

iRubric



INDIANA UNIVERSITY

SCHOOL OF EDUCATION

**Office of Education Technology Services
Bloomington**

Introduction

iRubric is a comprehensive rubric development, assessment, and sharing tool provided by a third-party vendor called Rcampus. It is integrated into Oncourse CL within the Gradebook function.

Support for the system is provided by the Office of Instructional Consulting (IC) and Education Technology Services (ETS). We stand ready to answer any questions you may have; feel free to email (ets@indiana.edu or ic@indiana.edu) or stop the IC office.

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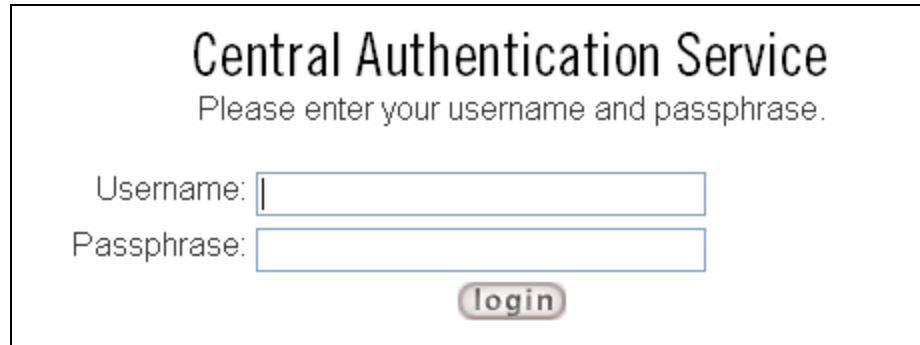
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Access iRubric

1. Log into OnCourse CL



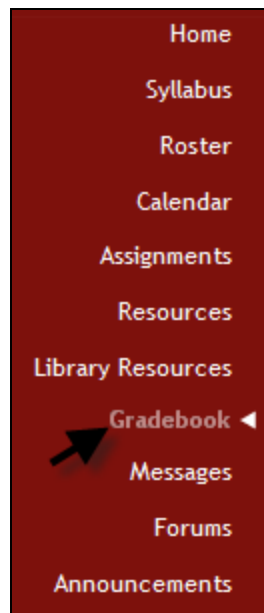
2. You will be redirected to the Central Authentication Service page. Enter your IU username and passphrase. Click **Login**.



3. Go to the appropriate course site.



4. Go to the Gradebook tool. Click **Gradebook**.



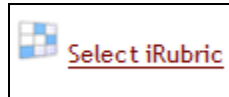
Continue...

Access iRubric (cont.)

