Digital Education Team | UNIVERSITY of York

Creating, importing and exporting Grading Forms or Rubrics in TurnItIn

Guide on how to create, import and export Grading Forms or Rubrics in TurnItIn.

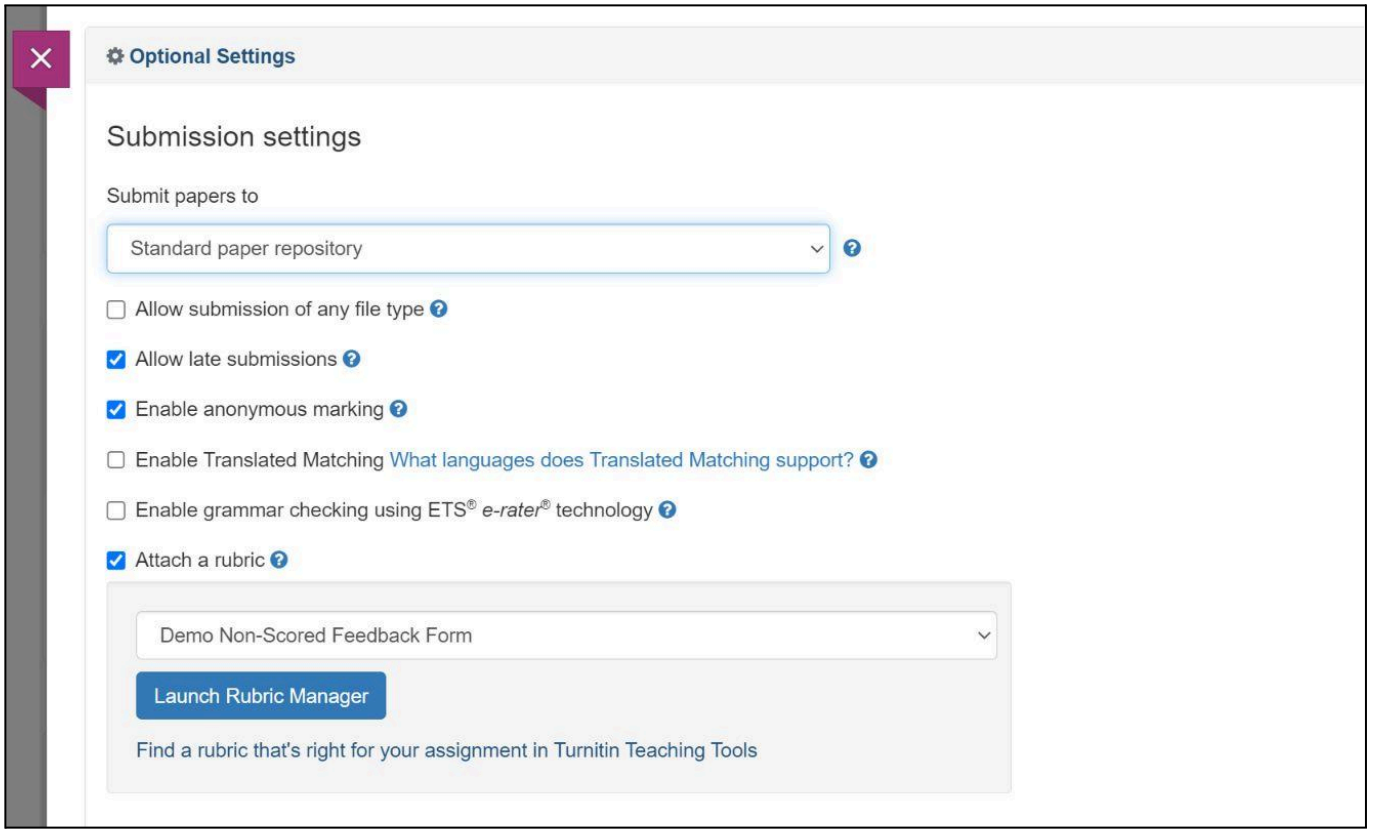
Note: In the context of TurnItIn, any mention of the term **Rubric** is specifically a reference to TurnItIn's Rubric tool. Similarly references to **Grading Form** are specifically meaning TurnItIn's Grading Form tool, an alternative to using a TurnItIn Rubric. This is the nomenclature used for the tools within the TurnItIn platform.

