

How to create rubric assessment criteria in Turnitin

Moodle Help & Support (Staff)

This refers to Moodle 3.6 from July 2019 onward.

NOTE: Marking in Moodle Assignments should be carried out with the Moodle marking tools. The processes detailed below cannot be used in a Moodle assignment, even with Turnitin similarity reports enabled. The guidance on this page applies to Turnitin Assignments only.

If you mark Turnitin assignments online, you may find this a better way to mark assignments. It requires time to create the rubric criteria but once you've set it up, it can be reused for other assignments in that module.

"Rubric scorecards can be used to evaluate student work based on defined criteria and scales. Rubrics effectively capture expectations for learning outcomes as well as shortcomings, enabling you to evaluate student work quickly and objectively. And, when rubrics are attached to your assignments in Turnitin, students have the benefit of seeing the rubrics and understanding your expectations in advance of completing their assignments." (Turnitin Academy, 2013)

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

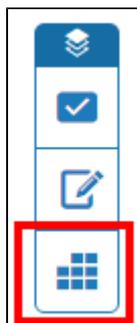
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Navigating to the Rubric in Turnitin

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

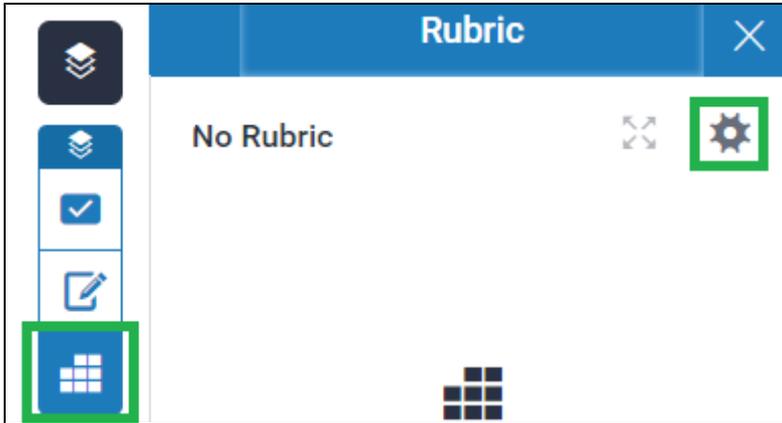
If you have had submissions

1. Go into the Turnitin assignment you've created **after** you've received at least one assignment.
2. Go into the Submissions inbox and click on **Grade** ('blue pencil' icon on the line of the assignment you wish to edit).
3. In the assignment click on the **Rubric icon**.



Creating the Turnitin Rubric

Once you have clicked on the Rubric icon, click on the **Rubric/Form manager** (cogwheel icon in the top right corner) to start creating a new rubric or attach a previously created rubric to the assignment

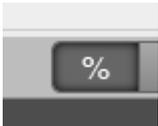


You can create a Rubric (see next section) or a Grading form

Rubric scoring

This determines the way you set up the rubric. The percentage set-up is the most commonly used. The different rubric scoring set-ups (left-right) are explained below:

Standard rubric



This set-up allows you to set the weighting in percent and enter marks for different scale items.

Custom rubric



This removes the ability to weight the criterion but allows you to set different marks for each scale description rather than a whole item e.g. the scale item 'Poor' could be worth 0 in terms of one criterion and worth 1 for another.

Qualitative rubric



This removes the ability to weight criterion and add marks to scale items. This is purely based on the feedback. This is helpful for assignments where no grade is required but feedback is essential e.g. in Nottingham Advantage Award modules.

Criteria

Start by setting up the criteria, considering criterion names and descriptions (what they're looking at) and their weighting (if all criteria are not equal). The criterion description is not necessary but can be helpful if you have multiple graders to ensure their understanding of the criteria associated with that criterion. Click directly on the boxes you would like to amend, this brings up a white text box. See example below:

- The + next to **CRITERIA** creates more criteria
- The % next to each criterion name is the **weighting**. It shows how important the criterion is compared to the others when it comes to allocation of marks. If all criteria are considered equal, leave the weighting as 0%, if different, change to a percentage out of 100. The total must bring the percentage to 100%. Click on it to amend.
- Click on the **Criterion name** to amend it.

