

How to re-use and share rubrics in Turnitin assignments

Moodle Help & Support (Staff)

This refers to Moodle 3.6 from July 2019 onward.

NOTE: Do not edit, change, detach, disconnect, attach or re-connect a rubric once marking has started. This risks loss of rubric comments.

How to: Add a previously created rubric assessment

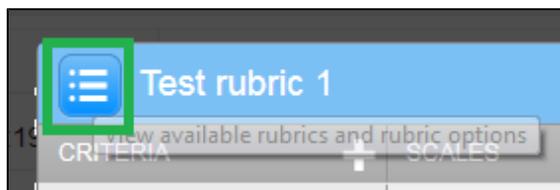
Once a rubric has been created by you or a colleague you'll need to attach it to an assignment via any of the submissions. This then applies to all other submissions in that dropbox. There is one rubric per assignment. Attempting to add another rubric to an Assignment Dropbox will delete the previous rubric and any feedback or marks created using it, so once a rubric is attached it should be used through marking.

You can add the rubric when setting up the dropbox or before marking.

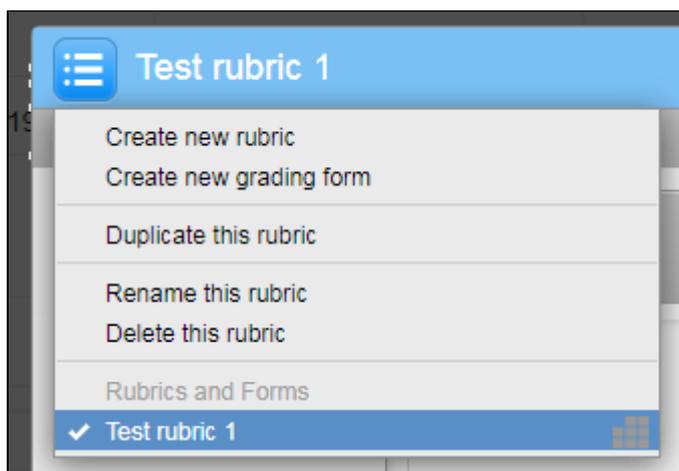
- Editing or viewing an existing rubric or creating a new one
- Adding an existing rubric to an assessment
 - Method 1 - before submissions start
 - Method 2 - after submissions start coming in
 - To share the rubric
 - To import a rubric

Editing or viewing an existing rubric or creating a new one

1. In the rubric screen click on the button with three lines in the top left-hand corner to view available rubrics and rubric options.



2. In the drop-down list provided, look at the list of available rubrics at the bottom. Click on the rubric you would like to use.



3. In your Moodle module, click on the **Turn editing on** button (top right).



4. Go into the Turnitin assignment

5. Go into the **Submissions inbox** and click on the blue icon representing piled-up small boxes on the top right on the submission inbox this will lead you to the **Rubric Manager**.



Part 1						
Title	Start Date	Due Date	Post Date	Marks Available	Export	
Coursework submission: Semester 1 18-19 - Part 1	30 Nov 2018 - 11:40	7 Dec 2018 - 11:40	7 Dec 2018 - 11:40	100		 Launch Rubric Manager
Summary: Please write up to 2000 words on your approach to personal time management. Deadline is 3 pm on 20 December 2018						

Alternatively, you can access it when the assignment is set up (or afterwards) - in the Settings of the Turnitin assignment, under **GradeMark Options**, click on Launch Rubric Manager.

GradeMark Options

Attach a rubric to this assignment No rubric Launch Rubric Manager

Note: students will be able to view attached rubrics and their content prior to submitting.

A default rubric may show up - but it is not yet attached.

Adding an existing rubric to an assessment

Method 1 - before submissions start

Go to **Edit Settings** for the assignment

GradeMark Options

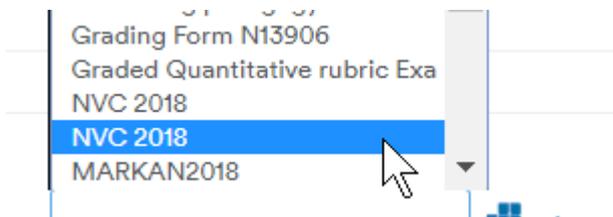
Attach a rubric to this assignment

No rubric Launch Rubric Manager

Note: students will be able to view attached rubrics and their content prior to submitting.

Drop down the menu and accept the statement in the window that appears.

