Create New Rubric

- Additive Rubrics
- Checklists
- Conventional and Self-Evaluation Rubrics
- Formula Rubrics
- Met/Not Met Rubrics
Create New Rubric

1. How to Create a New Rubric
2. How to Create Specific Types of Assessment Instruments
   2.1.1. Conventional Rubrics
   2.1.1.1. Met/Not Met Rubrics
   2.1.2. Formula Rubrics
   2.1.3. Additive Rubrics
   2.1.4. Checklists
3. Related Information
   3.1.1. Topics
   3.1.2. Troubleshooting & FAQ's

How to Create a New Rubric

Use the 'Curriculum' menu to select Assessment Instruments.

On the Assessment Instruments screen, click the Add New Instrument button.

1. Give your rubric a name and provide a description if desired. This description will only be visible to the administrator when viewing the rubric.
2. Choose the Parent Group for the rubric. The parent group is the department that the rubric will be a part of. Click the Choose Group button.
Locate the department you wish to add this rubric to and click to select it.

You can choose the main department listing or one of its sub-groups. If you choose the main department, the rubric will be available to all sub-groups as well. Click on the department to select it.
The department will be added to the Groups column. Click Done.

1. Select the scoring type. Descriptions of each scoring type are available under the Scoring Type Information section below.
2. On the Add Assessment Instrument screen, click Save.
How to Create Specific Types of Assessment Instruments

Depending on the scoring type you have selected for your rubric, you will need to follow different setup instructions for each type. After you have selected the scoring type on the Add Instrument screen (as shown above), use the links below to learn how to complete your rubric:

**Conventional Rubrics**

- Met/Not Met Rubrics

**Formula Rubrics**

**Additive Rubrics**

**Checklists**

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**Related Information**

**Topics**

**Troubleshooting & FAQ’s**

Lorem ipsum dolor vehicula est eget elementum.

- Lorem ipsum dolor.
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Additive Rubrics

1. Overview
2. How to Create an Additive Rubric
3. How to Setup Instrument
4. How to Edit and/or Delete Default Performance Levels
5. How to Edit Instrument Criteria
6. How to Add New Criterion
7. Related Information
   7.1.1. Topics
   7.1.2. Troubleshooting & FAQ's

Overview

An additive rubric resembles a conventional rubric in format. The difference between a conventional and additive rubric is the way the score is computed. The additive rubric generates a score that is the sum of criteria scores. Individual criteria are assigned a maximum score. Generally, Additive Rubrics do not use a not-applicable (N/A) level, however an N/A may be added if the rubric includes developmental tiers.

How to Create an Additive Rubric

Once you have created a new rubric by naming it, adding a description if desired, choosing the associated department, and selecting the 'Additive' scoring type, you are ready to create your Additive Rubric. Click Save.
How to Setup Instrument

1. If you would like to edit the Pegmap being used for this rubric, click the Edit Pegmap button.
2. If you select a course evaluation to be linked to the rubric, students will be presented with the course evaluation after they submit to the rubric.
3. Choose the assessment regime. If the student will be submitting the assignment to the course instructor, you can leave the default selection as Candidate Chooses Assessor.
4. If you would like submissions made against this rubric to be escalated, click the Set Escalation Options button.
<table>
<thead>
<tr>
<th>Instrument Setup</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>Additive - Lesson Planning</td>
</tr>
<tr>
<td><strong>Owned By</strong></td>
</tr>
<tr>
<td>Education</td>
</tr>
<tr>
<td><strong>Description/Rationale</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Scoring Type</strong></td>
</tr>
<tr>
<td>Additive</td>
</tr>
<tr>
<td><strong>Course Evaluation</strong></td>
</tr>
<tr>
<td>None</td>
</tr>
<tr>
<td><strong>How is work on this rubric assessed?</strong></td>
</tr>
<tr>
<td><strong>Regime</strong></td>
</tr>
<tr>
<td>Candidate Chooses Assessor</td>
</tr>
<tr>
<td>Assessor Enters Scores Manually</td>
</tr>
<tr>
<td>Work is Submitted to Assessor Pool</td>
</tr>
<tr>
<td>Self-Evaluation</td>
</tr>
<tr>
<td>Candidate Specifies External Assessor</td>
</tr>
<tr>
<td><strong>What happens after assessment?</strong></td>
</tr>
<tr>
<td><strong>Escalation</strong></td>
</tr>
<tr>
<td>No further action</td>
</tr>
<tr>
<td>Escalation according to these rules</td>
</tr>
</tbody>
</table>

Set Escalation Options
How to Edit and/or Delete Default Performance Levels

1. You can edit the default performance levels if desired. Each new criterion that is added will include these performance levels.
2. Click to delete the 'Not Applicable' performance level, if appropriate. Under normal circumstances, additive rubrics should not use a not applicable performance level.