Click on the **empty space under each title** to add a **Description**. It is a breakdown of what you are taking into consideration when marking the assignment.

Criteria	
Argument	25 %
Is the report in the format specified and is it of an appropriate length with good argumentation?	
Grammar	
Bibliography	15 %
Is the bibliography respecting Harvard and consistent throughout the document and in	

Scale

Once you've decided on the criteria for the rubric you can easily set up the scale. Things to consider are the title and description (if used), and the marks to be allocated for each scale item. The description is not necessary but can be helpful if you have multiple graders to ensure their perspective of each scale item is the same. Again, click directly on the boxes you would like to amend, this brings up a white text box. See example below:

Scales			
Pass	Second	First	
40.00	55.00	70.00	
The images were not aligned correctly. The argument was organised in an over-complicated/very simplistic way that took away from the assignment.	The layout was reasonable, but could have flowed better. Images were correctly aligned with text.	Layout flowing easily and naturally. Made sense in the wider argument.	
Many spelling and grammatical errors. Must proofread more thoroughly.	Some spelling and grammatical errors, but did not detract from the assignment. Meanings were clear.	Few or no spelling or grammatical errors. Well proofread.	

Scoring: **Standard** ?

✓ Standard

Enter scale values for each column and weight criteria rows using percentages.

Qualitative

Provides standard feedback without numeric scoring.

Custom

Enter any value directly into each rubric cell.

- *Scale title* helps to distinguish the different scale items and create low-to-high scale set-up.
- *Mark awarded*, below, is the number of marks to be awarded for meeting this scale item.
- +, in the top right corner, to create more scale items.
- In each empty *cell*, you can write a description of the scale item for each criterion. The general reason why this mark was given and suggestions for improvement. This cannot be amended for each student.

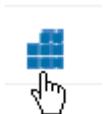
Scoring: **Standard** ?

- ✓ **Standard**
Enter scale values for each column and weight criteria rows using percentages.
- Qualitative**
Provides standard feedback without numeric scoring.
- Custom**
Enter any value directly into each rubric cell.

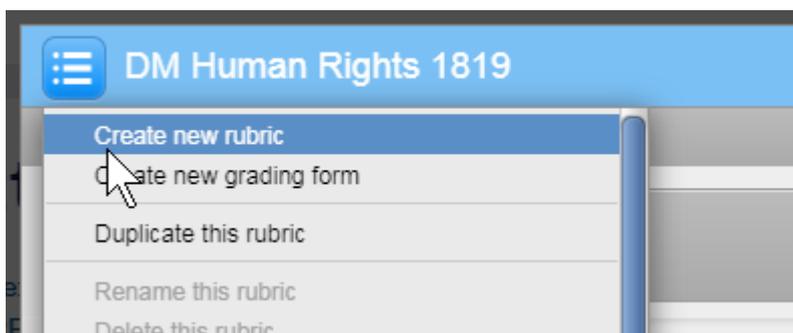
If you haven't had submissions yet

Go into the Turnitin assignment you've created

Click on the Rubric Manager icon



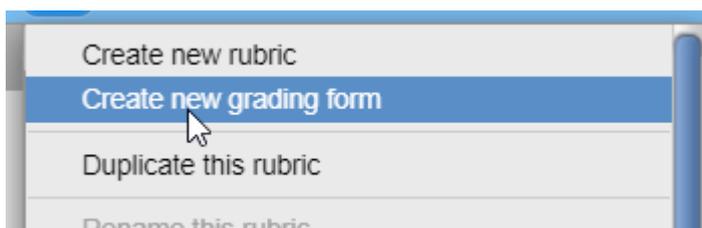
Start a new rubric by clicking *Create new rubric*



1. Choose which type of rubric (quantitative, custom or qualitative)
2. Set up titles for the Criteria on the left, plus descriptions (see above for explanation)
3. Set up titles and marks for levels on the horizontal (see above for explanation).

