

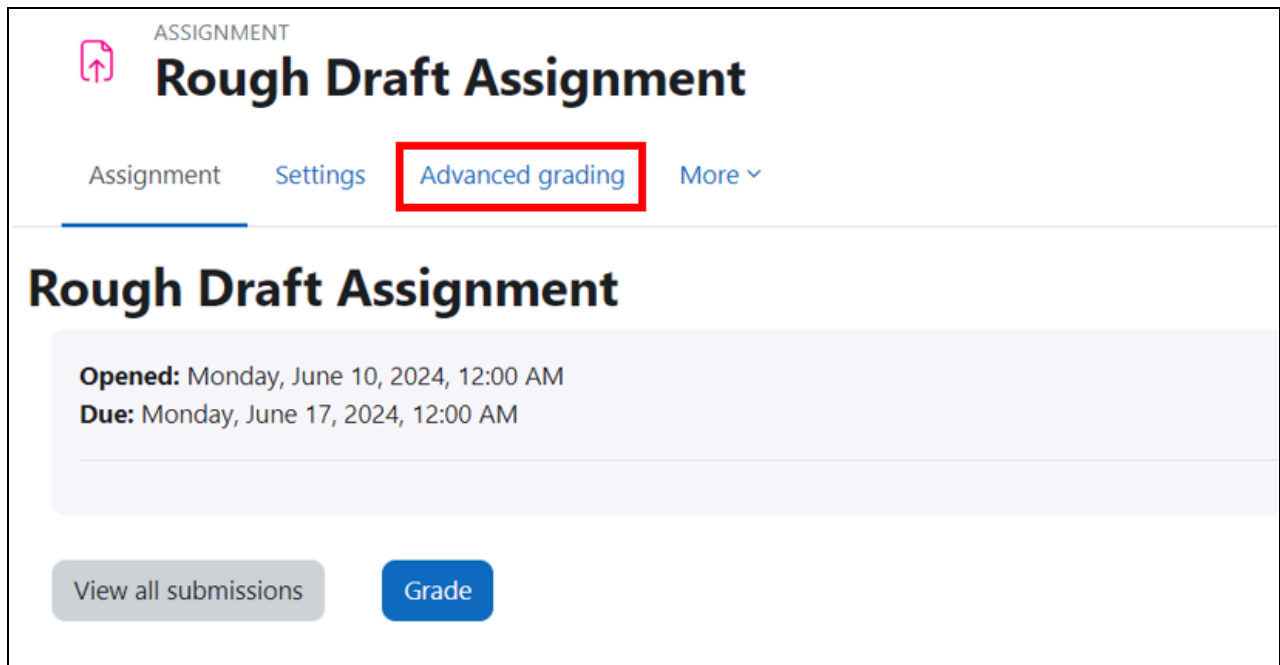
Using a Rubric in Moodle

Rubrics can help students understand an instructor's expectations and requirements for an assignment. Moodle has a built-in rubric builder that can be used to easily grade students' work.

