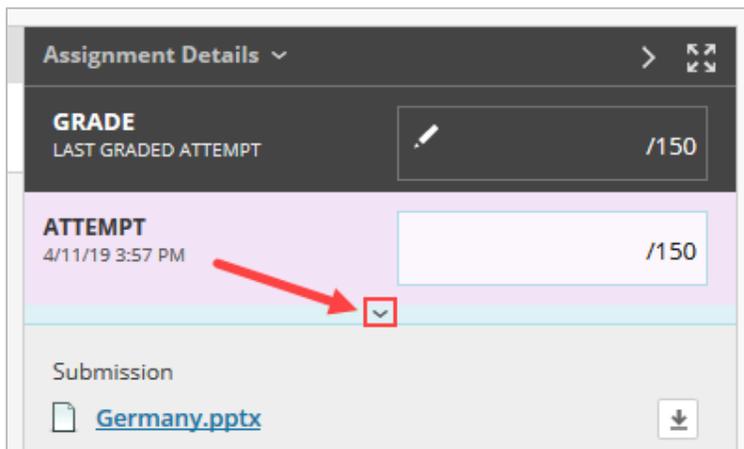# USING RUBRICS FOR GRADING

Most online master courses provide built-in grading rubrics for graded activities. If these rubrics are in your course, you are expected to use them to grade students and give feedback. This user guide explains how to grade an assessment with a rubric if one is provided.
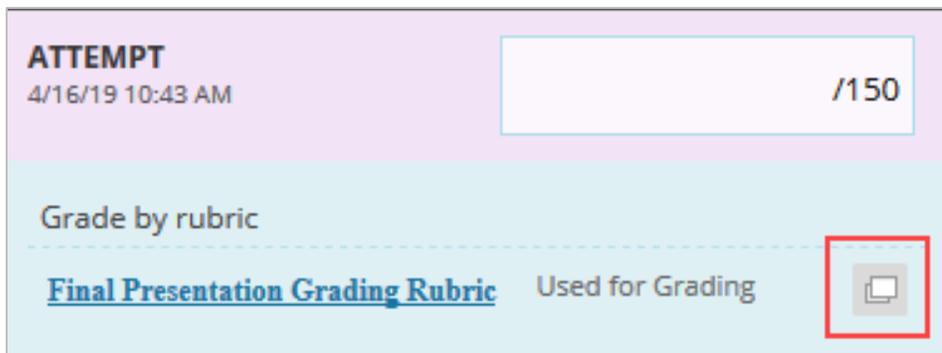
1. In the grading area, click the down arrow to expand the **Assignment Details**.



> **Note:**
> For instructions on how to access the grading area, see the user guide for grading an assignment (PDF).

2. If the assessment has a rubric attached, it displays here. Click the box to the right of the rubric title to **view the rubric in a new window**.



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For additional help please contact the Online Education team at onlinehelp@jwu.edu or 401-598-4429

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3. Click the box for the level of achievement that you choose based on your evaluation of the student's submission. Complete this for each category listed on the left.
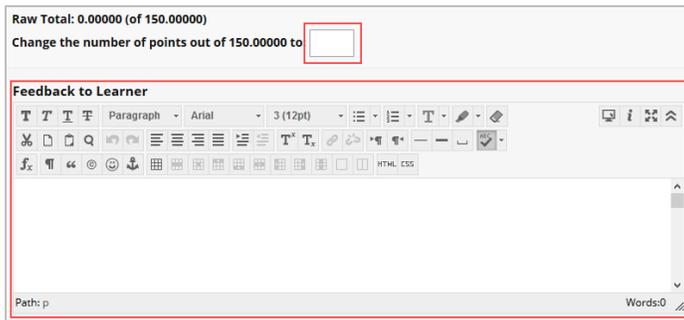
| | Novice | Competent | Proficient |
|---|---|---|---|
| **Slide Design** | ○ Points: 0 (0%)<br>Poorly designed | ○ Points: 26.25 (17.5%)<br>Fair design. Not very compelling. | ○ Points: 37.5 (25%)<br>Excellent and compelling slide design |
| **Slide Bullets** | ○ Points: 0 (0%)<br>Non existent or way too long. | ✔ Points: 21 (14%)<br>Fair. Difficult to determine point without narration. Or far too long or more than 4 points on a slide<br>Feedback:<br>[                    ]<br>abc | ○ Points: 30 (20%)<br>Well phrased, short and to the point. |
| **Images** | ○ Points: 0 (0%)<br>No images or poor images used. | ○ Points: 18.75 (12.5%)<br>Images fair. Did not do a good job of professionally communicating the key slide point. | ○ Points: 37.5 (25%)<br>Images excellent. Reinforced key points. |
| **Narration** | ○ Points: 0 (0%)<br>Simply read slides | ○ Points: 21 (14%)<br>Not or poorly scripted. Volume not appropriate. Background noise or other distractions | ○ Points: 30 (20%)<br>Well scripted, "professional" quality narration. |
| **Timing** | ○ Points: 0 (0%)<br>Less than 4 minutes or more than 6 minutes. | ○ Points: 10.5 (7%)<br>Less than 4 minutes or more than 5 minutes | ○ Points: 15 (10%)<br>Well timed, very close to 5 minutes. |

