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IRUBRIC OVERVIEW

Institutional Assessment and Studies (IAS) and the Department of Information Technology Services (ITS) are pleased to announce iRubric, a comprehensive tool for developing, sharing, and using rubrics for grading and assessment. iRubric is easy to learn and use. You can create your own rubrics or import rubrics from a public gallery of rubrics and then modify them to suit your purposes.

Available through the UVaCollab Gradebook, iRubric makes it easy to grade student work and provide feedback to students through your own rubrics. The grading feature is integrated into Gradebook, so one click sends the rubric score to the Gradebook. Students have access to the rubric before grading as an opportunity to understand the criteria they need to meet and after grading when they can view their scores as well as your specific feedback regarding their work.

Moreover, iRubric offers a suite of report options so that you can design reports for your individual courses, across courses, across terms, and by accreditation standards. iRubric puts relevant information at your fingertips.

iRubric supports sharing of rubrics. You can view and duplicate rubrics from the UVa rubric gallery or from the iRubric Public Gallery, then edit them to meet your needs. Within UVa, you can organize a collaborative group review of a document, webpage, or other object.

RELATED UVACOLLAB RESOURCES

The following user guides are available to assist you in your UVaCollab sites:

- Creating a Course Site
- Creating a Collaboration Site
- Gradebook User Guide
- Assignments User Guide

SUPPORT RESOURCES

The UVaCollab support team provides support for the Gradebook and Assignments tool in UVaCollab. Send your Gradebook and Assignments questions by email to collab-support@virginia.edu.

Support for iRubric is provided by Lois Myers in the Office of Institutional Assessment and Studies (IAS). For assistance with iRubric, contact Lois Myers at 434-924-3417 or lm2r@virginia.edu.
ACCESSING iRUBRIC THROUGH THE GRADEBOOK

Access to the iRubric system is only available by editing individual gradebook items in the Gradebook tool in your UVaCollab course or collaboration sites.

To begin the process of creating your own rubrics or using existing rubrics in the iRubric system, start by editing an existing gradebook item in the Gradebook.

1. Log into UVaCollab.
2. In your site, click Gradebook in the left menu. The Gradebook Items Summary screen lists your existing gradebook items. See Gradebook User Guide for information on creating gradebook items.
3. Click Edit beside an existing gradebook item.

4. Click Select iRubric next to the blue and white checkerboard iRubric icon. This action will launch a new window to the iRubric system.

5. Continue to the next section for steps to Use iRubric to Build Rubrics or skip to the section on Attaching a Rubric to a Gradebook Item.
USING IRUBRIC TO BUILD RUBRICS

When you click the Select Rubric link on the edit screen for a gradebook item, a new iRubric for UVaCollab window launches to display the University of Virginia’s space on the iRubric system. It is here that you have access to the tools and features to create, attach, and grade using rubrics.

Several tabs are displayed across the top of the iRubric for UVaCollab window, three of which are discussed here:

- **Rubric Gallery**: This is the UVa collection of rubrics. As UVa instructors create rubrics, this gallery will grow, containing many rubrics that you can copy and use or edit and use. The Gallery is searchable by subject area, type of assignment, and grade level.
- **My Rubrics**: As you accumulate rubrics, they are collected in your own “My Rubrics” gallery. These rubrics are available to you regardless of course or term. From My Rubrics, you can edit, print, bookmark, test, or delete individual saved rubrics.
- **Build Rubric**: is the gateway to four different ways to acquire the rubric that you need. This Really Quick Start Guide will focus on only the first way:
  - **Build from scratch**
CREATE A RUBRIC FROM SCRATCH

This section describes how to build a basic rubric using the tools in the iRubric window.

1. Click the Build Rubric tab.
2. Choose Option A: Create a new rubric from scratch by clicking on Start.
3. Enter required information on the top of the page (denoted by red text), as well as other information (blue text) that will help you identify the rubric within your gallery.

Tip: Don’t put the course number in the Rubric Title, put it in the Keywords area.

Tip: At the bottom of the page, you can Save and continue editing just by clicking this button as you work.
4. As you scroll down, you will see a blank rubric template, ready to fill in.

- Enter **rubric title** in upper left corner.
- Enter **title for each level** (columns) and the number of points for each. (If you want to include a longer description, check the Advanced Options box at the top and text boxes will open.)
- Enter **title for each criterion** (rows) (35 characters max; if you want to include a longer description, check the box Advanced Options at the top and text boxes will open.)
- Add another criterion by clicking on **Add Row (criterion)**—located at the bottom.
- Add another level by clicking on **Add Level/Column**—located to the right at the top.

Tip: If you add more levels/columns, be sure to enter the number of points to be awarded at each level.

