Creating and using the Generic Assessment Descriptors Turnitin Rubric

Turnitin's GradeMark system contains several tools and types of marking that tutors can use when providing feedback.

This skill sheet will help you to grade your students' work using a template of the York St John Generic Assessment Descriptors (GAD) in the Turnitin Rubric system.

Contents

What is a rubric?

Rubric scorecards can be used to evaluate student work based on defined criteria and scales, in the same way as a marking grid would. Whilst the Generic Assessment Descriptors rubric allows you to specify where the student's work sits on the grid, control for setting the overall final grade rests with the tutor.

Download the GAD rubric template

The first step is to download the General Assessment Descriptors Turnitin template.

1. Click on this link and click '**OK**', '**Open**' or '**Save**' to download the 'Generic_assessment_descriptors.ZIP' folder to your computer: http://intranet.yorksj.ac.uk/LearnTeach/Turnitin YSJ training guides/Generic_Assessment_Descriptors.zip

    Note: This link is also available from the Turnitin section of the Technology Enhanced Learning webpages: http://www.yorksj.ac.uk/add/add/technology-enhanced-learning.aspx

2. Locate and open the folder you've downloaded in the **Downloads folder** on your computer (or wherever you have saved it). The folder contains a file called **'Generic_assessment_descriptors.rbc'**.
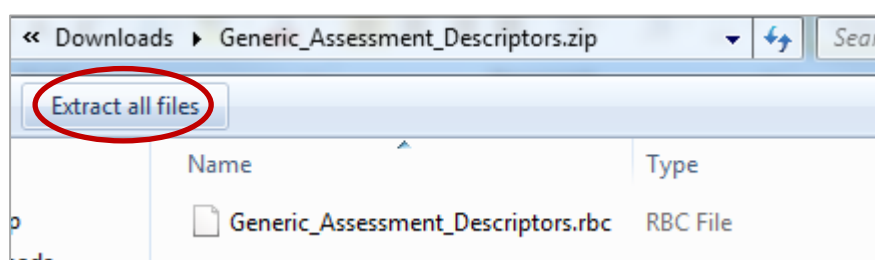

3. At the top of the window, click **Extract All Files** and when prompted, click **Extract**.
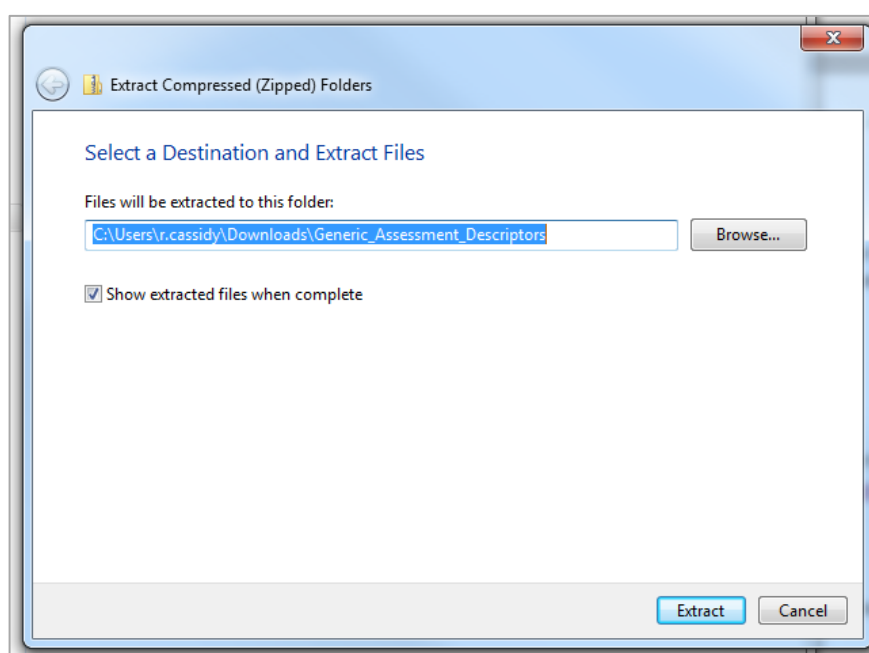
This will save 'Generic_assessment_descriptors.rbc' in your Downloads folder. **Note**: if you want to keep a more permanent copy of this file, move it to your space on the s:drive.