5. Click **Edit** beside a gradebook item.



6. Click on **Select iRubric**.

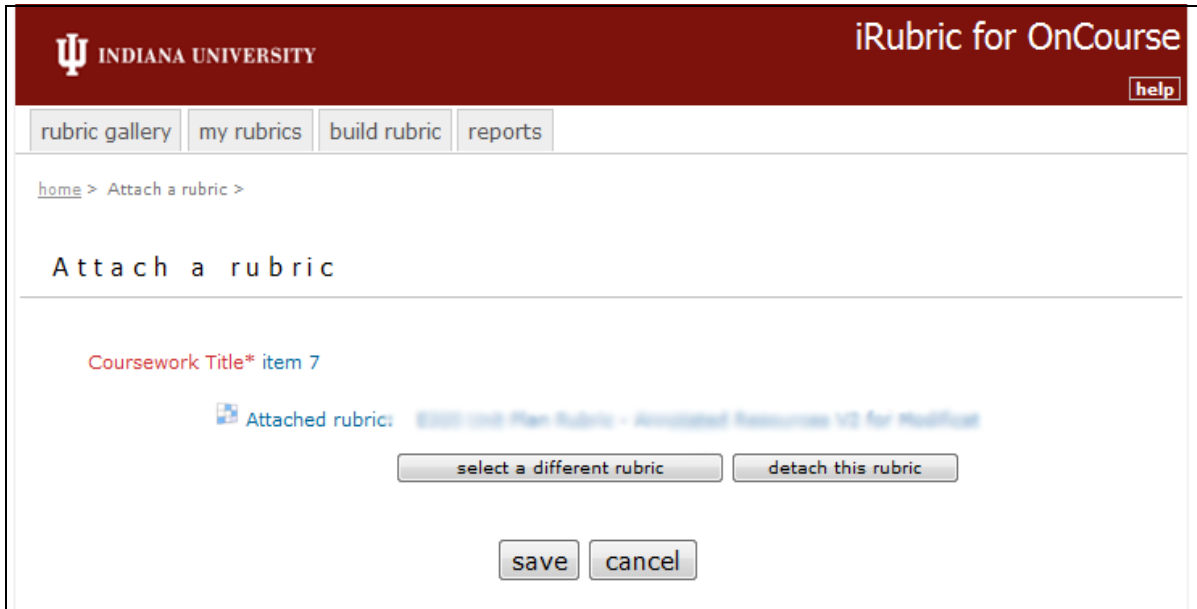


7. A new window will be launched, entitled iRubric for OnCourse. It should look something like this:

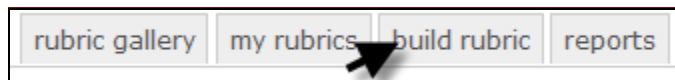


Build a rubric

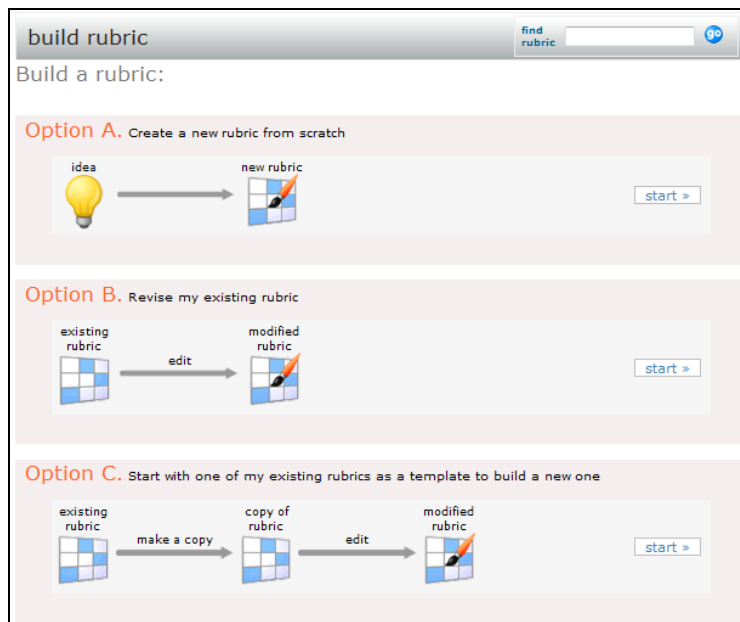
1. Access iRubric (see *Access iRubric* in this manual)



2. Click **Build Rubric** on the top navigation.



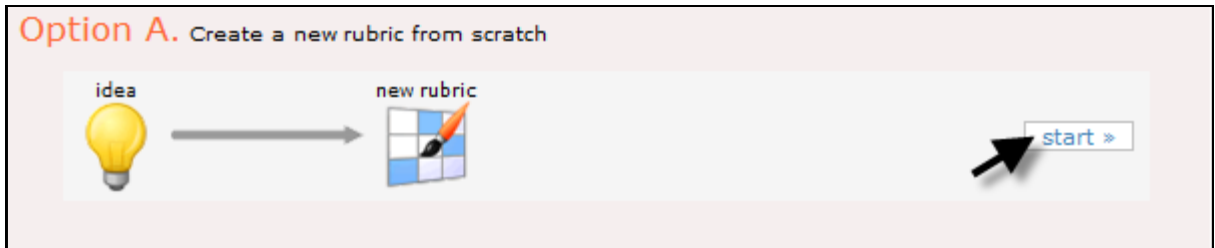
3. Choose the appropriate Option.