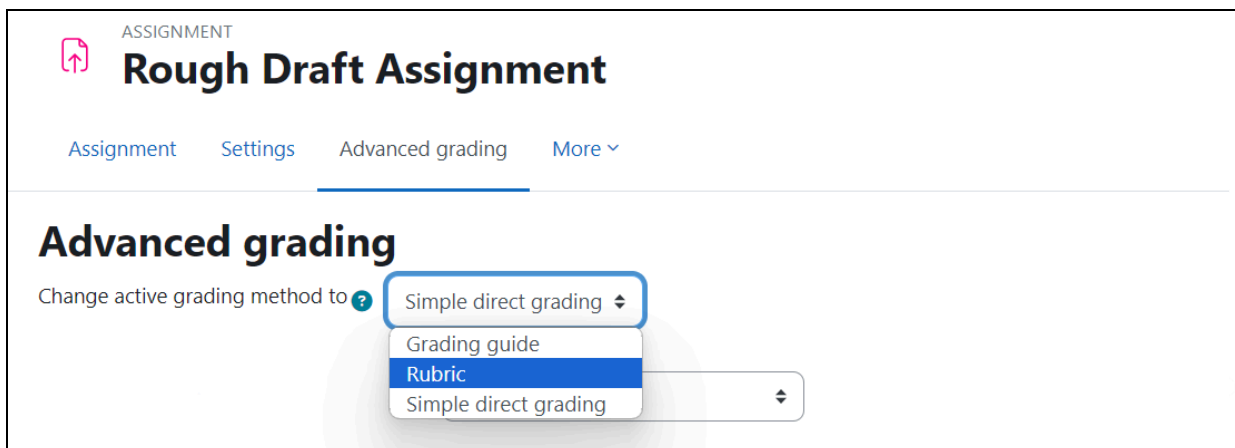
Creating a Rubric From Scratch

If you want to use a new rubric on an assignment, you can create one from scratch.

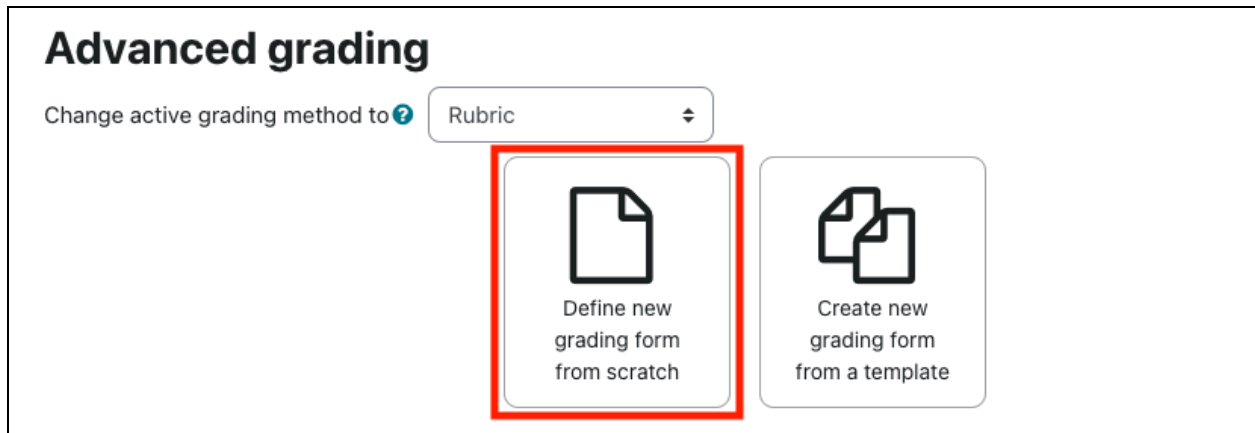
1. Open the assignment you want to add a rubric to.
2. Click on **Advanced Grading** at the top of the page.