Open the assignment in Grademark

1. Open the assignment link in Moodle and select the **Submission Inbox** tab at the top of the assignment's Summary page.
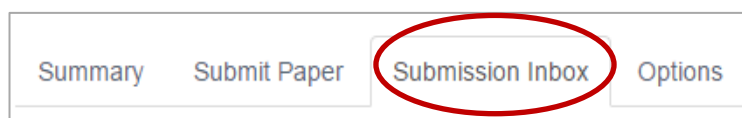
2. Click on a student's assignment title to open it in Turnitin.

NOTE: If you don't have any submissions to the link yet but you would like to set it up in advance of students submitting, see the optional step below.

Optional Step: Enrolling yourself as a student to submit a dummy assignment

You can submit a dummy assignment yourself, which will enable you to access Turnitin's Grademark features without waiting for a student submission. To submit a dummy assignment yourself, you need to enrol yourself as a student and then submit:

(a) Go to the **Course Administration Menu** of your course and click on **Users** and then **Enrolled Users**
(b) Using the search box, find your name in the list of Users. Where it says **Tutor** beside your name, click on the (head and shoulders) **Assign Roles** icon.
(c) This shows a list of other role types available to you. **Click on Student.**
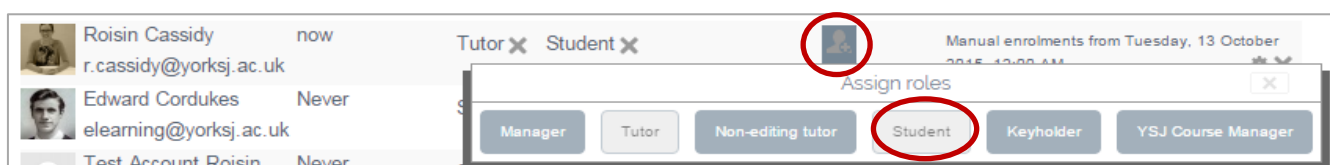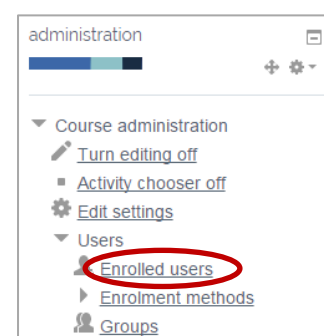
You should now see both the Tutor and Student role assigned to your name.

(d) Return to your Turnitin link and click on the **Submit Paper** menu tab.

(e) From this page you can **select your name** from the Student's Name drop-down menu; **add a title** for your fake submission, e.g. 'Test'; **upload** any random, non-confidential file and click **Add Submission**.

(f) When your submission is complete, you can return to the **Submission Inbox** menu tab and see your fake submission is ready for you to click on its title and open the Grademark features.
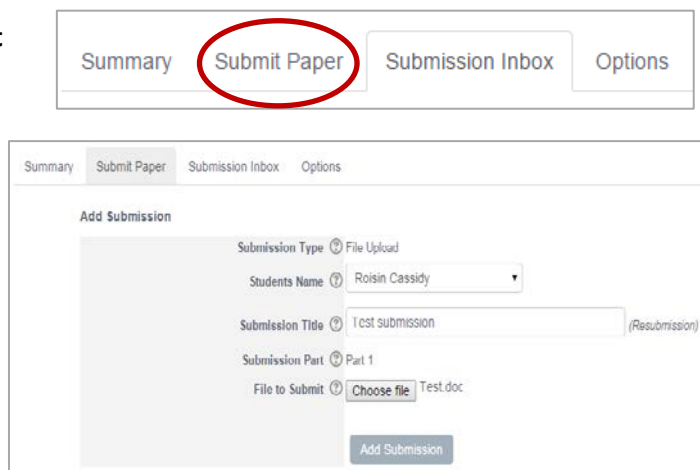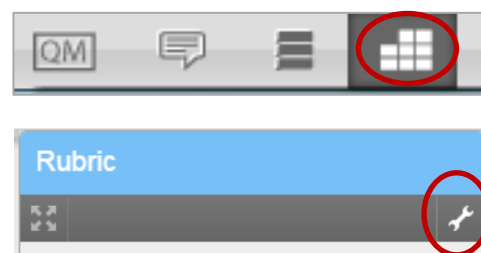