Drop down the menu



Select a rubric and **Save and display**

GradeMark Options

Attach a rubric to this assignment

NVC 2018 Launch Rubric Manager

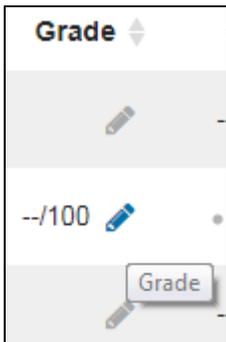
Note: students will be able to view attached rubrics and their content prior to submitting.

If you add a rubric at this stage, students will be able to see it BEFORE they submit.

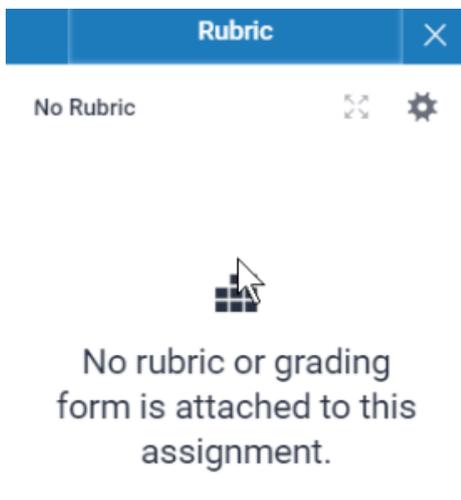
When students start submitting and you go in to mark in Feedback Studio, you will see the rubric ready for you to use.

Method 2 - after submissions start coming in

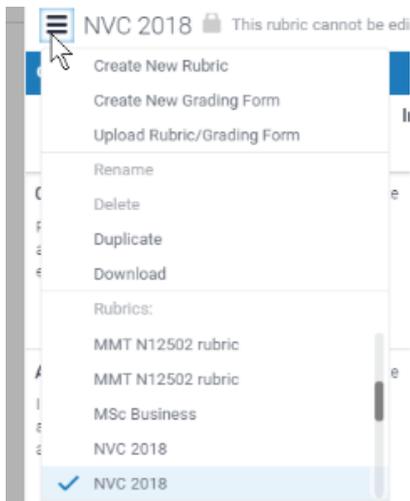
1. Go to the Submission inbox and click on the blue pen in the **Grade** column next to a student's submission.



2. This will lead you to the Feedback Studio. On the right corner of your screen, click on the **Rubric** icon.

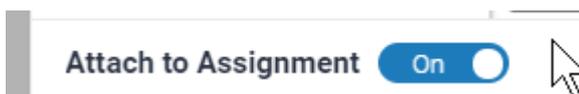


3. In the opened rubric, click on the **cogwheel** icon in the top right corner. It will open one of the rubrics previously created. Drop down the menu on the top left and select the rubric you wish to attach to your assignment .



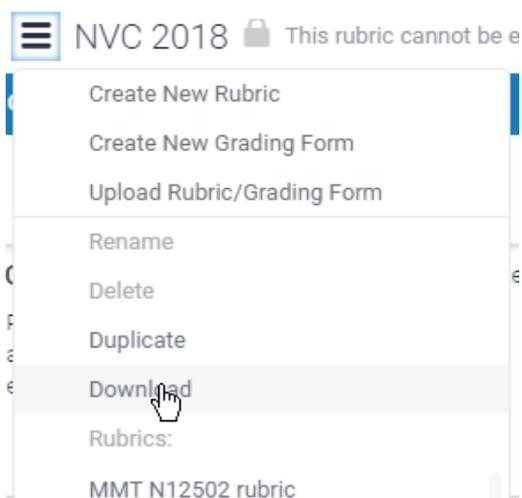
4. Click **Save** if you have made any change.

5. Click on the **Off** button next to **Attach to Assignment** at the bottom left corner of the window this will then turn to **On**.



To share the rubric

In the opened rubric (opened using any of the methods above), click on the cogwheel icon in the top right corner. It will open your rubric. Drop down the menu on the top left and select Download