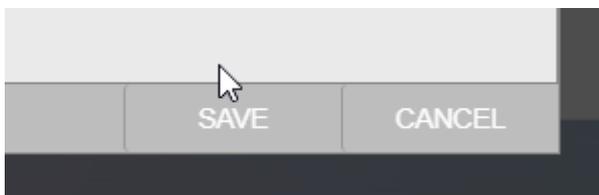
Creating a grading form

- Click on the Rubric Manager icon or launch rubric manager (see above)
- Select **Create new grading form**



- Give the rubric a name
- Give each criterion a title (and a description if you wish)

- You can choose whether to enable scoring or not. (i.e if you want each to be able to add a mark: you can choose when marking whether to apply it to produce a final grade)
- Click SAVE



Now attach the rubric you just created as below.

Attaching the rubric to and detaching the rubric from an assignment

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

Once you have created the rubric you need to add it to each assignment you mark.

- In the rubric, click **Save**
- Click on the **Off** button next to **Attach to assignment** in the bottom left corner to attach the rubric to the assignment.

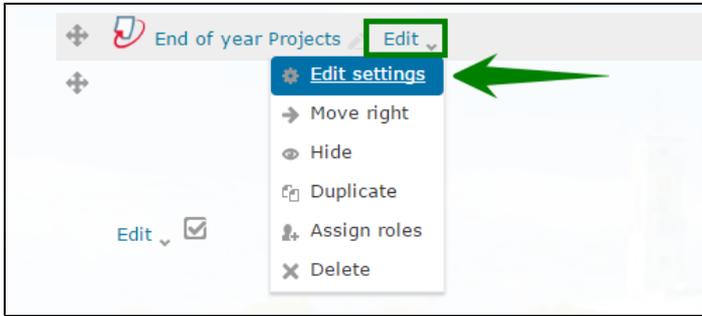


To remove a rubric from an assignment

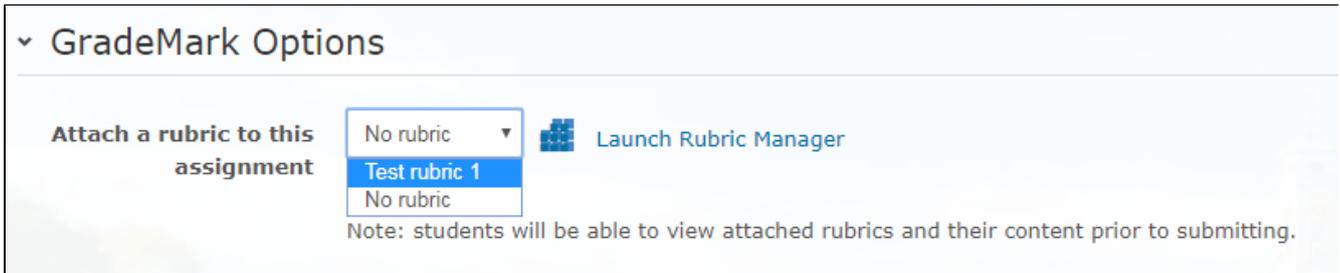
- Click on the **On** button next to **Attach to Assignment** to detach this rubric from the assignment.



Alternatively, you can attach your assignment to any rubric by going to your modules site, pressing **Turn editing on** and then press the **edit link** next to your Turnitin assignment and then pressing **Edit Settings**.



Inside the Turnitin assignment settings press the **GradeMark Options** title to expand the section and select the appropriate rubric in the drop-down menu.