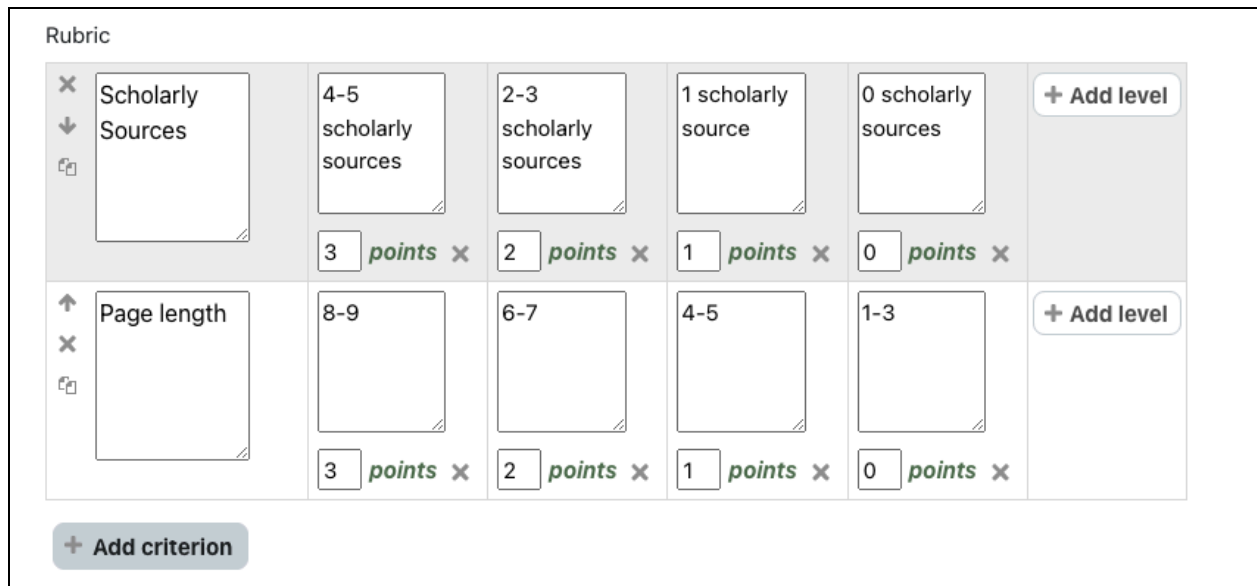
3. Under "Change active grading method," select **Rubric**.



- Click “Define new grading form from scratch.”



- Give the rubric a name (ex: “Weekly Forum Post Rubric”).
- Add the rubric criteria.
- Add a single criterion to each row. The rubric automatically has three levels (point amounts) for each criterion, but you can add more.



- In the far left column, type the overall name for each criterion.
- In the remaining columns, type the levels and respective point amounts for each criterion.
- Select the desired rubric options.

Rubric options

Sort order for levels: Descending by number of points ▾

- Calculate grade having a minimum score of the minimum achievable grade for the rubric ?
- Allow users to preview rubric (otherwise it will only be displayed after grading)
- Display rubric description during evaluation
- Display rubric description to those being graded
- Display points for each level during evaluation
- Display points for each level to those being graded
- Allow grader to add text remarks for each criterion
- Show remarks to those being graded

You can check as many or as few of these boxes as you like, depending on your preferences. We recommend making sure the rubric is available for students to preview, so they understand what they're being graded on.

11. To use the rubric, click **“Save rubric and make it ready.”**

Save rubric and make it ready
Save as draft
Cancel

If you want to continue editing it another time, click **“Save as draft.”**

If you want to delete your effort, click **“Cancel.”**

12. For Moodle Assignments (with a submission dropbox):

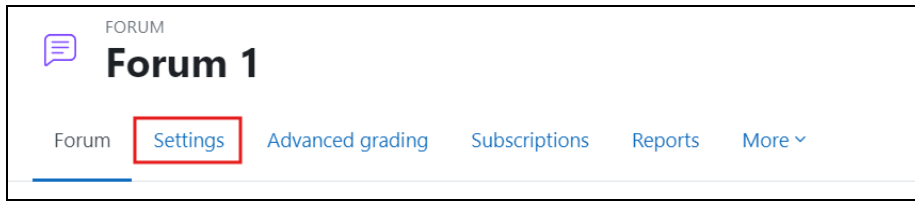
If you click “Save rubric and make it ready,” the rubric will automatically be applied to your assignment. This is what students will see on the assignment page:

Grading criteria				
Scholarly Sources	4-5 scholarly sources <i>3 points</i>	2-3 scholarly sources <i>2 points</i>	1 scholarly source <i>1 points</i>	0 scholarly sources <i>0 points</i>
Page length	8-9 <i>3 points</i>	6-7 <i>2 points</i>	4-5 <i>1 points</i>	1-3 <i>0 points</i>