How to Edit Instrument Criteria

To edit the first criterion, click the Edit option in the Actions drop down menu.

1. Copy and paste or type the name of the first rubric criterion and the rationale into the appropriate textboxes.
2. Set the maximum score for the rubric.
3. Click 'OK' in the dialog box to recalculate the scores for each performance level. The performance level values will be recalculated.

Click the Edit link next to each performance level to add a criterion-based descriptions for each performance level.
1. Copy and paste the performance level descriptor into the textbox.
2. Click ‘Update’ to save your changes.
3. Once you have edited each performance level for the criterion, click Save.

How to Add New Criterion

To add another criterion, click the New Criterion button. Repeat the process of copying and pasting the criterion name, rationale, and performance level descriptions for each new criterion.
Troubleshooting & FAQ's

Currently there are no Troubleshooting or FAQ entries.

- N/A

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Checklists

1. Overview
2. How to Create a Checklist
3. How to Edit Instrument Criteria
4. How to Add New Criterion
5. Related Information
   5.1.1. Topics
   5.1.2. Troubleshooting & FAQ's

Overview

While checklists have little statistical value, they are useful to assure that requirements have been met. A checklist that is created as an assessment instrument is additive. The score on a scored checklist is the sum of all criteria. There are no performance levels, so the assessor enters a single score from a predetermined range of scores (for example, 0-20) into the textbox for each criterion.

Checklists can be either assessments instruments or forms. If you would like to create a non-scored checklist, use a non-scored checklist for keeping track of submissions of required documents, numeric record logs, etc. Use the Form type: 'Portfolio/ Assessment Form' and select the typed in numerical value response type. Results from the form submissions can be viewed by respondent on the 'View Form' screen.

How to Create a Checklist

Once you have created a new rubric by naming it, adding a description if desired, choosing the associated department, and selecting the 'Checklist' scoring type, you are ready to create your Checklist. On the Add Assessment Instrument screen, click Save.
1. If you would like to edit the Pegmap being used for this rubric, click the Edit Pegmap button.
2. If you select a course evaluation to be linked to the rubric, students will be presented with the course evaluation after they submit to the rubric.
3. Choose the assessment regime. If the student will be submitting the assignment to the course instructor, you can leave the default selection as Candidate Chooses Assessor.
4. If you would like submissions made against this rubric to be escalated, click the Set Escalation Options button.
How to Edit Instrument Criteria

To edit the first criterion, click the Edit option in the Actions drop down menu.
1. Copy and paste or type the name of the first rubric criterion and the rationale into the appropriate textboxes.
2. Set the maximum score for the criterion.
3. Click Save.

How to Add New Criterion

To add another criterion, click the New Criterion button. Repeat the process of copying and pasting the criterion name and rationale, and setting the maximum score.
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  • Lorem ipsum dolor.
  • Aliquam leo nulla vel ornare bibendum a odio.

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Conventional and Self-Evaluation Rubrics

1. Overview
2. How to Create a Conventional Rubric
3. How to Setup Instrument
4. How to Edit Default Performance Levels
5. How to Edit Instrument Criteria
6. How to Add New Criterion
7. Related Information
   7.1.1. Topics
   7.1.2. Troubleshooting & FAQ's

Overview

A conventional rubric has multiple performance levels based on the default performance levels that you have set up in your system. In a conventional rubric there should be a description of expectations for each performance level, so that the student knows how to improve their score.

How to Create a Conventional Rubric

Once you have created a new rubric by naming it, adding a description if desired, choosing the associated department, and selecting the 'Conventional' scoring type, you are ready to create your Conventional or Self-Evaluation rubric, which are made in the same manner. On the Add Assessment Instrument screen, click Save.
How to Setup Instrument

1. If you will be applying a Pegging scheme to this rubric, use the drop down menu to select the desired pegmap.
2. If you select a course evaluation to be linked to the rubric, students will be presented with the course evaluation after they submit to the rubric.
3. Choose the assessment regime. If the student will be submitting the assignment to the course instructor, you can leave the default selection as Candidate Chooses Assessor.
4. If you would like submissions made against this rubric to be escalated, click the Set Escalation Options button.
How to Edit Default Performance Levels

You can edit the default performance levels if desired. Each new criterion that is added will include these performance levels. You can also add a 'Not Applicable' level here, if appropriate. Here you edit the name of the labels, values, and include or exclude each performance level.

How to Edit Instrument Criteria

To edit the first criterion, click the Edit option in the Actions drop down menu.

1. Copy and paste or type the name of the first rubric criterion and the rationale into the appropriate textboxes.
2. Click the Edit link next to the first performance level to add a criterion-based descriptions for each performance level.
1. Copy and paste the first performance level descriptor into the textbox.
2. Click ‘Update’ to save your changes.
3. Once you have edited each performance levels for the criterion, click Save.