In the new window, ensure the Grademark option in the top-left corner is selected (highlighted blue)
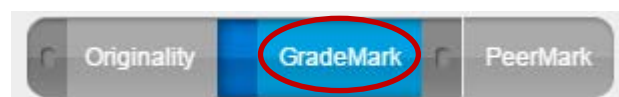
Open the Rubric Manager

1. In the **Grademark interface**, in the bottom of the right-hand sidebar, select the **rubric icon (building blocks).**

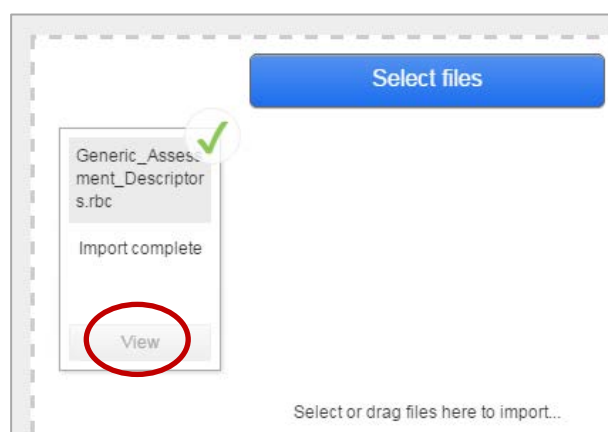2. Select the spanner, **Rubric Manager** icon to the top right of the side-pane.

Import the GAD rubric template

1. Click on the **import/export button** in the top-right corner (curved arrow) and select **Import** from the drop down menu.

2. **Drag and drop** or click **Select files** to locate **the .rbc file** that you downloaded earlier. Note: this will normally be in your computer's Downloads folder unless you've moved it. The file you need to upload is called **Generic_Assessment_Descriptors.rbc**

3. Select **View** when the import is complete.

4. You will see a complete rubric based on the University's Generic Assessment Descriptors:

Editing a Rubric

Rubrics can only be edited if they have not been used to grade a paper before. Once they have been used for grading, modification of the rubric scorecard will not be allowed (see the **Duplicating a rubric** section below for a solution). Also, you cannot edit rubrics that have been shared with you, including those you are using in an assignment but which were created and attached by someone else. You may edit rubrics that have been imported by you.
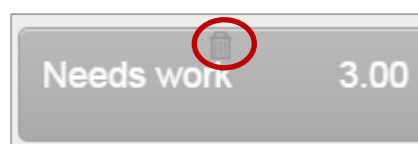
1. In Grademark view, open the rubric side-pane and then the rubric manager.

2. Click on the **Rubric list menu icon** and select the rubric you wish to edit.

3. Make the required changes. If you want to delete a criterion or scale value, hover over the criterion or scale title and click the trash can icon that appears.
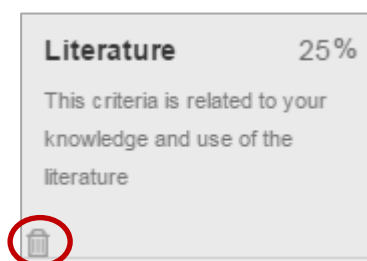
4. Click **Save** in the bottom-right corner to save any changes.

Using the rubric to grade/provide feedback

Before you can grade using a rubric, you will need to attach the required rubric to the assignment.

Attaching the rubric

1. Open a student's assignment in **Grademark** and open the **Rubric Manager** window (see above for a reminder).
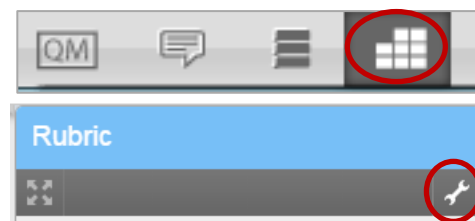
2. In the Rubric Manager window, click on the **rubric list icon**.

3. **Select the rubric** you wish to use for this assignment.

4. Click on the **Attach icon** (looks like a chain) in the top-right corner and click **Close** in the bottom right corner.