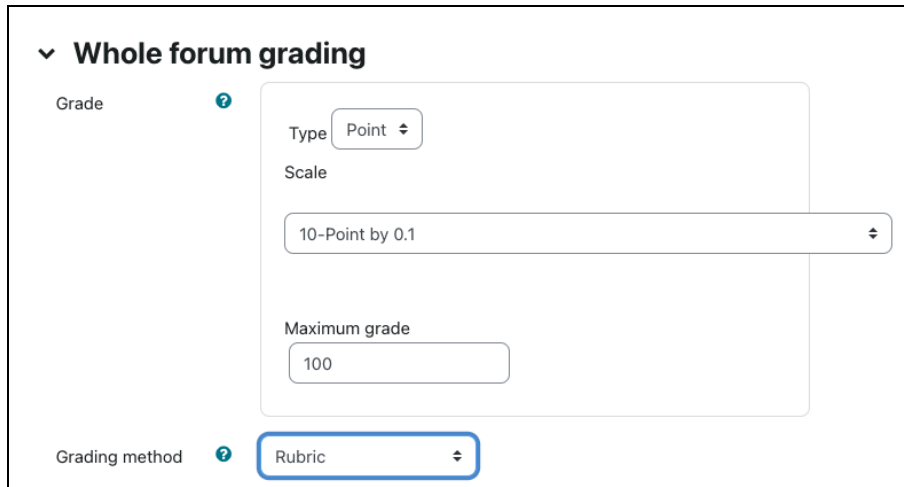
13. For Moodle Forums:

Open the forum you want to add the rubric to.

Click **Settings** at the top of the page.

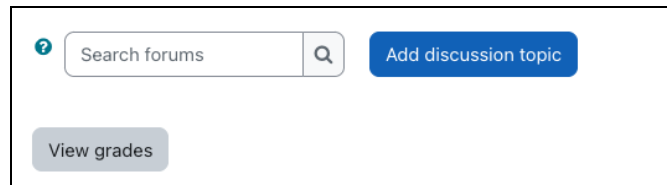


Under the Whole Forum Grading tab, set the grade to **Point** and the Grading method to **Rubric**.

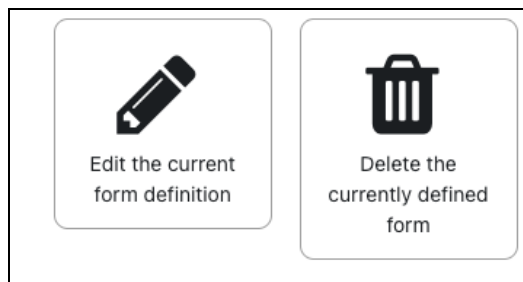


At the bottom of the page, click **“Save and display.”**

On the forum page, by the “Add a new discussion topic” button, students will see a **“View grades”** button. Clicking this will show them the rubric.



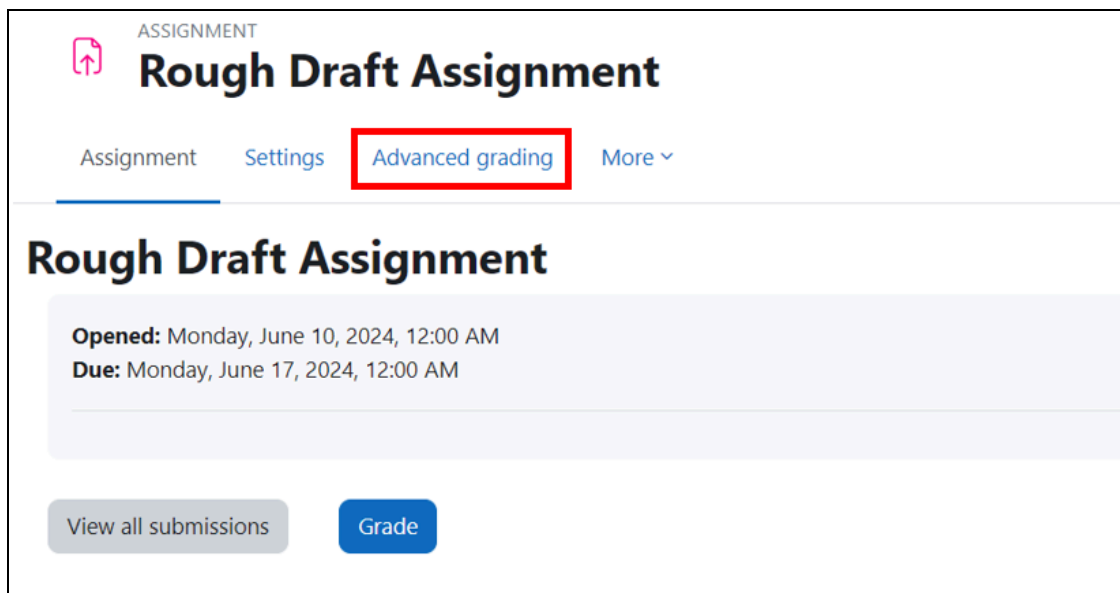
14. You can return to Advanced Editing to edit or delete the rubric by clicking **“Edit the current form definition”** or **“Delete the currently defined form.”**



