**Turnitin Rubric Quickstart Guide**

**Summer 2013**

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## Create a Rubric

### Insert a Rubric into an Assignment

1. Log in to <http://turnitin.psu.edu>.
2. If necessary, click the **Add a Class** button to create a class.
3. Within your class, click the **Add Assignment** button.
4. Click **Optional Settings** to reveal additional assignment choices, including grammar checking and rubric settings.
5. To attach a rubric in Grademark, click the **Launch Rubric Manager**. A rubric window will be displayed.


### Rubric Manager Basics

1. In the rubric manager, click the rubric options button (list icon) in the upper left and select the “Create a rubric option” in the drop down menu.

2. Add a rubric title at the top of the rubric. The example below is titled “Essay 1 Rubric”

**Rubric title area.**
3. For each scale in the top row, enter a text description (e.g. “Excellent”, “Average”) and then a point value for that scale (e.g. 1.00, 2.00).
4. For each Criterion in the left column, describe the item that is being scored in that row (e.g. “Grammar”, “Bibliography”).
5. Assign a percentage of the total score in each Criterion.
**Note:** Rubric scoring set to “Percentage” by default, but can be switched to “Points” or “Qualitative” (no numeric score) at the bottom.

6. In each cell of a Criterion row, describe the standard that must be met in order to achieve that score.
7. Click **Save** as needed to save changes. Click Save

### Add a Column for a Scoring Scale

Click the plus button at the far right of the Scales area to add a new column for a scoring scale.

### Add a Row for a Criterion

Click the plus button in the top of the Criteria column to add a new row for a Criterion.

### Delete a Rubric or Column

1. Move your cursor to either a Criterion cell in the far left or a Scale cell in the top.
2. A trash can icon will appear. Click the icon to delete the row or column.

### Edit a Rubric

See the “Manage Rubrics” section for instructions.

**Note:** Once a rubric is used to grade an assignment, it can no longer be edited. It can be duplicated or exported/re-imported.

## Use Rubric to Generate Grades

1. Log in to <http://turnitin.psu.edu>.
2. Navigate to your list of assignments.
3. Click **View** in the row of the appropriate assignment.
4. Click the link for each paper title to open the Document Viewer.
5. Click the **Grademark** button in the upper left to open the Grademark options.

6. At the bottom right, click the rubric (grid) icon to display the rubric.

**Click grid icon (next to last) to open the rubric.**
7. For each Criterion row, click the score you feel the paper earned. Scores will be totaled for a final grade.
8. Click **Apply rubric percentage to grade** (or points) to calculate an assignment score.

## Manage Rubrics

### Edit a Rubric

Note: Once a rubric is used to grade an assignment, it can no longer be edited. It can be deleted or exported/re-imported.

1. Navigate to your list of assignments.
2. Click the More Actions link in the row for the appropriate assignment.
3. Click the link for **Edit Settings** in pop-up menu.
4. Click **Optional settings** to reveal the Grademark option.
5. Verify that the correct rubric has been attached to your assignment.
6. Click **Launch Rubric Manager** to open the editor. Select the rubric associated with the assignment.
7. Edit the rubric as needed, then click Close to save changes.
8. Click **Submit** to exit the assignment editor.

### Duplicate a Rubric

Duplicating a rubric is one way to re-use the same rubric in multiple assignments.

1. Open the Rubric Manager following the instructions listed in the previous section.
2. In the rubric manager, click the rubric options button (list icon) in the upper left and open an appropriate rubric.
3. Click the rubric options again and select Duplicate this Rubric.
4. Rename the copy and edit as needed.
5. Attach this rubric to a new assignment when the assignment is created or edited.

### Export/Import

One way to share rubrics between instructors is to export the rubric as a file and then give that file to a second instructor to import.

#### Export a Rubric

1. Open the appropriate rubric to export.
2. Click the import/export button at the upper right (box with arrow icon).

**Import/Export at upper right.**
3. Select the **Export** option.
4. Save the file to a location you can easily access.
**Note:** This file can be shared with another instructor.

#### Import a Rubric

1. Open the appropriate rubric to export.
2. Click the import/export button at the upper right (box with arrow icon).

**Import/Export at upper right.**
3. Select the **Import** option.
4. Click the **Browse** button and find the appropriate rubric file.
5. Click the **Import** button to import the file into your rubric manager.
6. Click **Close** to view the rubric.