4. Provide an explanation in the **Feedback** textbox for any area where full credit is not given.

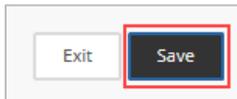| | Novice | Competent | Proficient |
|---|---|---|---|
| **Slide Design** | ○ Points: 0 (0%)<br>Poorly designed | ○ Points: 26.25 (25%)<br>Fair design. Not very compelling. | ○ Points: 37.5 (25%)<br>Excellent and compelling slide design |
| **Slide Bullets** | ○ Points: 0 (0%)<br>Non existent or way too long. | ✔ Points: 21 (14%)<br>Fair. Difficult to determine point without narration. Or far too long or more than 4 points on a slide<br>Feedback:<br>Your slides contained too many bullet points and each bullet point was too lengthy.<br>abc | ○ Points: 30 (20%)<br>Well phrased, short and to the point. |
| **Images** | ○ Points: 0 (0%)<br>No images or poor images used. | ○ Points: 18.75 (12.5%)<br>Images fair. Did not do a good job of professionally communicating the key slide point. | ○ Points: 37.5 (25%)<br>Images excellent. Reinforced key points. |
| **Narration** | ○ Points: 0 (0%)<br>Simply read slides | ○ Points: 21 (14%)<br>Not or poorly scripted. Volume not appropriate. Background noise or other distractions | ○ Points: 30 (20%)<br>Well scripted, "professional" quality narration. |
| **Timing** | ○ Points: 0 (0%)<br>Less than 4 minutes or more than 6 minutes. | ○ Points: 10.5 (7%)<br>Less than 4 minutes or more than 5 minutes | ○ Points: 15 (10%)<br>Well timed, very close to 5 minutes. |

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5. You have the option to change the total points. Provide overall personalized feedback, pointing out what the student did well and what they can improve on.
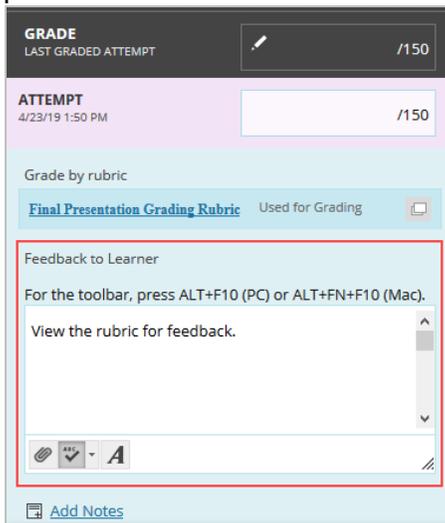
**Note:**
Feedback provided within the rubric is only available to students if the rubric is made visible to them. Check with your assigned Instructional Technologist to ensure that rubrics are visible to students in your course.

6. Click **Save.**

7. In the **Feedback to Learner** textbox, include a note indicating that you have provided feedback to the student within the rubric.

8. Click **Submit**.

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