NOT ATTACHED TO THIS ASSIGNMENT

ATTACHED TO Turnitin Example Assignment - Part 1

5. A warning notice will pop-up if a different rubric is already attached to the assignment. If you are sure you want to use the new rubric, click **Yes** to 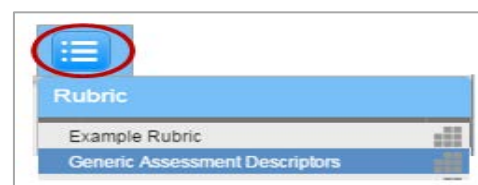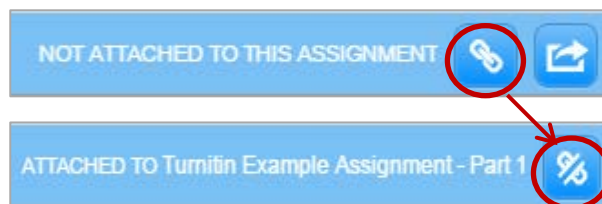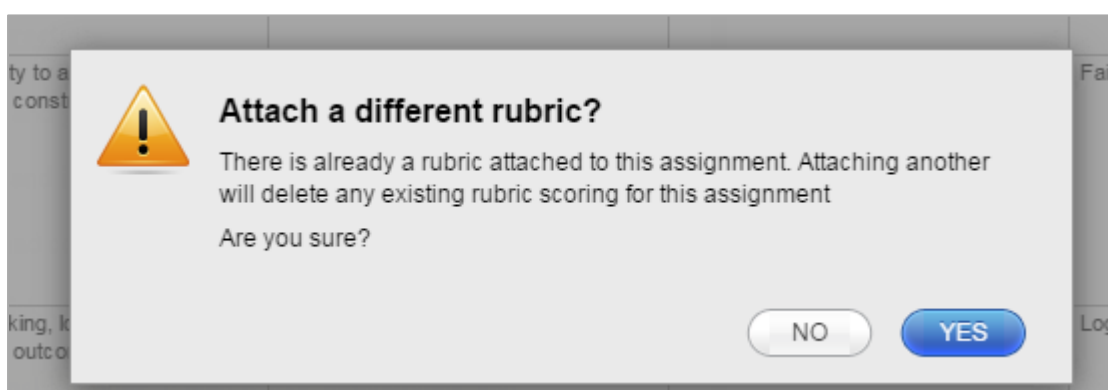detach the existing rubric. *You should only do this if you have not already graded any of the current assignments with the previously attached rubric. Detaching a rubric from a marked assignment will delete any existing rubric scores or feedback.*

Attach a different rubric?

There is already a rubric attached to this assignment. Attaching another will delete any existing rubric scoring for this assignment

Are you sure?

NO   YES

Grading/providing feedback to the student

Once a rubric has been attached to the assignment, you can begin to grade or provide feedback using it.

1. The attached rubric scorecard will be visible in the Grademark side-pane when you are in the **rubric view**.

QM

Rubric

Example Rubric

Concepts

1 2 3 4

Literature

1 2 3 4

Planning

1 2 3 4

Construction

1 2 3 4

Framing

1 2 3 4

This qualitative rubric will not result in a score. However, it is a valuable feedback mechanism

2. To grade, **click on the numerical scale** the paper has met for that particular criterion. Hovering your mouse over the scale number will provide its full description in the blue box beneath the rubric scorecard.

You can **view this scorecard in an expanded window**, allowing you to see the full rubric descriptions more easily as you grade. Click the four outward-facing arrows beside the name of the rubric to open the expanded window:
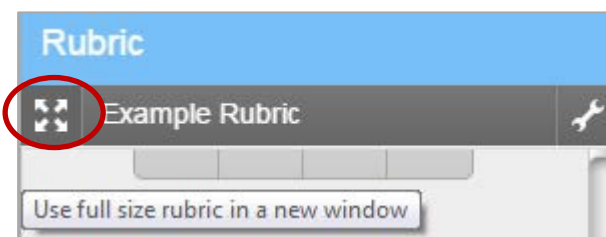
3. You can manually assign your grade by clicking into the **Out of 100** box in the top-right corner of the window.