Important notes:

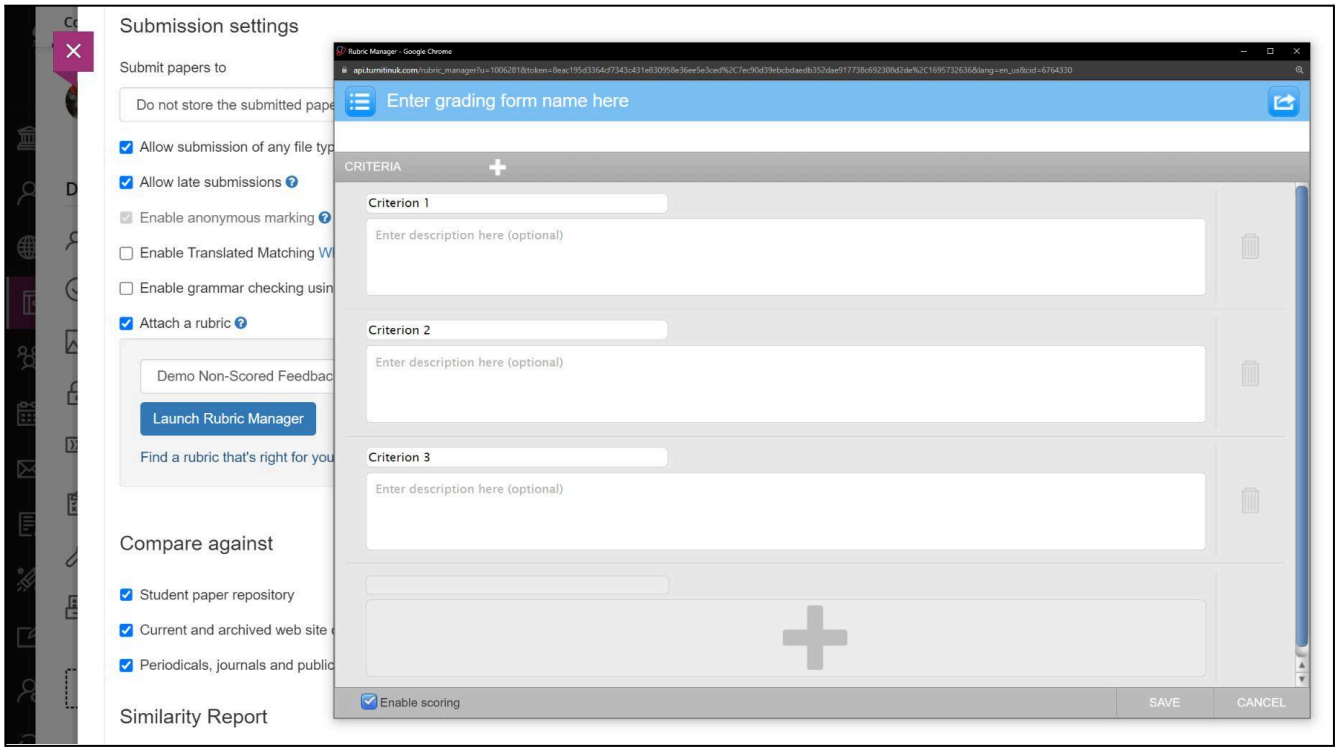
- Once a Grading Form or Rubric has been attached to a submission point **and used**, it can no longer be edited. If you need a variation on a used Grading Form or Rubric you will need to make a copy of the one that has been used. To do this open the rubric/grading form you wish to duplicate in the Rubric Manager, click on the icon top left, select the duplicate option from the drop-down.
- An attached Grading Form or Rubric can be launched and viewed by students when accessing a submission point to make their submission. With this in mind, it will be important to make sure that any use of TurnItIn Grading Forms or Rubrics attached to submission points are appropriately easy for students to understand.

Section 1 Launching the Rubric Manager

Creating a new TurnItIn **Rubric** or **Grading Form** is achieved via the **Optional Settings** of TurnItIn's configuration form and can be done either when initially setting up a submission point, or when editing an existing submission point. Adding and editing TurnItIn submission points is covered in a separate guide.