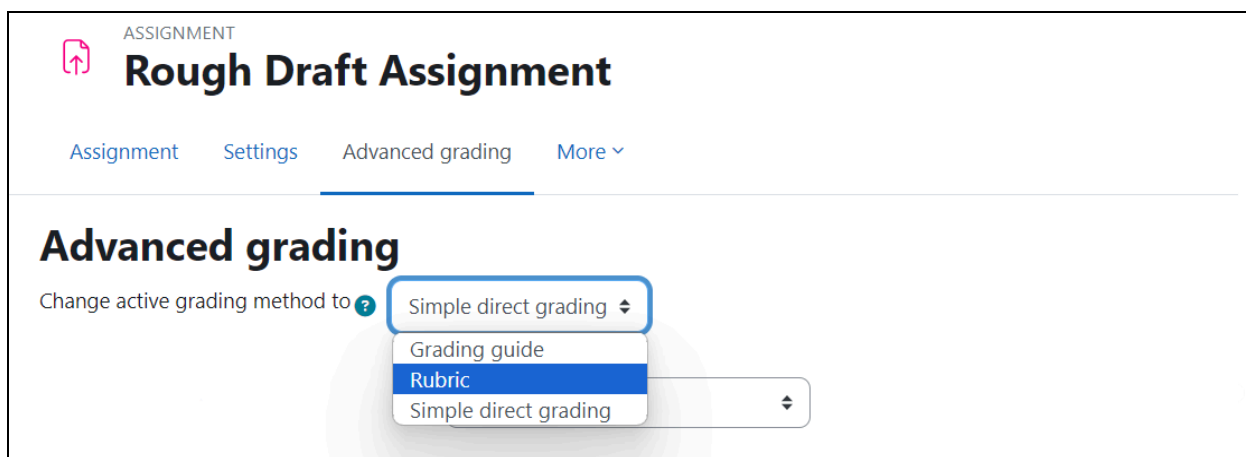
Adding an Existing Rubric to an Assignment

If an assignment format is repeated throughout a course (such as a weekly forum or a reflection paper after each unit), the grading rubric you've created once can be reused with minor edits to match each new assignment's details.

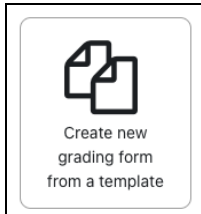
1. Open the assignment you want to add a rubric to.
2. Click **Advanced Grading** at the top of the page.



3. Under "Change active grading method," select **Rubric**.



4. Click "Create new grading form from a template."



5. Check the box that says “**include my own forms**” (to search your existing templates), type the name of the rubric you created, then click **Search**.

A screenshot of a search interface. It features a dropdown menu labeled "Grading forms search" with a question mark icon. Below the dropdown is a checked checkbox labeled "include my own forms". To the right is a text input field containing "Sample Rubric" and a blue "Search" button.

