

**Company: Realizeit**

**Document Title: Creating a Grading Rubric**

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## 1 Introduction

Each rubric is a highly flexible structure that allows an educator to easily define a list of components they want to be assessed along with what scale each component should be assessed on. Further the rubric provides an educator with a quick method to perform the assessment on a group of students.

## 2 Access

The Assessment aspect and the Structured Data aspect in Realizeit allow access to the grading rubrics functionality.

## 3 Data types

Data types are the building blocks of grading rubrics; they define the scale that will be assessed against for each rubric component. These can be of any type including integers, percentages and strings.

### 3.1 Creating data types

- From the dropdown menu beside the username, go to *Assessment structures > Data types*
- Click on *Create a new data type*
- Enter a name.
  - Choose the relevant type (e.g. Integer) from the *What is the underlying type? For a list use an integer (which will work as 1, 2, 3 etc.)* dropdown.
  - In the *List of values* area, specify the types of values.
    - Provide a code in the *Code* field.
    - Provide a name in the *Name* field.
    - Enter either a value in the *Value* field, or both a minimum and a maximum value in the *Min* and *Max* field respectively.
      - When using minimum and a maximum value enter the lowest possible value for grading in the *Min* field and the highest possible value for grading in the *Max* field. Using the example above: Min 90 and Max 100.
    - Chose a *Text* and *Background* color.
      - For the *Text* color it is recommend to leave as the default, black.
      - The *Background* color should illustrate the progression of grading levels, for example Red for Beginner, Orange for Developing, Light Green for Accomplished and Dark Green for Exemplary.
- Under *More advance details* in the *You can also use a code to identify this data type* enter a code in this field (field is optional).
- Click on *More* button and allow the data type to be shared accordingly in the *Ownership and sharing area*.
- Click on *Save*.

## 4 Comment banks

Comment banks can be used with grading rubrics. Comment banks allow groups of standard comments to be defined once and then have them used repeatedly across the Realizeit system.

To access *Comment banks*, click on the dropdown menu beside the username, go to *Assessment structures > Comment banks*.

### 4.1 Creating a new comment bank

- Click on *Create new comment bank*.
  - Provide a name in the *Enter a name to identify this comment bank field*.
  - Comment banks can be limited to be used by either a data type or a grading rubric. This can be specified in the two dropdowns in the *Main details* area.
- In the *Comments* area, the comments which can be used as possible feedbacks can be added.
  - Add the feedback comment in the *Comment* field.
- Set up *Ownership and sharing area* as required.
- Click on *Save*.

## 5 Grading rubrics

To access grading rubrics, navigate to *Assessment structures > Grading rubrics*.

### 5.1 Creating grading rubrics

- Click on *Create new grading rubric*.
  - Provide a name.
  - *Will this grading rubric be used for work that is submitted* click on *Yes*.
  - Indicate the number of submission that are expected/allowed.
- In the *Components* area, create the relevant components of the rubric by click on the + icon.
  - Enter a name in the *Label* field.
  - Ensure Input is selected for *Type*.
  - Choose the data type created in previous steps in the *Data type* dropdown.
  - Select your *feedback* criteria.
  - If *Comment banks* will be used select the required bank from the dropdown.
  - Provide the relevant weighting value in the *Weighting* field.
    - Note: The sum of the weighting field for all components in the rubric must add up to 100.
  - In the input area select *List and value*.
- Each component can be mapped to a node in a curriculum. This will allow evidence from the component to propagate to the map node. To map, click on the + icon and Select curriculum element.
- An “Overall Result/Grade” component can be created; this is a calculated final score based on the weighting values of the other components and scores from the instructor.
  - Still in the *Components* area, click on the add sign to add an additional component.
  - Provide a name in the *Label* field, for example *Overall Result*.

- For *Type* choose *Calc.*
  - Choose *Allowed* as the option in the *Feedback* area, then choose the comment bank created in the previous step.
  - Check *Final score?* in the *Options* area so the system calculates a final score based on the other rubric components and their weightings.
  - Check *Result score?* in the *Options* area so the system applies evidence to the node.
  - For *Input* select *Value* only if a value (overall score) is to be returned.
- Set up the *Ownership and sharing area*.
- Click on *Save*.