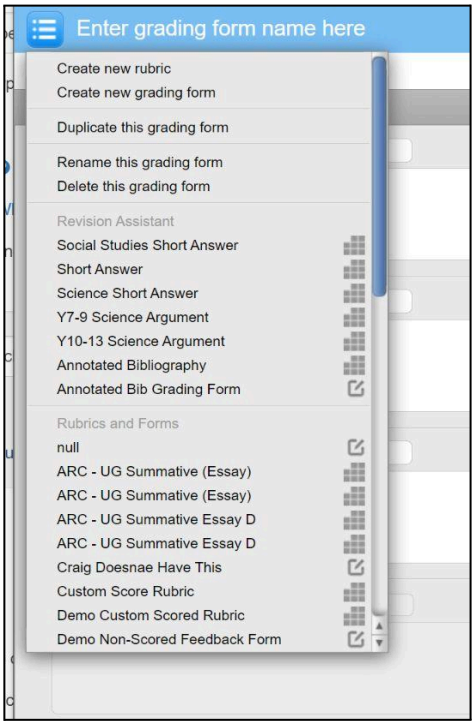
1. With the **Optional Settings** expanded, scroll down the options to find the **Attach a Rubric** section.
2. If the **Attach a rubric** check-box isn't ticked then click the box to tick it.
3. Click the L**aunch Rubric Manager** button. A new window will appear displaying a default, or previously selected rubric or form.



Section 2 Grading Forms

Creating a new Grading Form

1. Click the **View available rubrics and rubric options** button. It is an icon representation of a bullet point list at the top left of the **Rubric Manager** window.
2. Select **Create new grading form** from the drop-down menu.



