of the table. New criteria groups can also be



added to Analytic rubrics, and will display in separate tables (ex. If you wanted to have separate criteria groups for the written and presentation components of a project).

	Level 4	Level 3	Level 2	Level 1	Level 0	
	5 pt	4 pt	3 pt	2 pt	1 pt	
Research	The student has applied himself or herself to the research task in a diligent and creative fashion. A wide variety of relevant sources has been used.	A reasonable variety of relevant research sources has been accessed and used effectively. There is evidence of most of the information used being from up to date sources.	Basic research has been done, identifying some of the most obvious relevant research sources, and these have been utilized to achieve elementary analysis. Evidence of some of the examples cited being current.	Little evidence of research having been done. Few sources of information or data used and these are only the most obvious sources. Sources used are not relevant to answering the question set. No evidence of current information included.	No evidence of research.	/ 5
Initial Feedback						
+ Add Criterion						
Add Criteria Group						
						Total — / 5

- To delete a level, click the trash can icon. To delete a row, click the three dots beside the criteria name and select “Delete” from the menu.
- Clicking “Options” at the bottom of the page will allow you to edit the rubrics visibility to students. Leaving the rubric visible is recommended so students are familiar with the assignment’s expectations before submitting and can view feedback after marking to better understand their final scores.
- The status of a rubric can be changed at the top right of the page. Only published rubrics can be added to assignments. Rubrics that are archived will not be displayed in the Rubric Tool unless search results are filtered to show archived rubrics.

Status: Published ▼

- ✓ Published
- Archived
- Draft

- Rubrics save automatically as they are created, so once you have finished editing hit “Close”.

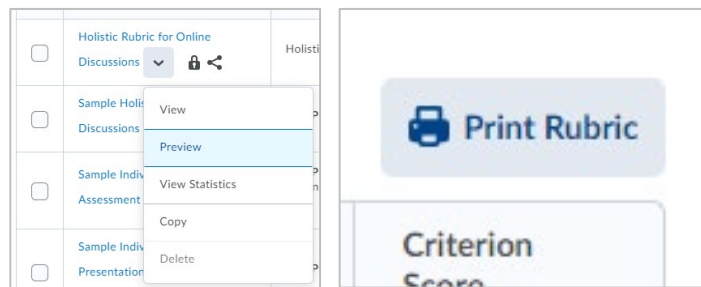


Rubric Tips:

- Upon opening the rubrics tool, you may notice several pre-existing rubrics that you did not create. These sample rubrics have been created for the Faculty of Agriculture and are intended to be used as guidelines for creating your own rubrics. Feel free to copy and paste components of these rubrics into your own rubrics as needed.

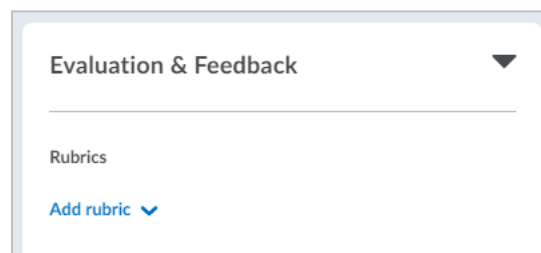
<input type="checkbox"/>	Sample Holistic Rubric for Online Discussions	SAMPLE holistic rubric for online discussion assessment.	Holistic	Percentages	Draft
<input type="checkbox"/>	Sample Individual Essay Assessment Rubric	SAMPLE rubric for assessment of essay. If you want to revise this to meet your needs, choose Copy from the action menu to the right of the rubric title.	Analytic	Custom Points	Draft
<input type="checkbox"/>	Sample Individual Oral Presentation Assessment	SAMPLE rubric for assessing individual oral presentations.	Analytic	Custom Points	Draft
<input type="checkbox"/>	Sample Individual Report Assessment Rubric	SAMPLE rubric for assessment of written reports. If you want to revise this to meet your needs, choose Copy from the action menu to the right of the rubric title.	Analytic	Custom Points	Draft
<input type="checkbox"/>	Sample Online Discussion Evaluation Rubric	SAMPLE rubric for assessing an online discussion. Text rubric only.	Analytic	Text Only	Draft
<input type="checkbox"/>	Sample Online Discussion Evaluation Rubric	SAMPLE rubric for assessing an online discussion. Points.	Analytic	Points	Draft

- Rubrics can be printed by clicking Preview in the action menu, and then hitting the print icon in the top right.



Adding Rubrics to Assignments

1. Navigate to the Assignments page and begin editing the assignment you would like to add a rubric to.
2. Open the “Evaluation and Feedback” panel and select “Add Rubric”.

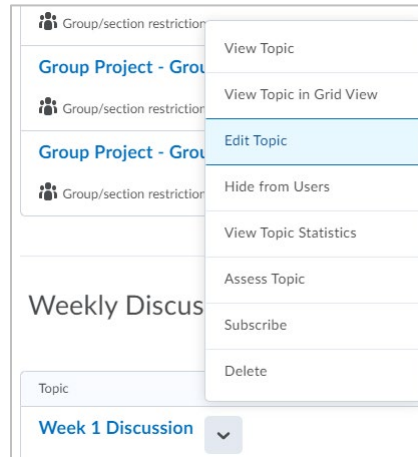


3. Choose “Add Existing” from the drop-down.
4. Check the box(es) next to the rubric(s) you would like to add to the assignment.
5. Hit “Add Selected”.
6. The rubric(s) will now be added to your assignment. Be sure to hit “Save and Close” before exiting.



Adding Rubrics to Discussion Topics

1. Navigate to the Discussions page and locate the Topic you would like to add a rubric to.
2. Open the action menu beside the Topic name and select “Edit Topic”.



3. Open the “Assessment” tab and select “Add Rubric”.
4. Choose “Add Existing” from the drop-down.
5. Check the box(es) next to the rubric(s) you would like to add to the assignment.
6. Hit “Add Selected”.
7. The rubric(s) will now be added to your discussion topic. Be sure to hit “Save and Close” before exiting.