

Coastline Rubric Builder

<http://rubrics.coastline.edu>

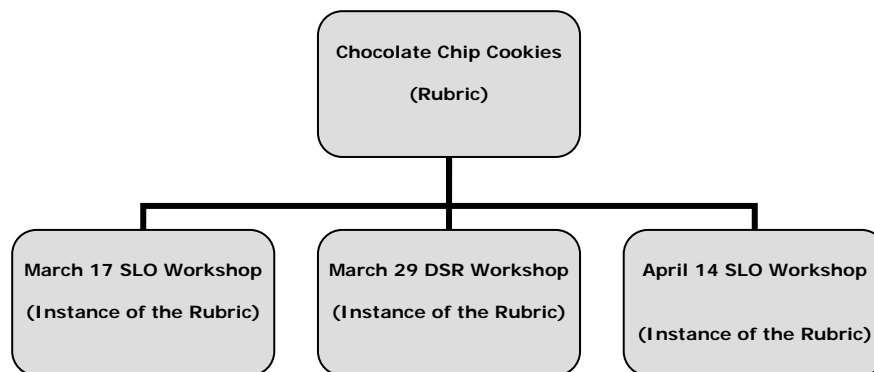
(Note: The Coastline Rubric Builder is available to use with the understanding that it is still in beta. Please report any problems you encounter or suggestions for enhancements that you would like to see made as development on the Builder continues.)

About the Rubric Builder

The Rubric Builder is a tool that faculty may use to create rubrics for scoring a variety of types of student work: exams, projects, essays—even chocolate chip cookies! ☺

Once a rubric has been created, the rubric may be used by students to rate their own work, for students to rate one another's work, or by the instructor in rating student work.

There are two components to each rubric: the base "rubric" and one or more "instances" of the rubric. It is actually the "instance" that is used when rating things.



(Note: The rubric should be the same for each instance. If the rubric itself needs to be different, create separate rubrics rather than simply instances of one rubric.)