3. A default three criteria **Grading Form** is displayed.

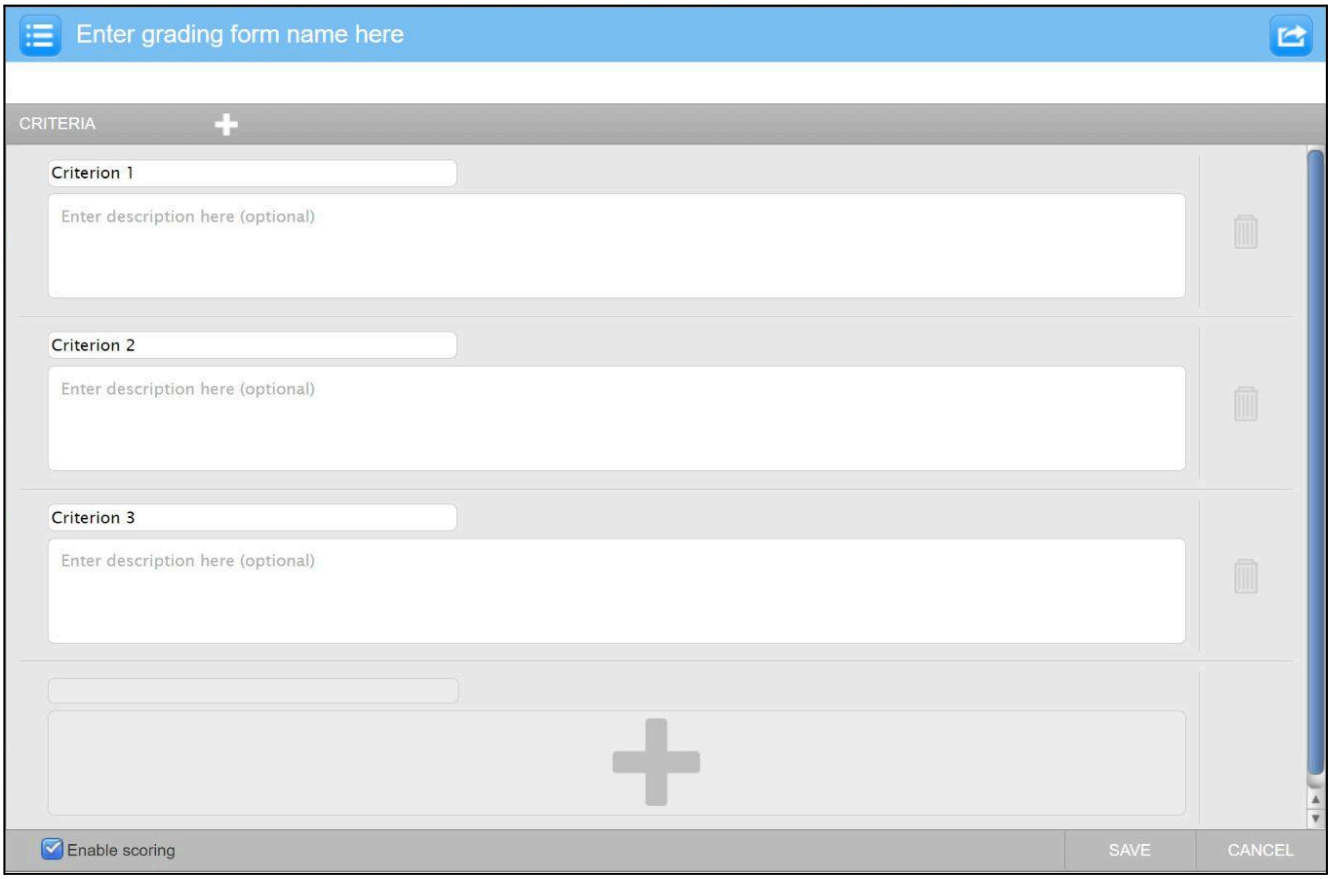
Selecting the Grading Form type



1. Uncheck the **Enable Scoring** checkbox at the bottom left of the window If, when used for marking, the criteria won't have a specific score attached to them.
    - If this checkbox is left ticked, markers can optionally enter a score against each criterion when assessing a submission. The individual criterion scores can be used to generate the overall mark for the submission if desired.

Grading Form editing

Screenshot shows the default Grading From (it is set to be scored)



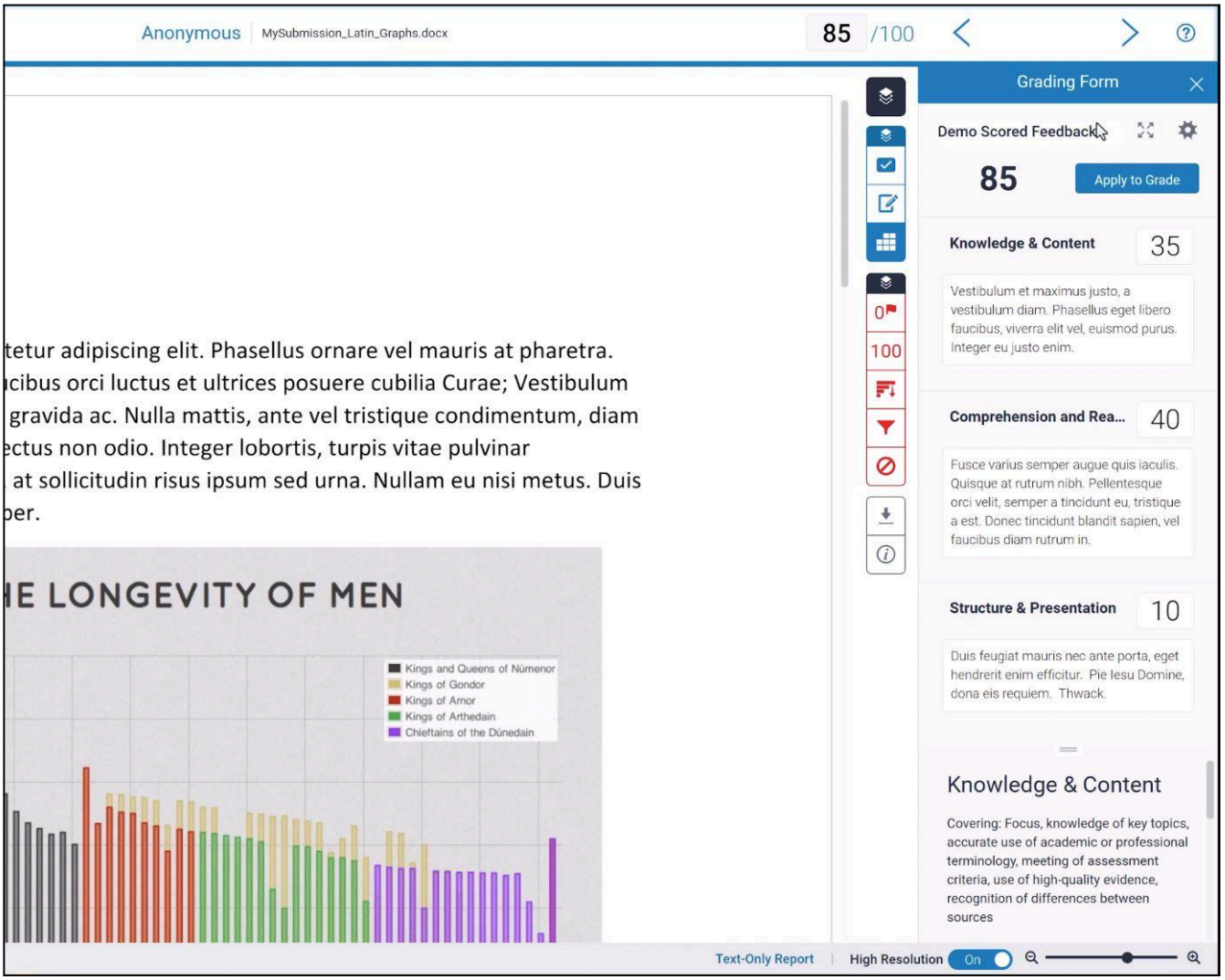
1. Click in the field showing the text **Enter grading form name here** at the top of the window and type in a title for your new **Grading Form**. Click elsewhere in the window or press return to set the entry.
2. If you need to add an additional criterion, click the large plus button showing below the already listed criteria.
3. To delete a criterion, click the dustbin icon at the right of the criterion's row.
4. Edit the criteria heading fields, and add any description for each criterion as needed. Click in a field to activate it for text entry or amendment of existing text.
5. Click the **Save** button towards the bottom right of the window to complete creation of the **Grading Form**.