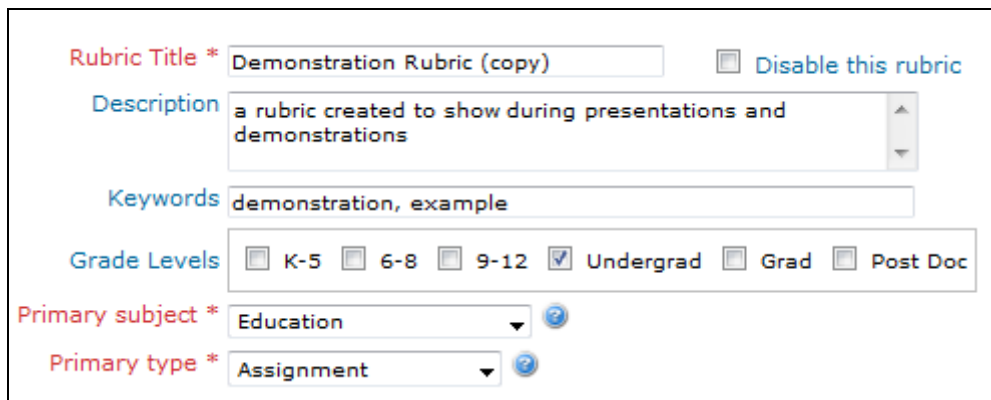
Build a rubric: Create rubric from scratch (*cont.*)

Option A. Create a rubric from scratch

1. Click **Start** under Option A



2. Enter required information (marked with red text), as well as other information that will help identify the rubric (marked with blue text).

A screenshot of a form for creating a rubric. The form contains the following fields:

- Rubric Title ***: A text input field containing "Demonstration Rubric (copy)". To its right is a checkbox labeled "Disable this rubric".
- Description**: A text area containing "a rubric created to show during presentations and demonstrations".
- Keywords**: A text input field containing "demonstration, example".
- Grade Levels**: A row of checkboxes for "K-5", "6-8", "9-12", "Undergrad", "Grad", and "Post Doc". The "Undergrad" checkbox is checked.
- Primary subject ***: A dropdown menu with "Education" selected and a help icon.
- Primary type ***: A dropdown menu with "Assignment" selected and a help icon.



TIP: Don't put course number in the name; put it in the keywords area

Build a rubric: Create rubric from scratch (cont.)

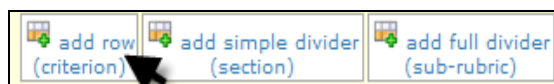
3. You will then see the rubric in edit-mode. Below is an example of a demonstration rubric in edit-mode.

Expanded view Check this box to enter long descriptions for criteria (rows) and levels (columns) titles. Assign weights to criteria, sections (simple-dividers) and sub-rubrics (full-dividers).