New Builders

1. Go to the Rubric Builder home page: <http://rubrics.coastline.edu>

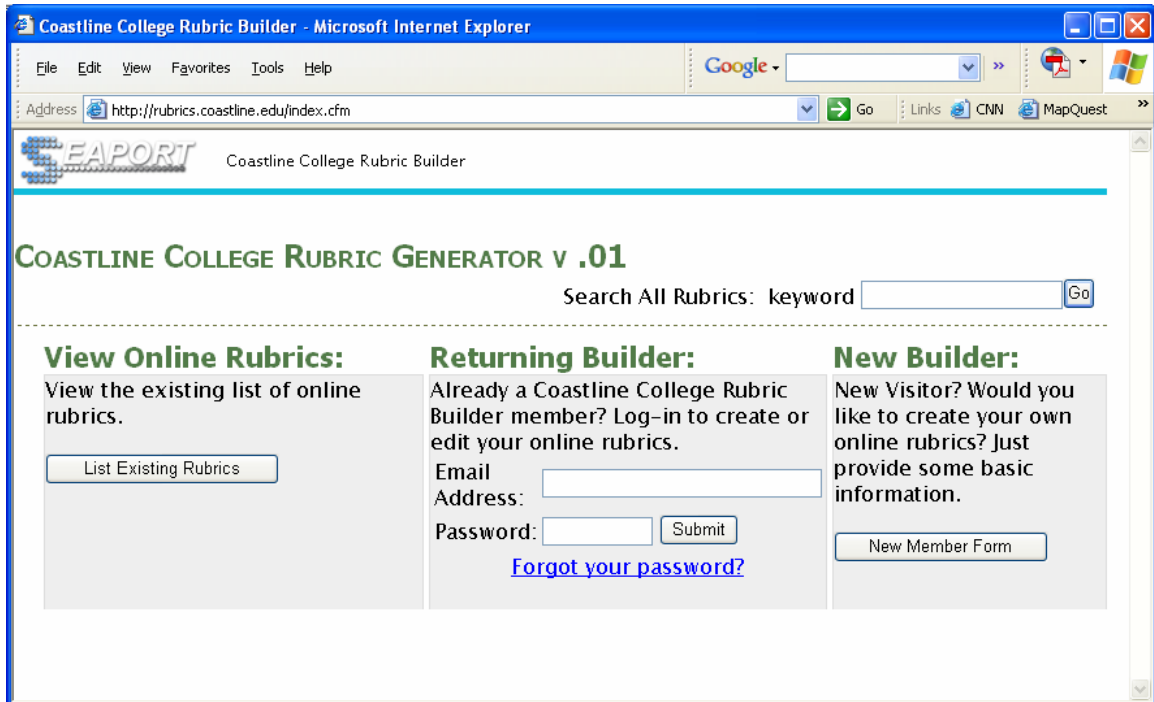


Figure 1 Rubric Builder Home Page

2. Click on the "New Member Form" button in the "New Builder" column.
3. On the "Create a New Account" page, enter your name, email address, campus, and department.
4. Click on "Submit New User Information."
5. Go to your email account to retrieve your password.
 - a. If you used your Coastline email account, go to <http://owa.coastline.edu>
 - b. Login using "adminccc/*lastname*" (f=initial of your first name) and your Coastline email/network password.
 - c. Find the email message with your Rubric Builder password and make a note of your password.
6. To begin creating rubrics, follow the instructions in the next section.

Creating Rubrics

1. Go to the Rubric Builder home page: <http://rubrics.coastline.edu>
2. In the "Returning Builder" section, enter the email address you used when creating your Rubric Builder account. (If you used your Coastline address, be sure to enter the full address, not just your user name; e.g., jsmith@coastline.edu)
3. Enter the Rubric Builder password that was emailed to you.

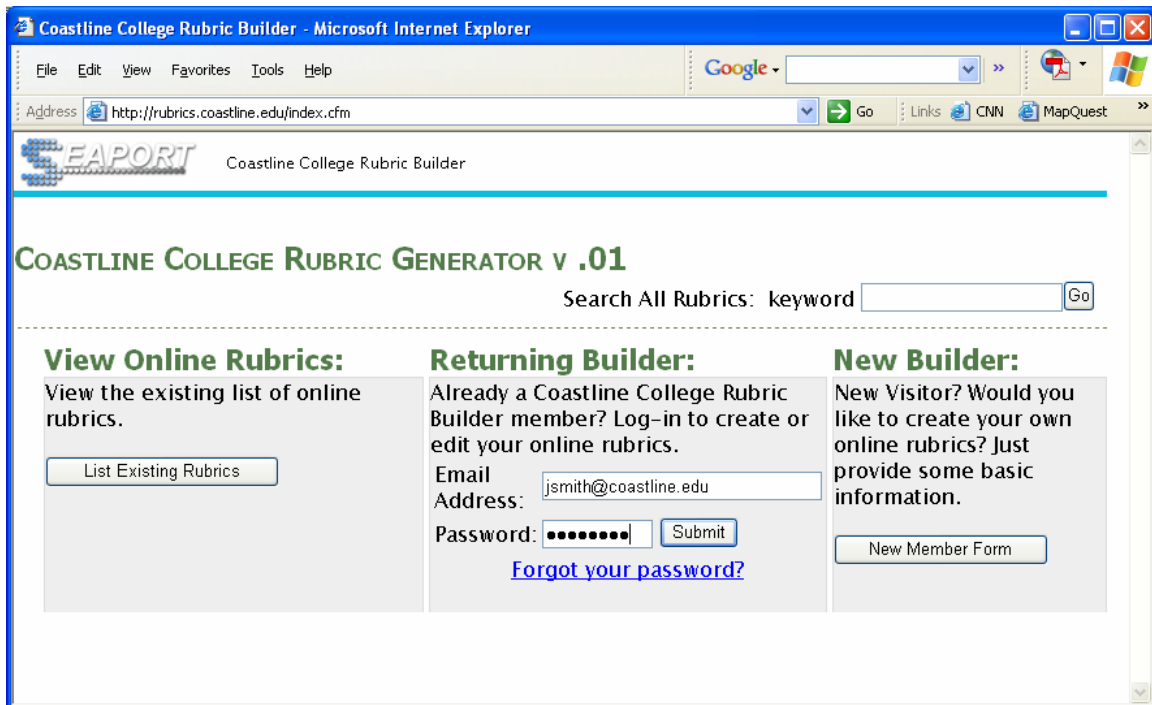


Figure 2 Logging In to the Rubric Builder

4. Click the "Submit" button.
5. The page you go to after clicking the "Submit" button has two categories: "Create a New Rubric" and "Rubrics Generated by *Your Name*." Click the "Create New Rubric" button.
6. On the "Build a New Rubric" page, give your rubric a meaningful name. Use upper and lowercase just as you would for the title of something (e.g., *Web Design Final Project*).