Grading Forms from a Marker's perspective

When used for marking the form will, by default, appear to a marker as a list of the criteria headings; each with an editable text field under it. The marker enters feedback against those headings in the fields provided under the headings. Descriptions of the criteria, if entered when creating the Grading Form, can be viewed by a marker on a draggable panel at the base of the column that displays the Grading Form fields.

When using a scored Grading Form, a marker has the option to apply the mark generated by the rubric to the TurnItIn Feedback Studio Grade field.
A marker can also launch the Grading Form in a new window to view and make entries if desired.

The screenshot below shows the marker's view of a scored Grading Form.

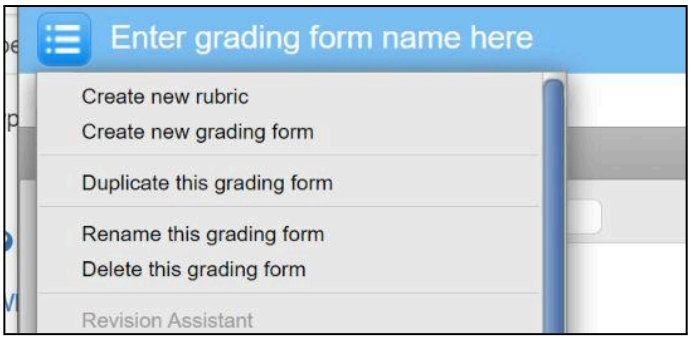


Section 3 Rubrics

There are three types of rubric, qualitative, percentage and custom. Select the preferred type before you start editing the Rubric.

Creating a new Rubric

1. Click the **View available rubrics and rubric options** button. It is an icon representation of a bullet point list at the top left of the **Rubric Manager** window.



2. Select **Create new rubric** from the drop-down menu. By default, a four row and three column rubric matrix will be created.

