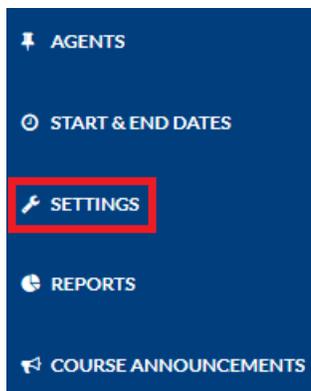


# How to Use Rubrics

The Rubrics tool is located in the Gradebook section and is a way to use a grading standard through created criteria and levels.

## How to Enable Gradebook Tools

1. **Login** to Edvance360
2. Navigate to **Courses/Trainings** > select desired **Course**
3. Select **Settings**



### 4. Select the **Module** Tab > Ensure Status is **Active** > **Save**

Name	Order	Status
Discussion	1	Active
Gradebook	1	Active

Note: Instructors can change the order in which the course tools display and enable/disable course tools by selecting “Active” or “Inactive” from the Status dropdown menu.

## How to Setup Rubrics

1. **Login** to Edvance360
2. Navigate to **Courses/Trainings** > select desired **Course**

3. Select **Gradebook > Rubrics**



4. The Rubrics window will open > Select green plus sign to **Add New**



5. Enter Rubric **Name** > **Description** > Select **Save**

\* Name

Objective 1: Leadership Styles

Description

To gain an understanding of leadership styles

body p Paragraphs: 1, Words: 7

SAVE

A new window will open with additional options.

6. **Edit Rubrics** allows users to edit the Name and Description. Ensure you select Save

▼ Edit Rubrics

\* Name

Objective 1: Leadership Styles

Description

To gain an understanding of the styles of leadership.

Paragraphs: 0, Words: 0

SAVE

7. Add **Criteria**. Enter information and ensure you select **Save**.

The screenshot shows a web interface for adding a new criterion. At the top, a red-bordered box highlights the 'Add Criteria' header. Below this, the form is organized into several sections:

- Name:** A text input field containing the text '1.1 Have an understanding of styles of leadership'.
- Description:** A rich text editor area. It features a toolbar with icons for undo, redo, link, unlink, list, link, unlink, source, bold, italic, strikethrough, subscript, bulleted list, numbered list, indent, and outdent. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by font color and background color pickers and a help icon. The main text area contains the text 'Upon completion of this course learners will have an understanding of:' followed by a bulleted list: '• Authoritarian', '• Paternalistic', '• Democratic', '• Laissez-Faire', '• Transactional', and '• Transformational'. A status bar at the bottom of the editor shows 'body ul li'.
- Sort Order:** An empty text input field.
- SAVE:** A blue button with white text, highlighted with a red border.

Once you Add Criterion it displays on the left-hand side in the Rubrics section. See Rubrics section for details.

- 8. Add Level.** Enter information and ensure you select **Save**. This section allows instructors to assign points for assignments that are related to the criteria.

The screenshot shows a web interface for adding a new level to a rubric. At the top, there is a red-bordered box containing a dropdown menu with the text 'Add Level'. Below this, the form is organized into three main sections: 'Name', 'Default Point Value', and 'Default Feedback'. The 'Name' section has a text input field with the value '1.1.1 Examples of Leadership Styles'. The 'Default Point Value' section has a text input field with the value '25'. The 'Default Feedback' section features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, strikethrough, underline, link, unlink, list, and quote. Below the toolbar are dropdown menus for 'Styles' (set to 'Normal'), 'Font', and 'Size', along with font color and background color pickers. The text area of the editor contains the sentence 'Upon completion of this course learners will be able to provide an example of each leadership style.' At the bottom left of the form, there is a blue 'SAVE' button with a white border, which is also highlighted with a red box.

Once you Add Level it displays across the top in the Rubrics section. See Rubrics section for details.

- 9. Rubrics.** Once you Add Criteria or Level it displays in the Rubrics section. You can Edit or Delete. Continue Adding any number of Criteria and Levels to complete the Rubric.