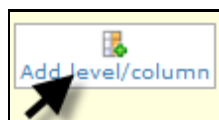
section 1	Excellent Weight: 2 pts	Good Weight: 1.5 pts	Fair Weight: 1 pts	Poor Weight: 0.5 pts
OBJECTIVES & ADAPTATION	Lesson includes specific prerequisites. Lesson includes specific measurable objectives. Lesson includes Indiana Standards addressed. Plans for Gearing Up...	Three of the aspects listed above are included.	Two of the aspects listed above are included.	One of the aspects listed above is included.
INVESTIGATE	Investigation includes a problematic task at the cognitive level of "doing mathematics." Considers students' prior knowledge and leaves residue of mathematical understanding.	Investigation includes a problematic task at the cognitive level of "doing mathematics." Considers students' prior knowledge and leaves residue of mathematical understanding.	Investigation includes a problematic task at the cognitive level of "doing mathematics."	Investigation does not include a task of high cognitive level.
Section 2	Excellent Weight: 2 pts	Good Weight: 2 pts	Fair Weight: 1 pts	Poor Weight: 0.5 pts
LAUNCH	Launch provides some context for the topic and to motivate students to work on the investigation. Includes ways to make sure that the problematic task is understood and that goals and expectations are clear.	Investigation: the task is introduced but nothing or little is done to make sure that the problematic task is understood and that goals and expectations are clear.	Launch provides some context for the topic and the task is introduced. Little or nothing is done to motivate the students and to make sure the task is understood.	Launch provides little or no context for the topic or the task introduced.
SUMMARIZE	Summarize includes a description of how to organize the sharing to make sure the class is engaged in a productive discussion and reflection in which students learn ideas and strategies from each other.	Summarize includes a description of how to organize the sharing to make sure the class is engaged in a productive discussion and reflection in which students learn ideas and strategies from each other.	Summarize provides some opportunities for the class to engage in a productive discussion to learn ideas and strategies from each other.	Summarize provides minimal opportunities for the class to engage in a discussion in which students learn ideas and strategies from each other.

add row (criterion) add simple divider (section) add full divider (sub-rubic) what are these

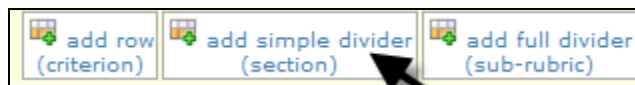
A. Add criterion by clicking on **Add Row (criterion)**:



B. Add levels by clicking on **Add Level/Column**:



C. Add sections by clicking on **Add simple divider (section)**:



D. Add sub-rubrics by clicking on **Add full divider (sub-rubic)**:





Build a rubric: Create rubric from scratch (*cont.*)

4. Complete information at the bottom of the rubric.

A. This rubric is:


This rubric is:

In draft mode (cannot be used in assessments). 

Ready to use 

Choose **In draft mode** if you need to continue working on the rubric.
Choose **Ready to use** if you would like to publish the rubric to the gallery.

B. Gallery viewing:

Gallery viewing: 

Others can view this rubric at [Rubric Gallery](#) . (Recommended)

Keep this rubric private for the next 14 days.

Choose **Others can view this rubric** if you are finished with the rubric.
Choose **Keep this rubric private** if you are in the process of building it, and would like to keep it private for now.

C. Rubric Locking:

Rubric Locking: 

 Lock this rubric to allow others to use it without copying. (IMPORTANT: Once a rubric is locked and used by others, it cannot be edited.)

You should **lock** a rubric if you have a large course with multiple sections. This will allow multiple people to use the rubric without copying it. ***It is very important to do this for large classes so that reporting is correct.***

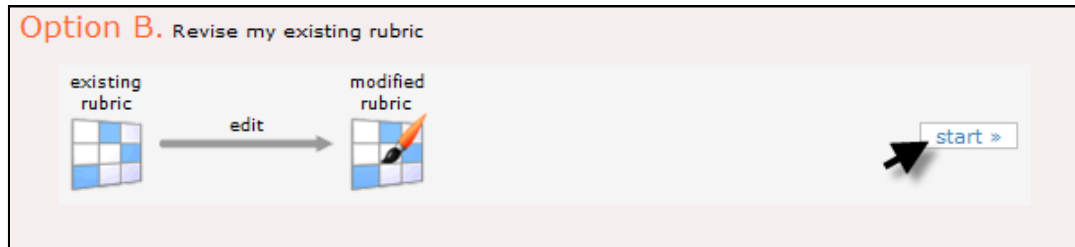


TIP: Do *not* lock your rubric until it is finished.