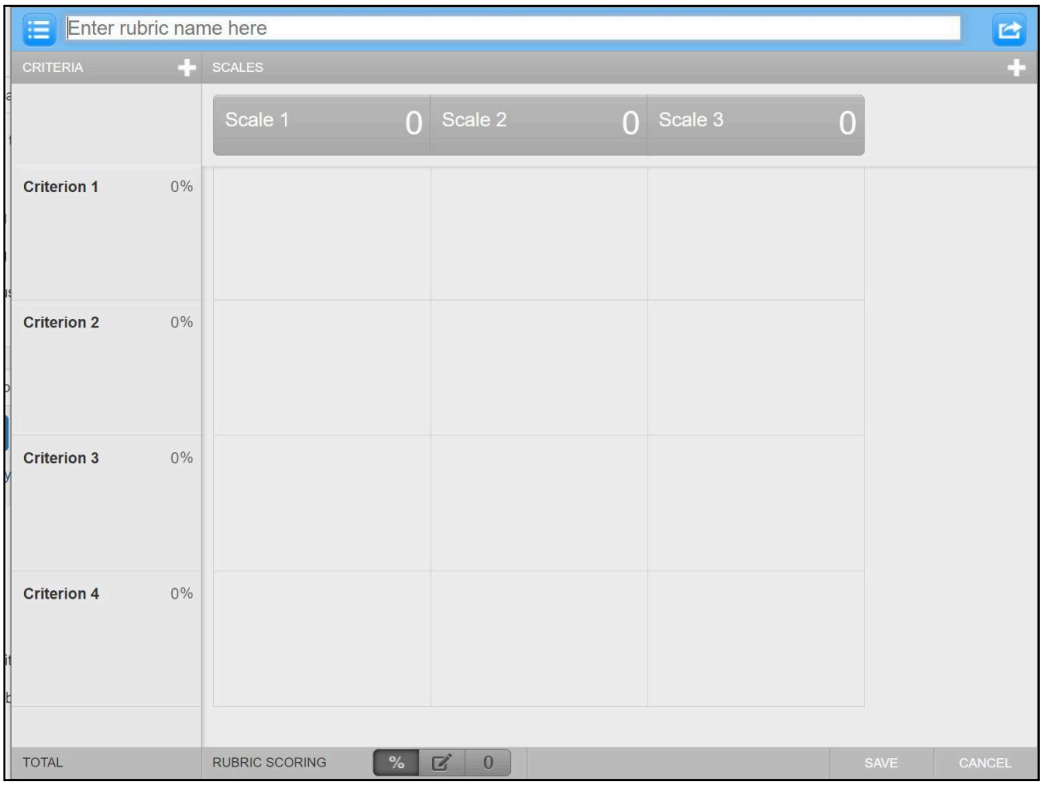
Selecting the Rubric type



1. Click on the **Zero** button, at the bottom of the matrix, to disable the matrix from being used to generate a numeric score or percentage during marking.
    a. This is useful if markers will not directly score student work with the matrix but rather use it qualitatively.
2. If you require a rubric where each criterion is worth a percentage of where a marker positions the student's submission on the points scale, click on the **Percentage** button at the bottom of the matrix and to the right of the Rubric Scoring label.
3. If you want the rubric to generate a custom marks total as it is being configured by a marker, then click on the **Custom** button at the bottom of the matrix. The icon is a document with a pencil writing on it.
4. **Note**: It's not possible to have a *range* of marks selectable in each column (scale), if this is needed use a zero-type rubric and suggest ranges in the headers; this rubric will not auto-generate scores for you, you'll have to manually enter them.

Rubric editing

Screenshot shows the default Rubric (it is set to be percentage scored)



1. Click in the field showing the text **Enter rubric name here** at the top of the window and enter a title for your new rubric. Click elsewhere in the window or press return to set the entry.
2. If you need to add an additional criterion, click the plus button showing to the right of the word **Criteria** at the top of the matrix. To add an additional scale band, click the plus button at the far top right of the matrix.
3. To delete a criterion, roll-over the cell of the criterion and click the dustbin icon that appears at the bottom left of it. To delete a Scale band, roll-over the column header of the Scale band and click the dustbin icon that appears at the top middle of the cell.
4. Edit the Criteria heading fields by clicking on them noting that the field will only accept a limited number of characters.

a. If creating a Percentage rubric, enter the percentage weighting for each criterion by clicking in the percentage field to the right of the criterion's title.