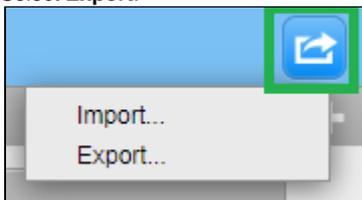
Importing/Exporting a rubric

Exporting the rubric

- Access the **Rubric Manager** from the **Submission inbox** or by going to your assignment settings from your module page under **Edit Settings** and by clicking on the piled-up squares



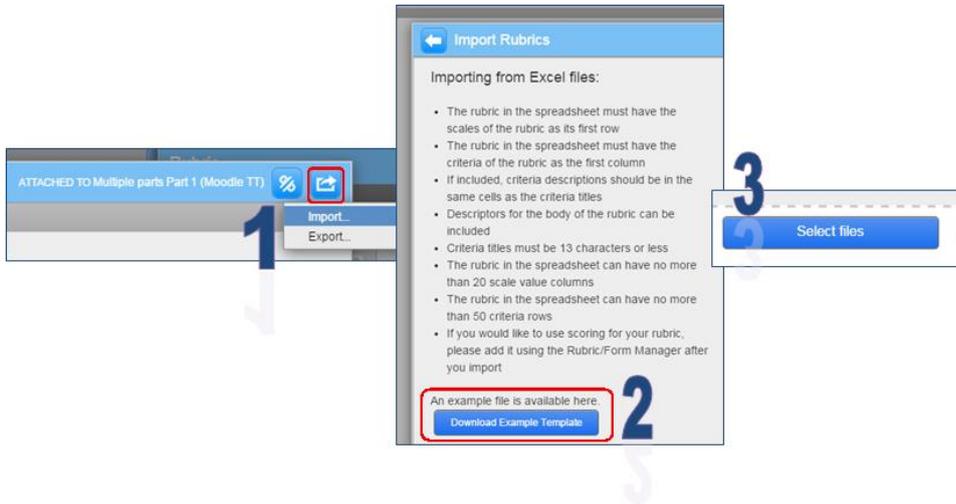
- Click on the **View import/export options** button ('arrow out the box' icon).
- Select **Export**.



- This downloads a .rbc file. This cannot be opened on your computer but can be easily imported into another assignment in another module (see below).

Importing a rubric

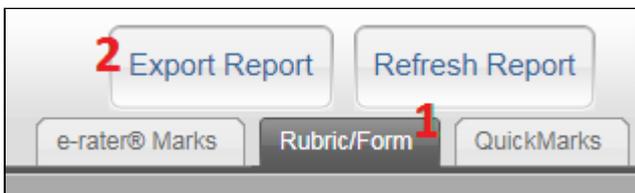
- With the **Launch Rubric Manager**, click on the **View import/export options** button ('arrow out the box' icon).
- Select **Import**.
- If you are **importing a previously created rubric exported from Turnitin**
 - Click **Select files** and choose your .rbc file
- If you are **importing a new rubric you've created in Excel** and not Turnitin;
 - Click **Download Example Template** to make sure it looks like the required template, amend if necessary.
 - Click **Select files** and choose your Excel file.



Downloading a rubric report once grading is complete

This can only be done via www.turnitinuk.com

- Go to www.turnitinuk.com
- Enter the username (the email address you use in Moodle) and the password Turnitin sent you. (You can recover the password if necessary)
- Check you're logged in as instructor (fourth black tab should say Instructor)
- Click on title of module
- Choose assignment of interest and click View
- This will list the papers
- Click Grademark Report towards top right
- Click Rubric/Form tab (see 1 in image)
- Click Export report (see 2 in image)
- Save the Excel CSV file where you can access it later.



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](#)
- [How to mark a Turnitin assignment in Moodle](#)
- [How to re-use and share rubrics in Turnitin assignments](#)

- [How To setup PeerMark in Turnitin](#)
- [Turnitin file types and word processor compatibility](#)
- [Turnitin \(& Moodle\) assignment submission checklist](#)