Build a rubric: Revise my existing rubric (*cont.*)



Option B. Revise my existing rubric







1. Click **Start** under Option B



2. Select the edit icon  below the rubric you wish to edit.

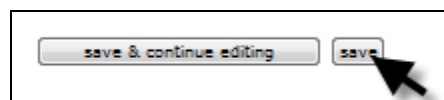
Select a rubric from this list and click on  next to the rubric to revise it:

1 Rubrics	Title	Status
1	 Demonstration Rubric (copy) a rubric created to show during presentations and demonstrations Grade Levels: Undergrad	 public

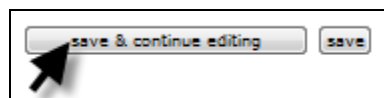
(draft)      

4. Edit information as desired.

5. Click **Save** at the bottom when finished.



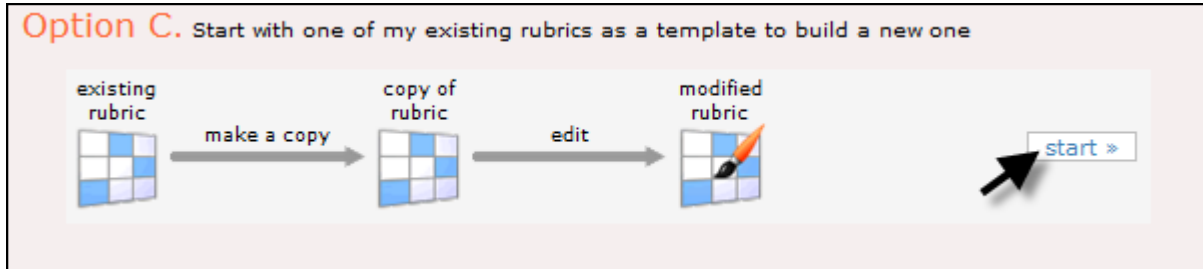
TIP: You can save throughout the editing process by clicking on the **save & continue editing** button



Build a rubric: Start with existing rubric as template (cont.)

Option C. Start with one of my existing rubrics as a template to build a new one

1. Click **Start** under Option C.



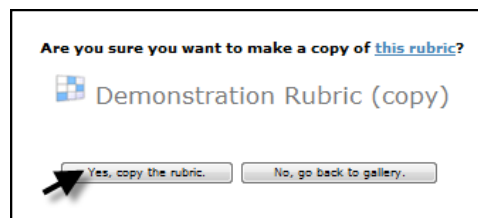
2. Choose the rubric you want to use by clicking on the name of the rubric.

2 Rubrics	Title	Status
1	Demonstration Rubric (copy) a rubric created to show during presentations and demonstrations Grade Levels: Undergrad	public
2	Demonstration Rubric (copy) a rubric created to show during presentations and demonstrations Grade Levels: N/A	public

3. Click the **duplicate** icon.

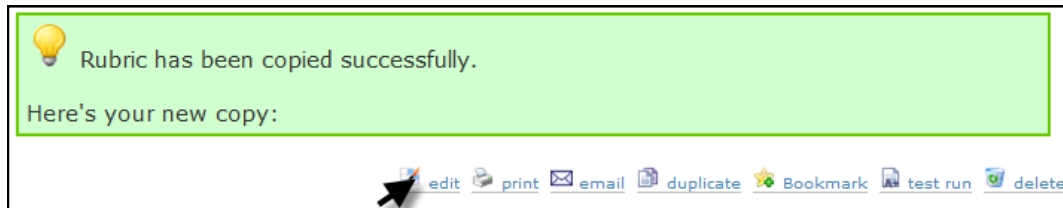


4. Click **Yes, copy the rubric**. If you wish to abandon the process, click **No, go back to gallery**.



Build a rubric: Start with existing rubric as template (*cont.*)

5. You will receive a message indicating that your rubric was successfully copied. In order to edit the duplicate, click **edit**.



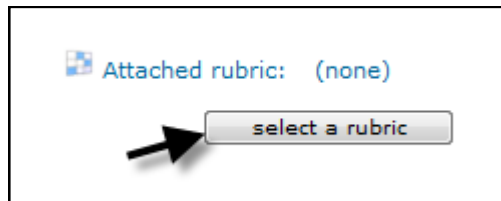
6. Change the name and make adjustments as desired.