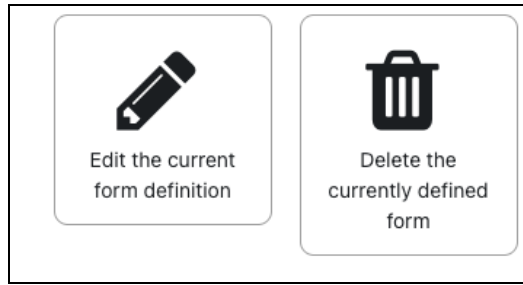
- 5.1. **NOTE:** You do not have to type the name of the rubric you are looking to reuse. Any rubrics you’ve created should appear when you click Search, even if the search field is empty. Additional shared templates will also appear.
6. At the bottom of the template you want to use, click “**Use this form as a template.**”



7. A “Confirm” box will appear. Click **Continue**.

A screenshot of a "Confirm" dialog box. The title is "Confirm". The text inside asks: "Do you want to use the grading form 'Writing Intensive Rubric' as a template for the new grading form in 'Forum 1 (Forum)'?". At the bottom right, there are two buttons: "Continue" (blue) and "Cancel" (grey).

8. A copy of the rubric will be applied to the assignment.
9. If you need to edit the rubric, click “**Edit the current form definition.**” If you want to delete the rubric, click “**Delete the currently defined form.**”



- 9.1. **NOTE:** If you decide to edit the copied rubric for the new assignment, we recommend changing the name of the rubric to differentiate it from the original.
- 9.2. Ex: “Weekly Forum Rubric” becomes “Weekly Forum Rubric with 2 replies”

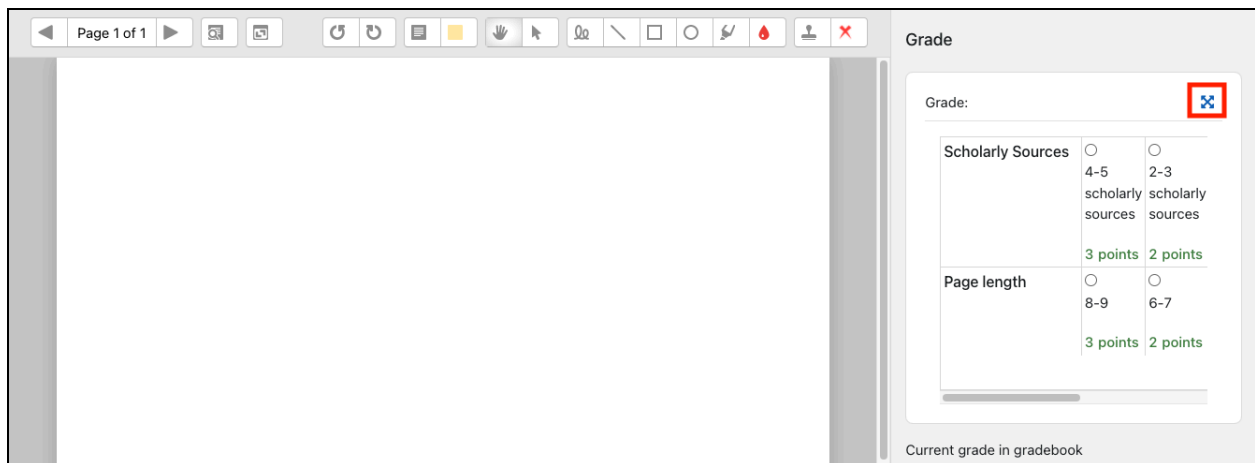
Grading with a Rubric

Once you’ve added a rubric to your assignment, you can use it to grade your students.