- Move rows or section headers by clicking on the up/down arrows on the left; delete rows by clicking on the X.
- Move columns by clicking on the right/left arrows on the top; delete rows by clicking on the X.
- To include longer descriptions of criteria or levels, check the box Advanced Options (top of rubric on left) and text boxes will open for each criterion.
5. At the very bottom of the page, save your rubric. You can **save and continue editing**, or **save** and exit iRubric. You will have choices to make when you save your rubric: is it still a draft, or ready to use? Do you want to make it available to the UVa rubric gallery or keep it private within your personal rubric gallery? Regardless of your choice, your rubric will be available through **my rubrics**, your personal gallery of rubrics. (Locking applies to ready-to-use public rubrics that will be used by multiple graders, e.g., in a multi-section course.)

| add raw (criterion) | add simple divider (section) | add full divider (sub-rubric) | what are these |

**This rubric is:**
- ☐ In draft mode (cannot be used in assessments).
- ☑ Ready to use

**Gallery viewing:**
- ☐ Make rubric available in Gallery [Rubric Gallery](Recommended)
- ☑ Keep this rubric private

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

[save & continue editing]  [save]
ATTACHING A RUBRIC TO A GRADEBOOK ITEM

To attach a rubric to a gradebook item, you will first edit an existing gradebook item to select a rubric within the iRubric system and then attach it to your gradebook item.

This section outlines the steps to select and attach an existing rubric to your gradebook item.

1. In your Gradebook, click **Edit** beside a Gradebook item.

   ![Select iRubric](image1.png)

2. On the *Gradebook Items > Edit* screen, click **Select iRubric** below the gradebook item settings.

   ![Select iRubric](image2.png)

3. The **Attach a rubric** window will open. Click on the **Select a rubric** button.

   ![Select a rubric](image3.png)

4. The next screen will show a list of the available rubrics. Choose the rubric you want by clicking the **Select** button beside the rubric of choice.
5. You’ll be returned to the main Attach a rubric window. Click Save.

6. A message will be displayed letting you know that your rubric has been attached. Click Close to close the iRubric window and return to the edit screen in your Gradebook.

7. On the Gradebook Items > Edit screen, click the Save Changes button to complete the attachment of the rubric to your gradebook item.
GRADING WITH A RUBRIC

FROM GRADEBOOK

Use the rubric attached to a gradebook item to score students’ work as follows:

1. On the Gradebook Items screen in your Gradebook, click the title of the gradebook item that you want to grade.
2. Click the iRubric icon beside the student’s name you wish to grade.

3. A new window opens to display the criterion grading matrix for the attached rubric. Within the matrix, click in the appropriate cell to select the grade for each criterion.

4. (Optional) Add comments in the Quick feedback cell on far right or if needed, click on Feedback Plus.

5. (Optional) Add overall comments at the bottom in the Overall feedback box, or if needed, click on Feedback Plus.

6. Click save score when you are done grading.
7. iRubric will inform you that the rubric has been scored and saved and will report the total score and percentage of possible points. You can return to the rubric to re-score your entries or click the Close button to return to the grading table in your Gradebook.

8. On the grading screen in your Gradebook, click the Grading...Click here to refresh grade link to update the student’s grade in the Gradebook.

9. Before leaving the Grading Table in your Gradebook, click the Save Changes button above (or below) the Grading Table to save and commit the grade(s) in the Gradebook.
10. After Saving Changes or even leaving iRubric, you can return to the rubric to edit your grading. From the Gradebook, click on the iRubric icon next to the student’s name.

Tip: If you need more space or you want to include an image or graph in the Quick Feedback (1500 character limit) or the Overall Feedback (450 character limit), click on Feedback Plus. This will open a new window. Enter your comments, etc., then click Save and Close. The Feedback Plus button on the rubric will then turn orange.

FROM ASSIGNMENTS

To grade assignment submissions using iRubrics in the Assignments tool, follow the steps below:

1. Add a new Gradebook item in Gradebook for the assignment.

2. Edit the Gradebook item to associate it with an iRubric as described in the section above for Attaching a Rubric to a Gradebook Item.

3. Next, in Assignments, create a new assignment and use the option to Associate with a Gradebook item, and choose the gradebook item you associated with an iRubric.

4. To grade an assignment using iRubric, click Grade under the name of the assignment.

5. Click the Grade link under a student's name.

6. Click the iRubric icon.
7. A new window opens to display the criterion grading matrix for the attached rubric. Within the matrix, click in the appropriate cell to select the grade for each criterion.

11. (Optional) Add comments in the Quick feedback cell on far right or if needed, click on Feedback Plus.

12. (Optional) Add overall comments at the bottom in the Overall feedback box.
13. Click save score when you are done grading.
14. iRubric will inform you that the rubric has been scored and saved and will report the total score and percentage of possible points. You can return to the rubric to re-score your entries or click the Close button to return to the student’s grade screen.

15. On the student’s grading screen in Assignments, click the Grading...Click here to refresh grade link to update the student’s grade.

16. Before leaving the student’s grading screen in Assignments, click one of the following buttons to save the grade, Save and Don’t Release to Students, Save and Release to Students, < Previous, Return to List, or Next >.