5. Click beneath a Criteria heading within the criterion's cell to add a description for the criterion.
6. Initiate editing a Scale band's title by clicking on it, again noting that the field will only accept a limited number of characters.
    a. If creating a Percentage rubric, enter the mark for each scale point by clicking in the mark entry field to the right of each scale point's title.
7. Click in the cells of the matrix to enter descriptions for the criteria against each scale band as needed.
    a. If creating a Custom rubric, enter the mark for each scale point by clicking on the mark entry at the top of each cell.
8. Click the **Save** button towards the bottom right of the window to complete creation of the Rubric.

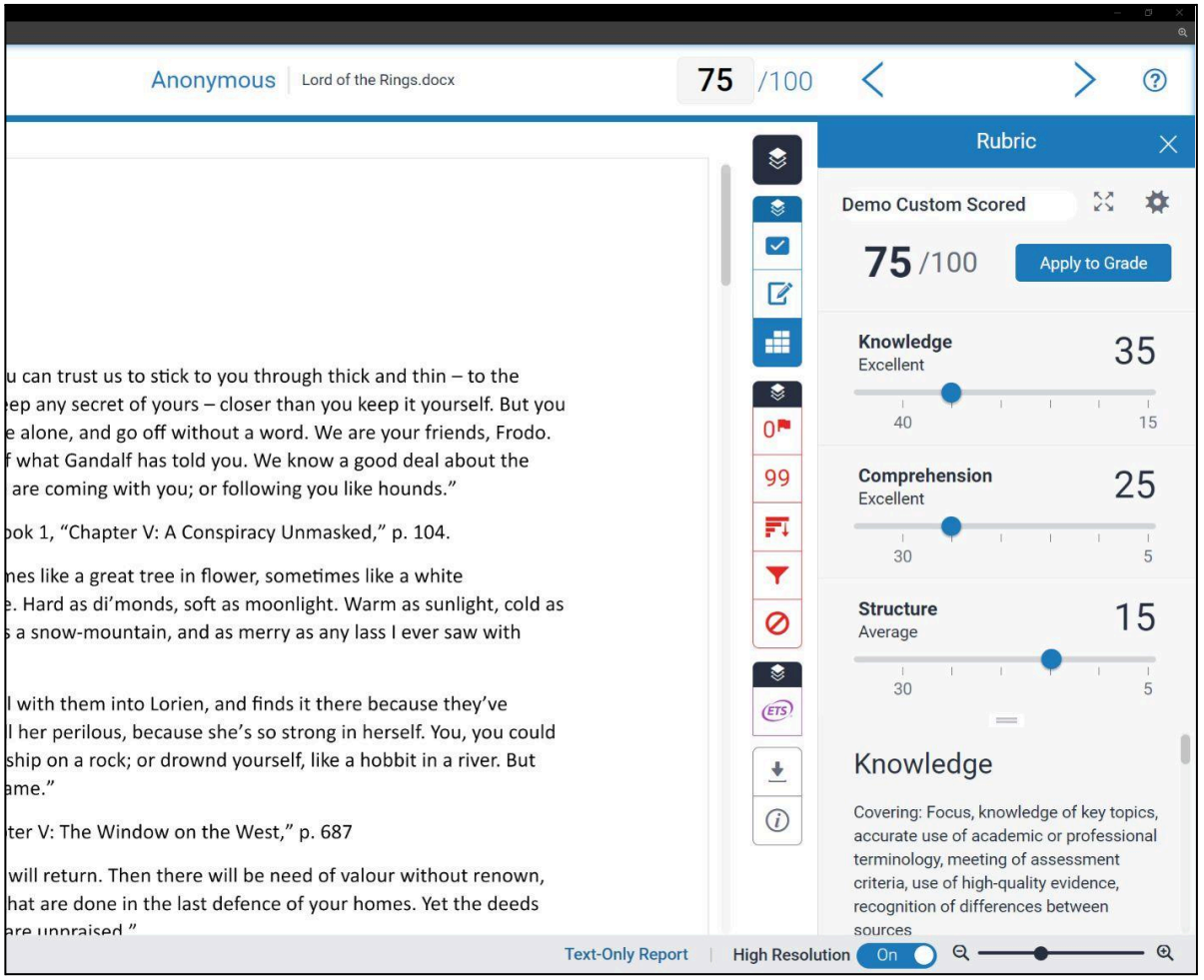
Rubrics from a Marker's perspective

When used for marking the Rubric will, by default, appear to a marker as a list of the criteria headings each with a slider under it. The marker sets the slider to match student performance for each criterion. Descriptions of the criteria and scale, if entered when creating the rubric, can be viewed by a marker on a draggable panel at the base of the column displaying the Rubric.