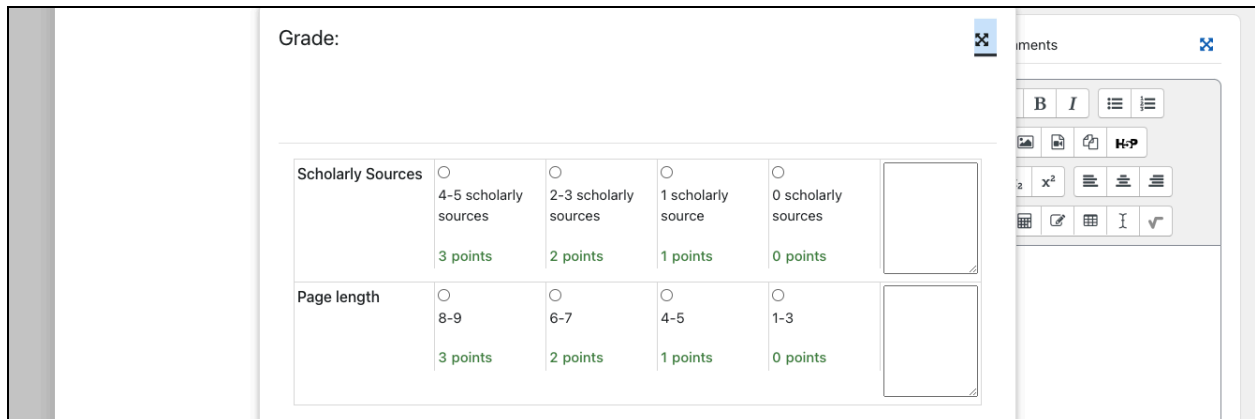
- 1. Open the assignment you’ve added a rubric to.
- 2. For Moodle Assignments with a submission dropbox:
 - 2.1. Above the Grading Summary, click **Grade**. The assignment grading window will open.



- 2.2. You can view the rubric alongside the assignment, or you can expand the window by clicking the arrows in the top right corner of the Grade panel.



- 2.3. Click the appropriate level for each criterion. You can also add feedback in the textbox in the far right column of each row.

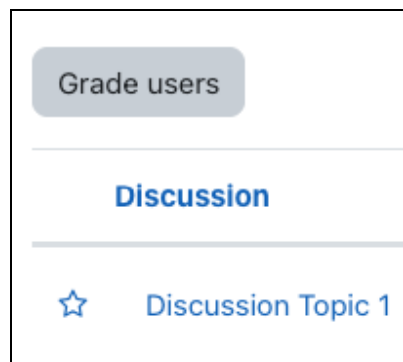


2.4. When you're done grading, click "**Save changes**" to save your grading choices but stay on the same student, or click "**Save and show next**" to move to the next student. These buttons are at the bottom of the window.



3. For Moodle Forums:

3.1. At the top of the forum page, click "**Grade users.**"



3.2. The forum grading window will open. All forum posts a student makes for this particular forum should appear.

The screenshot displays a forum grading interface. At the top, there are navigation buttons for 'Save' (highlighted in blue) and 'Close'. The main content area is divided into two sections. The first section, titled 'test', shows a post by 'Manager e-LIS TB' from January 28, 2022, with a 'View parent post' link. Below it is a response by a user from Saturday, April 2, 2022, 11:43 AM, with a 'View discussion' link. The second section, titled 'Discussion Topic 1', shows a post by 'Taylor Battaglia' from April 2, 2022, with a 'View discussion' link. The right sidebar, titled 'Graded 1 out of 2', shows the user's profile and the 'Grading (Forum 1)' criteria. The criteria are: 'Not set' (- points), '0 responses' (0 points), '1 response' (1 point, selected), and '2 responses' (2 points). There is also an 'Additional feedback' text box and a 'Notifications' section with options 'Yes, send notification to student' and 'No' (selected).

- 3.3. Click the appropriate level for each criterion. You can also add feedback in the textbox at the bottom of each criterion.
- 3.4. When you are done grading a student, click **Save** at the top of the screen. If you want to close the grading window, click **Close**. Or you can use the arrows to view another student.



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