How to Add New Criterion

To add another criterion, click the New Criterion button. Repeat the process of copying and pasting the criterion name, rationale, and performance level descriptions for each new criterion.
Troubleshooting & FAQ’s

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  • Lorem ipsum dolor.
  • Aliquam leo nulla vel ornare bibendum a odio.

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Formula Rubrics

1. Overview
2. How to Create a Formula Rubric
3. How to Add Source Criteria
   3.1.1. Missing Data in Formula Rubrics:
4. How to Add New Criteria
5. Related Information
   5.1.1. Topics
   5.1.2. Troubleshooting & FAQ's

Overview

Work collaboratively with colleagues to identify clusters of criteria that are related to concepts and behaviors of interest. Develop your formula rubric off line, and keep an electronic copy open and handy to refer to as you enter the rubric online.

A formula rubric aggregates individual criterion scores from one or more conventional rubrics. Formula rubrics are useful in aggregating data related to individual concepts across rubrics, programs, and other groupings. For example: cross-campus or inter-program writing or communication skills may be of interest. A formula rubric can aggregate data from individual criteria related to communication from a variety of rubrics.

How to Create a Formula Rubric

Once you have created a new rubric by naming it, adding a description if desired, choosing the associated department, and selecting the 'Formula' scoring type, you are ready to create your Formula Rubric. Click Save.

On the Edit Assessment Instrument screen, use the Actions drop-down menu to select Edit next to the first criterion.
Enter a descriptive label for the criterion. Click Save.

How to Add Source Criteria

Click the Add Source Criterion link.

1. Select a rubric that you wish to draw criteria from.
2. Select the source criterion from the original rubric.
3. Enter the weighting that the source criterion will hold within the formula rubric.
4. Determine how missing data will be treated. See Missing Data below.
5. Click update.

Missing Data in Formula Rubrics:

The 'results are zero' rule says that, for a given student, if they have not been assessed on one or more of the rubrics, the result for the whole formula is counted as zero. This makes sense in a case where a failure to submit any part of an assignment is considered a failure to submit the whole thing.

You should include more than one rubric criterion for each formula rubric criterion. Click the Add Source Criterion link to continue selecting criterion from other rubrics. Click Save when you have finished.
How to Add New Criteria

Use the New Criterion button to continue to add more criteria to your formula rubric. Use the same steps provided above.

Related Information

Topics

Troubleshooting & FAQ's

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- Lorem ipsum dolor.
- Aliquam leo nulla vel ornare bibendum a odio.

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Met/Not Met Rubrics

1. Overview
2. How to Create a Met/Not Met Rubric
3. How to Setup Instrument
4. How to Edit Default Performance Levels
5. How to Edit Instrument Criteria
6. Related Information
   6.1.1. Topics
   6.1.2. Troubleshooting & FAQ's

Overview

While these have little statistical value, they are useful to assure that key behaviors have taken place. Met/Not Met Rubric are created using the Conventional scoring type and use only one criterion and two levels: '0' and '1'. Report these assessments out separately from other assessments, and do not link these checklists to standards. This type of 'gate-keeping' may also require a second tier of assessment. In that case use the escalation process to advance the submission to another level of assessment.

How to Create a Met/Not Met Rubric

Once you have created a new rubric by naming it, adding a description if desired, choosing the associated department, and selecting the 'Conventional' scoring type, you are ready to create your Met/Not Met rubric. Please note that you must use the Conventional scoring type to create Met/Not Met rubrics. On the Add Assessment Instrument screen, click Save.
How to Setup Instrument

1. If you will be applying a Pegging scheme to this rubric, use the drop down menu to select the desired pegmap.
2. If you select a course evaluation to be linked to the rubric, students will be presented with the course evaluation after they submit to the rubric.
3. Choose the assessment regime. If the student will be submitting the assignment to the course instructor, you can leave the default selection as Candidate Chooses Assessor.
4. If you would like submissions made against this rubric to be escalated, click the Set Escalation Options button.
How to Edit Default Performance Levels

Met/Not Met Rubrics contain only two performance levels. You will need to delete the last two default performance levels first. Click the Delete link, until only two levels remain.
When only two levels remain, click the Edit link next to the first performance level.

Enter the new heading for your level, a value for this level, and click update.

Repeat for the second performance level.
How to Edit Instrument Criteria

To edit the first criterion, click the Edit option in the Actions drop down menu.

Copy and paste or type the name of the criterion and the rationale into the appropriate textboxes.

Click the Edit link next to the first performance level.
1. Copy and paste or type the description for your first performance level.
2. Click Update.

Repeat for second performance level.

Click Save.

Related Information

Topics
Troubleshooting & FAQ’s

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  • Lorem ipsum dolor.
  • Aliquam leo nulla vel ornare bibendum a odio.

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