▾ Rubrics

1.1.1 Examples of Leadership Styles  
Default 25.0 pts  
Edit | Delete

Points:  
25.0

Description:

1.1 Have an understanding of styles of leadership  
Upon completion of this course learners will have an understanding of:

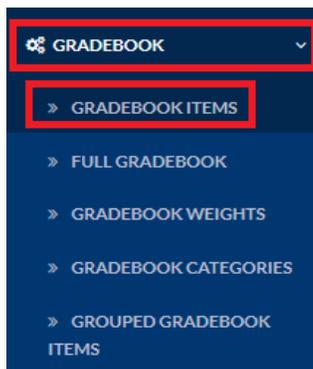
- Authoritarian
- Paternalistic
- Democratic
- Laissez-Faire
- Transactional
- Transformational

Edit | Delete

SAVE

### How to Assign Rubric to Gradebook Item

- 1.** Navigate to **Gradebook > Gradebook Items**



## QuickStart Guide: How to User Rubrics

2. Select **Add New** (green plus sign) or **Edit** to assign Rubric to Gradebook Item

Gradebook Items					Delete Selected
<input type="checkbox"/>	Item	Category	Date		
<input type="checkbox"/>	Quiz #1	Test	09/02/2016	 	
<input type="checkbox"/>	Homework Week #1	Assignments	05/25/2017	 	

3. Select desired Rubric from **Use Rubric** drop down menu > select Submit or Save

Item Details

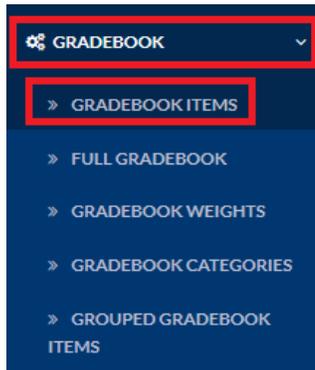
\* Name  
Quiz #1

\* Possible Points  
3.00

Use Rubric  
Objective 1: Leadership Styles

## How to View Rubric for Grading a Gradebook Item

1. Navigate to **Gradebook > Gradebook Item**



2. Select the **Grade icon**



A screenshot of a table titled 'Gradebook Items'. The table has a dark blue header bar with a document icon, the title 'Gradebook Items', a green plus icon, and a 'Delete Selected' button. The table columns are 'Item', 'Category', and 'Date'. There is one row with the following data: 'Quiz #1', 'Test', and '09/02/2016'. In the rightmost column of this row, there are three icons: a document icon, a pencil icon, and a trash can icon. A red box highlights the document icon.

<input type="checkbox"/>	Item	Category	Date	
<input type="checkbox"/>	Quiz #1	Test	09/02/2016	  

## QuickStart Guide: How to User Rubrics

3. If you assigned a Rubric to the Gradebook Item you can view the Rubric in Gradebook Items

Open Full Gradebook Import Grades **Grade Using Rubric**

**Scores (Quiz #1)**

StudentID	Name	Grade
[laura.alcorn@desertsands.us]	Alcorn, Laura Wolf	<input type="text"/>

/ 25.00pts

**Submit**

4. The Rubric will display. Select learner from the drop down menu to view rubric, grade each level and provide feedback. Make sure to SAVE. Repeat to grade for each learner. The grades will appear in the Open Full Gradebook and the learner will view their grade and feedback in their Grades/Scores tab.

Trainings > Course Gradebook > Mark Grades Using Rubrics

**Assignment: Quiz #1**  
Rubric: Objective 1: Leadership Styles  
To gain an understanding of the styles of leadership.

Select User:  
Alcorn, Laura Wolf

Rubric Score:  
**0.0/25**  
Gradebook Score:  
**0%**  
(0.0/25.00)

Feedback:

**1.1 Have an understanding of styles of leadership**  
Upon completion of this course learners will have an understanding of:

- Authoritarian
- Paternalistic
- Democratic
- Laissez-Faire
- Transactional
- Transformational

**1.1.1 Examples of Leadership Styles**  
Default 25.0pts  
Points:  
25.0

**Save**

Scores updated  
Save to Gradebook?

**Save**