Attach a rubric to an Oncourse Gradebook item

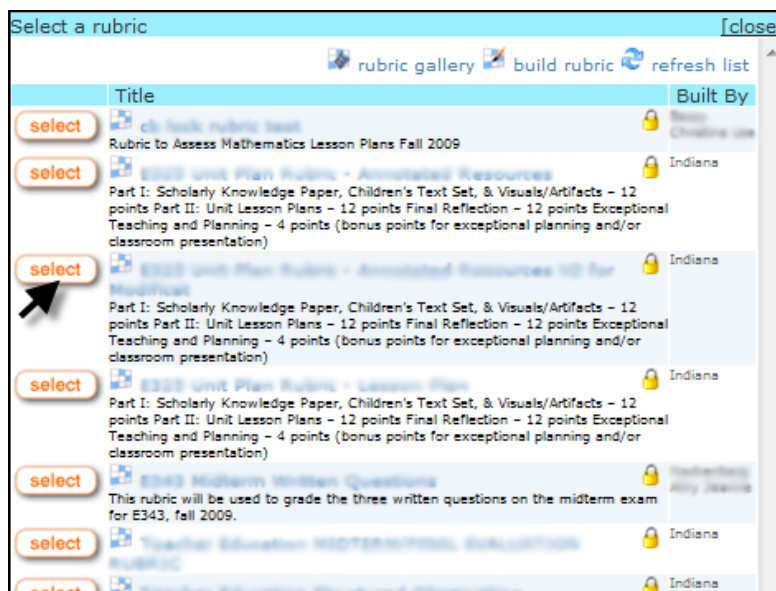
1. Access iRubric (see *Access iRubric* in this manual)



2. Click on **Select a Rubric**.



3. Choose the rubric from the list of available rubrics by clicking **Select** beside the appropriate rubric.

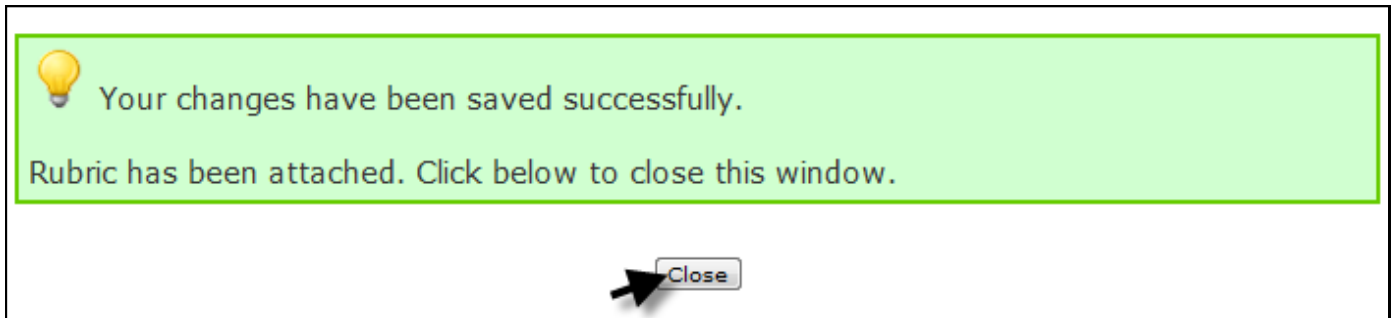


Attach a rubric to an Oncourse Gradebook item (*cont.*)

