

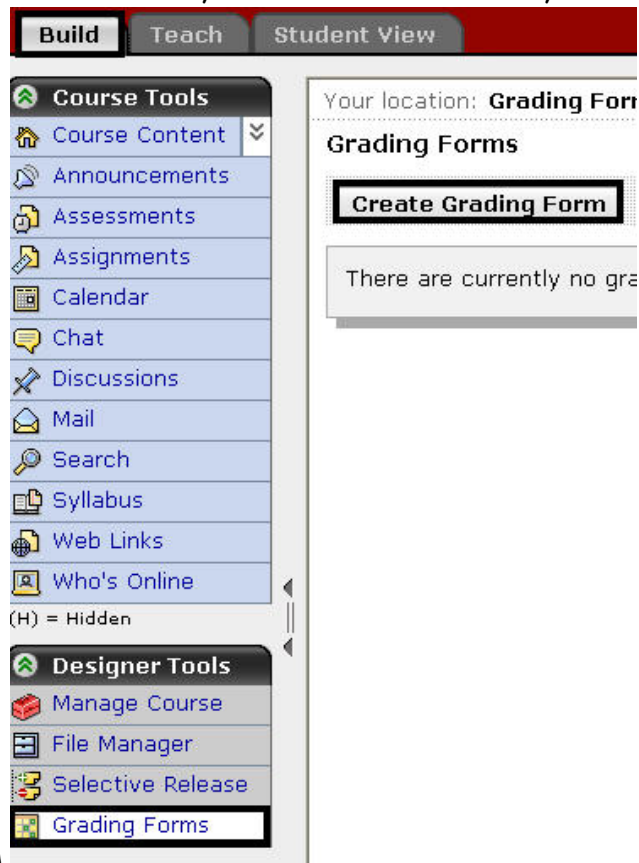
## Creating a Grading Form (Rubric)

eLearning Vista has a grading form to allow instructors to set up grading criteria for assignments and discussions. In this handout, grading form will be referred to as rubric.

The rubric allows clear performance expectations while keeping grading consistent and allowing structured feedback. Once associated with an activity, students will be allowed to view it so they understand what they are expected to do within the assigned task and will know what was wrong once the activity has been graded.

You can create as many rubrics as you want within eLearning Vista. You can use these for both assignments and discussion postings. Within the discussion area, you can use the rubric for students to provide feedback to other students on the effectiveness of their posts.

To create a rubric, start on the Build tab, click Grading Forms, and click **Create Grading**



Form.

### Creating a Rubric

To create a rubric, you will need to decide the following:

- Title/Description
- Objective/Criteria

- Performance Indicators
- Adding criteria for performance indicators and points

## Title/Description

### Create Grading Form

\*Title: Grading rubric for journal topics

Description: Use this rubric as a guide when responding to your journal topics.

- **Title:** Make the title coincide with the discussion or assignment that it will be used with or have a general title to use with multiple discussions or assignments.
- **Description:** This will describe how students will use the rubric.

## Objective/Criteria

The next step in creating a rubric is to decide on the criteria.

Objective/Criteria	
* Spelling	
* Grammar	
* Style	

























- To change the Objective/Criteria title, click the edit icon and enter what you want. After you enter the new objective or criteria, click outside the box to save your changes.

To removing an Objective/Criteria row, click the remove this criteria icon.




- To add a new Objective/Criteria, click the **Add Criterion** button below the rubric.

## Performance Indicators

Each criteria or objective will include performance indicators. This is how you are going to grade the assignment by criteria. You can include specific points along with the description of each indicator.





* Need Improvement  	* Meet Expectations  	* Exceptional  
Lots of errors   3 *points	Few errors   8 *points	Almost no errors   10 *points
Lots of errors   3 *points	Few errors   8 *points	Almost no errors   10 *points
Lots of errors   3 *points	Few errors   8 *points	Almost no errors   10 *points

Total (out of)::

- To change the title, click the edit  icon and enter what you want. After you have entered the new word click outside of the box to save your changes.
- To remove performance indicator columns, click the remove this criteria  icon.
- To add a new column, click the **Add Performance Indicator** button  under the performance indicator area.

## Adding Criteria for Performance Indicators and Points

For each criterion, add the performance indicators by entering an explanation into the box provided.

* Exceptional  
Almost no errors   10 *points

Once you have decided on criterion for the performance indicators, enter a numeric value for each group. The maximum score will be calculated automatically.

If you change the scoring for performance indicators after the topic has been graded, the corresponding grade will also change in the eLearning Vista Grade Book.

Click **Save** and now you can add the rubric to any assignments or discussion topics.