A marker can also launch the Rubric in a new window to view and configure it as a tabular matrix if desired.
When using a Percentage or Custom rubric, a marker has the option to apply the mark generated by the rubric to the TurnItIn Feedback Studio Grade field.

If the generated score is applied to the Grade it can also be over-ridden if required.

The screenshot below shows the basic marker's view of a custom scored rubric.



Section 4 Exporting and importing (sharing) Rubrics and Grading Forms

Once you have created a **Rubric** or **Grading Form** it will be selectable for attachment from the **Attach a rubric** drop-down whenever you create a new TurnItIn submission point and, if you ticked the box for **Save these settings for future use** with a rubric or form attached, then that attachment will be remembered.

It's important to note however, that the rubric will only be available to the account you created it with and not those of other users.

Export

To export a Rubric or Grading Form for a colleague to import into their account:

1. Launch the **Rubric Manager.**
2. Select the form or rubric you wish to export from the **View available rubrics and rubric options** drop-down. The form/rubric is displayed in the **Rubric Manager**.
3. Click the **View Import/Export Options** button at the top right of the Rubric Manager window and select **Export** from the drop-down.
4. When the file dialogue panel appears, save the .RBC file to a drive accessible by your device.

You can share this **.RBC** file with colleagues (by *Google Drive* for example).

Import

To import a Rubric or Grading Form provided to you as a **.RBC** file:

1. Launch the Rubric Manager.
2. Click the **View Import/Export Options** button at the top right of the **Rubric Manager** window and select **Import** from the drop-down.
3. Drag and drop the file onto the Import panel or browse for it using the **Select Files** button.
4. When the import is complete, click the left pointing arrow at the top left of the window to return to the main screen of the **Rubric Manager** (or close the Rubric Manager).

You will now be able to select the newly imported rubric from the **View available rubrics and rubric options** button drop-down.

Note that rubrics can be generated from an appropriately formatted spreadsheet. The **Import** panel of the Rubric Manager provides instructions explaining how to do this.

REMINDER: When editing an existing TurnItIn submission point to attach a Form or Rubric, remember to click the **Submit** button at the bottom of the TurnItIn configuration form.

Further Help

- TurnItIn Feedback Studio (TFS) guides hub page (Guides website)
- TurnItIn Administration - Adding/editing a TurnItIn submission point (summative) (Google Doc)
- TurnItIn Administration - Adding/editing a TurnItIn submission point (formative) (Google Doc)
- TurnItIn Administration - Setting up Groups to manage extensions, flagging and multiple markers using the Ultra interface (Google Doc)
- TurnItIn Administration - Setting up Groups to manage extensions, flagging and multiple markers using CSV files (Google Doc)
- TurnItIn Administration - Clearing a student's submission (Google Doc)
- TurnItIn Administration - Identifying students who haven't made a submission using the VLE's Gradebook (Google Doc)
- TurnItIn Administration - Uploading a submission on behalf of a student (Google Doc)
- TurnItIn Administration - Exporting the current state of a TurnItIn submission point's Assignment Inbox as a spreadsheet (Google Doc)

- TurnItIn Administration - Making assessment material handled by TurnItIn Feedback Studio available to external markers (Google Doc)
- Example non-assessment specific (submission point) information for students - This is info you might consider inserting into the VLE near each sub point.
- Submission of Assessment - Departmental Guidance Example - This is a more detailed version of the first example that you might consider linking into the VLE near each sub point - I'd suggest making it a Google Doc if you do link it
- TurnItIn Submission Frequently Asked Questions - This is a starter FAQ document you could link to assessment information - again I'd suggest making it a Google Doc if you do link it in
- Marker video guidance (Blog post that provides links to all the marker videos)
- Student video guidance for submissions with TurnItIn (YouTube) (Panopto/Replay)
- Student written guidance for submissions with TurnItIn (Google Doc)
- See our Help Pages
- Contact Us, the Digital Education Team.