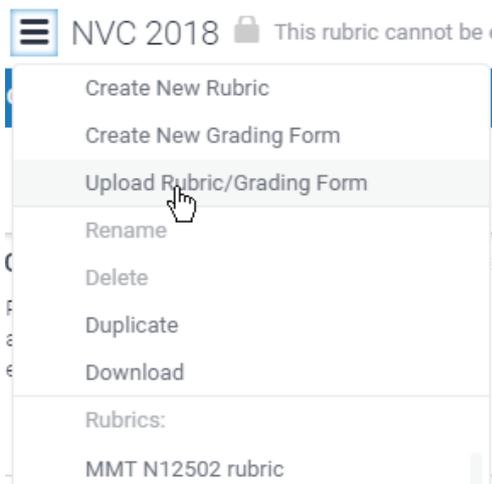
Save the file to your computer



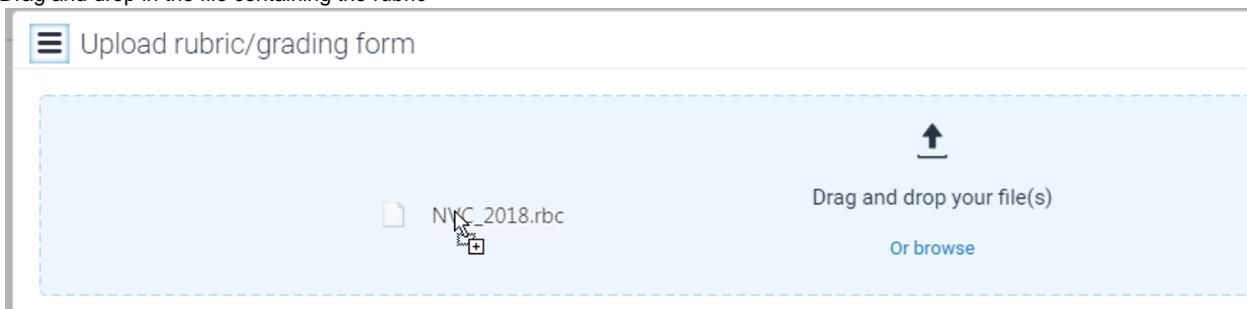
You can send this file by email or any other method.

To import a rubric

- In the rubric window, click Upload Rubric/grading form

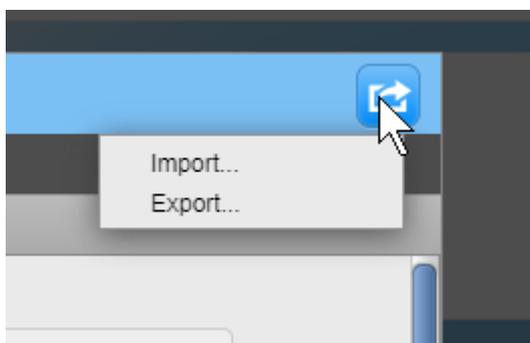
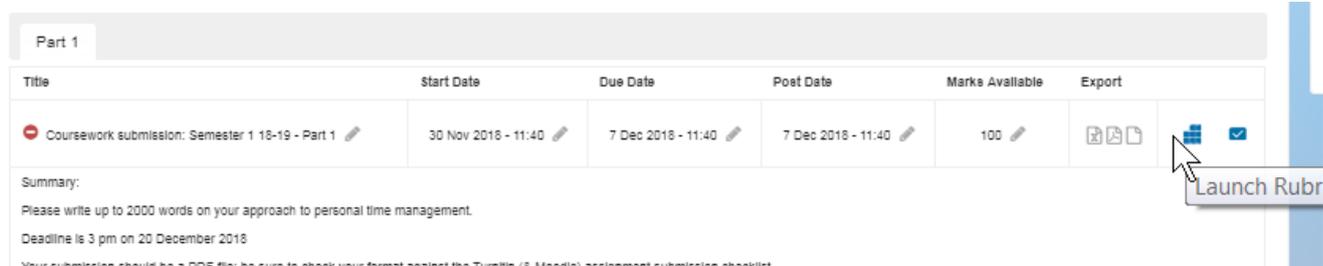


- Drag and drop in the file containing the rubric



- When uploaded successfully, close and use the rubric.

NOTE You can also export and import rubrics from the rubric manager menu



Similar tutorials

The following other resources are also relevant to this topic:

- How do I allow my students to see their Turnitin assignment grades and feedback?

- How to exclude University of Nottingham papers from a TurnItIn Originality Report
- Using Turnitin within Moodle Assignments
- How to export grades and download assignments from Turnitin
- How to mark offline in Turnitin using an iPad/iPhone
- How to delete a single Turnitin submission to enable submission
- How to create a Turnitin assignment drop box
- How Turnitin deals with resubmission of the same paper by the same student
- How to create your own Turnitin QuickMarks set and export/import QuickMarks
- Giving feedback without needing a submission in Turnitin
- How to view submitted and received reviews in Peermark
- How to view your grade and feedback in Turnitin
- How to create rubric assessment criteria in Turnitin
- How to provide feedback and comments in Turnitin
- Turnitin