4. Click **Save**.



5. A message will then be displayed, letting you know that your rubric has been successfully attached. Click **Close**.

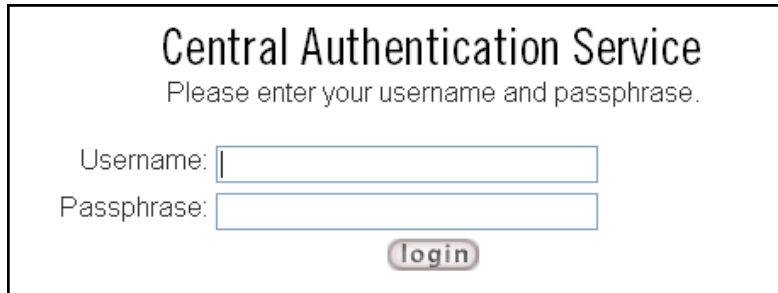


How to grade with iRubric

1. Log into OnCourse CL



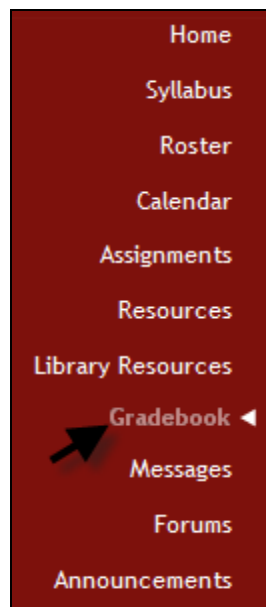
2. You will be redirected to the Central Authentication Service page. Enter your IU username and passphrase. Click **Login**.

A white rectangular box with a black border. At the top, it says "Central Authentication Service" in bold, followed by "Please enter your username and passphrase." Below this are two input fields: "Username:" and "Passphrase:". A "login" button is centered below the fields.

3. Go to the appropriate course site.

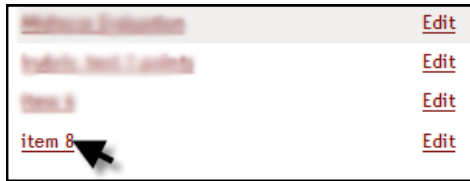



4. Go to the Gradebook tool. Click **Gradebook**.

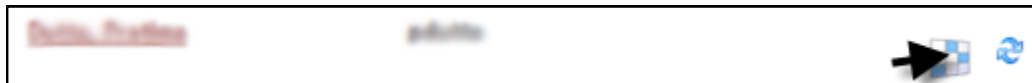


How to grade with iRubric (cont.)

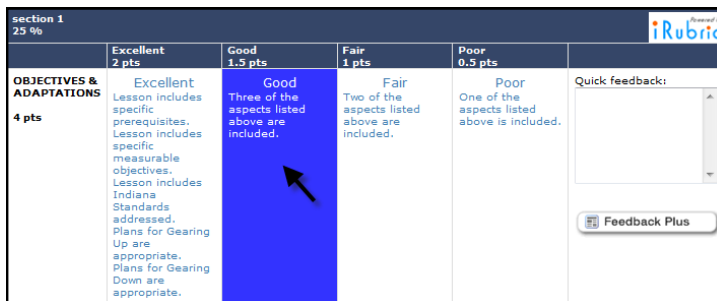
5. Click the name of the Gradebook item you want to grade.



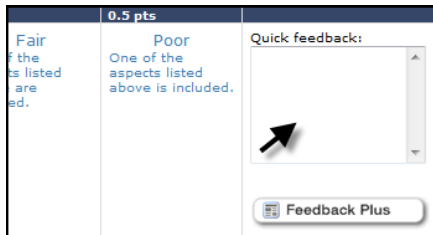
6. Click the iRubric icon  beside the student's name you wish to grade.



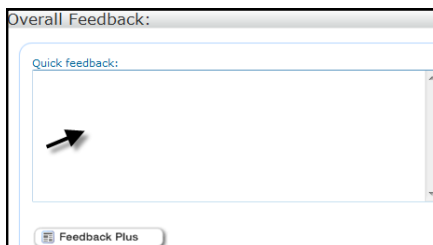
7. Click in the appropriate cell to select grade.



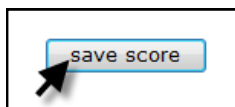
8. Add criteria comments (Quick feedback) as needed.