4. If you have associated any bubble comments or QuickMarks with a rubric criterion, you can review the comments from the rubric side-pane. The number of comments you associated with a criterion will display in a **blue speech bubble** next to the criterion name. **Click on the icon** to view the associated comments. To skip to that comment in context, hover over the comment and click on the **Show** button.
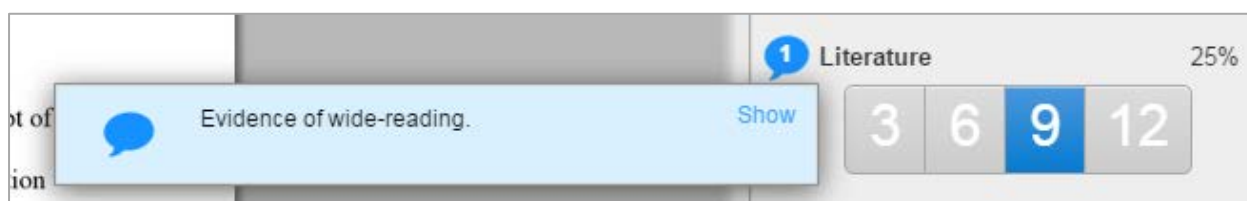

Deleting a rubric

To delete a rubric, open the Rubric Manager and select the rubric from the drop-down menu in the upper left-hand side of the screen. The rubric to be deleted should be the one visible in the Rubric Manager window.

From the drop-down menu, select **delete this rubric** and select **Yes** when prompted.

Note, you can only delete rubrics that are not attached to assignments; if the 'delete this rubric' option is greyed out it means your rubric is currently attached to an assignment.

1. Click on the **Rubric list menu icon** and select the rubric want to duplicate.

2. Click on the **Rubric list menu icon** again. This time select **Duplicate this rubric** from the drop-down menu.
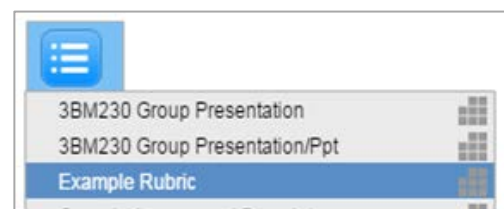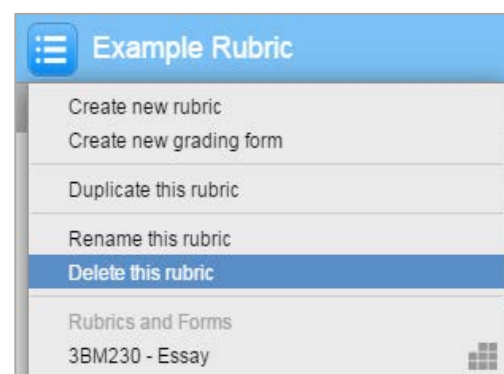
3. **Enter a name** for the new rubric, make any required changes to it, and click **Save** in the bottom-right corner to save the changes.



Sharing a modified rubric

Tutors can export rubrics to provide a copy to other tutors, or import a rubric provided to them. If one tutor attaches a rubric to an assignment where several tutors are grading, all of the tutors will be able to mark with the attached rubric, but they do not have permissions to edit or delete it. Unlike sharing a rubric in this way, importing a rubric into your account means you own a copy which you can edit, duplicate and reuse.

Exporting a rubric

1. In Grademark view, open the rubric side-pane and then the rubric manager (see above for a refresher).
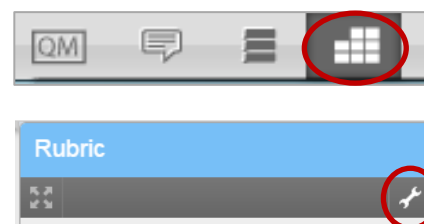
2. Click on the **Rubric list menu icon** and select the rubric want to export.
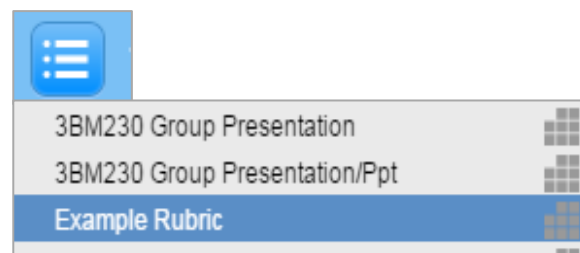
3. Click on the **import/export button** in the top-right corner (curved arrow) and select **Export** from the drop down menu.

4. In the prompt window, select **OK** to save the file. The file name will be the name of the rubric. The file extension will be **.rbc**

5. You can email that file to whoever requires it, or save it in a shared area. That tutor can then import that file to their Turnitin in the same way that you imported the generic_assessment_descriptors.rbc file above.