9. Add overall comments (Overall feedback) at the bottom.



10. Click **save score** when you are done.



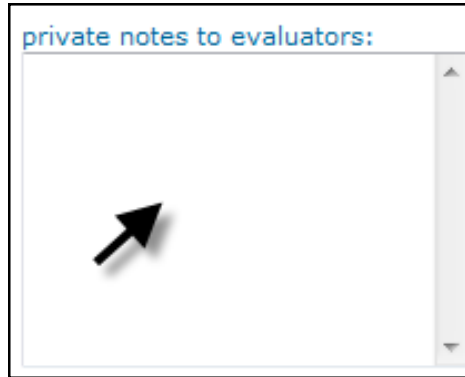
Continue...

How to grade with iRubric (cont.)

Tips for grading in iRubric



TIP: Instructors can add notes accessible to all evaluators, and these notes will not appear in the student's view. Use this area to provide hints for grading for assistant instructors.



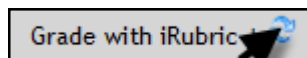
TIP: Instructors can grade any number of students at any given time. When you have completed grading for some/all students, click the **Save Changes** button at the bottom of the Gradebook page in order to publish the grades for student viewing.



TIP: In order to display the final score after in the Gradebook screen after you have completed grading, you can click the **refresh icon** beside the student's name in order to display the scores in OnCourse. This score will not go public until you click **Save Changes** at the bottom of the screen (see TIP above).



TIP: In order to display the final score after in the Gradebook screen after you have completed *all student grading*, you can click the **refresh icon** beside the **Grade with iRubric** text in the heading in order to display the scores in OnCourse. This score will not go public until you click **Save Changes** at the bottom of the screen.



Student access to rubrics





1. Students access rubrics in a similar manner as you. They log into OnCourse CL



2. Go to the appropriate course site.

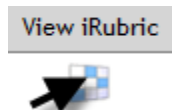


3. The student view of the Gradebook will look something like this:

Grade Report for Amanda Marie McElroy					
Course Grade Not yet available					
Gradebook Items					
Title	Item Type	Due Date	View iRubric	Grade*	Comments
item 6	Points	Oct 20, 2009		-	
Midterm Evaluation	Points	Nov 19, 2009		-	
irubric test 1 points	Points	Aug 20, 2010		-	
item 8	Points	-		-	

Legend:
*Grades in parentheses () are not included in the course grade calculation. Dropped grades are struck out.

4. Students click on the **iRubric icon** under View Rubric to see the rubric.



TIP: Students have access to a rubric as soon as you attach the rubric to a published Gradebook item. The rubric does not have to be scored for students to view.

Student access to rubrics (cont.)

5. The student view will look something like this:

Students see the cell that has been highlighted for the grade and the notes you leave them. They click the blue link in the comments cell to see the additional comments.

my coursework grade

Coursework: Exam -

Grade:

Possible points: 100.00
Score: 88.89
Letter grade:
Percentage: 88.89%
Teacher's Comments:

Rubric: **Demonstratioon Rubric**

This rubric has been scored:

Rubric Score: **88.89** out of **100.0** (88.89%)

Instructions:
Each highlighted cell indicates your grade for that row.

section 1 25 %	Excellent 2 pts	Good 1.5 pts	Fair 1 pts	Poor 0.5 pts	
OBJECTIVES & ADAPTATIONS 4 pts	Excellent Lesson includes specific prerequisites. Lesson includes specific measurable objectives. Lesson includes Indiana Standards addressed. Plans for Gearing Up are appropriate. Plans for Gearing Down are appropriate.	Good Three of the aspects listed above are included.	Fair Two of the aspects listed above are included.	Poor One of the aspects listed above is included.	Notes: You have an excellent plan in place. I really like the way you documented your lesson plan. Please see the attached feedback for examples of how it can be used. see additional feedback

Overall rubric feedback is displayed at the bottom of the rubric.

Overall Feedback:

overall you are off to an excellent start to your semester. We will work on appropriate formatting for feedback throughout the semester.

[return to top](#)