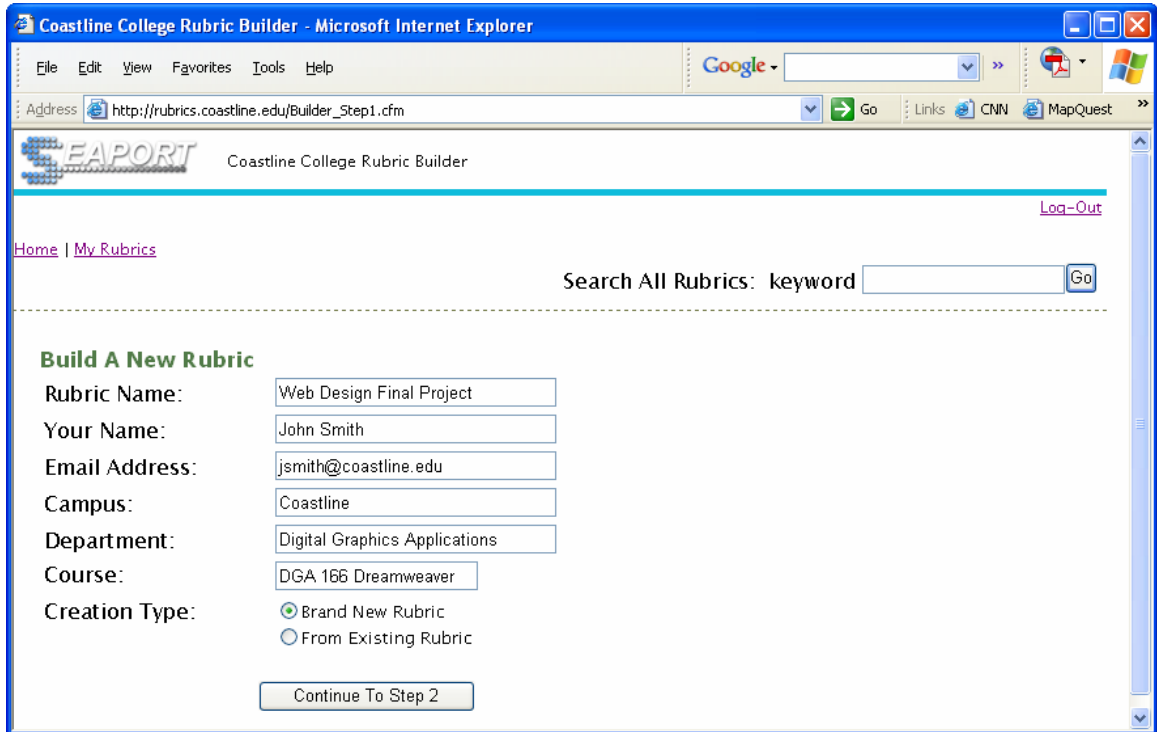


Figure 3 Build a New Rubric Page

7. Your name, email, campus, and department will automatically be filled in. Enter the title of the course for which you are creating a rubric (e.g., *DGA 166 Dreamweaver*).
8. If this is your first rubric, the “Creation Type” will be “Brand New Rubric.” (After you have created a rubric, you can create subsequent rubrics by using one of your earlier rubrics as a template that you can modify.)
9. Click “Continue to Step 2.”
10. On the “Creating New Rubric” screen, enter the number of characteristics (these are the characteristics or traits for which you will be establishing rating criteria). The Rubric Builder currently supports a maximum of 5 characteristics but is being revised to allow a greater number.
11. On the same screen, enter the number of indicators—generally 3-5 rating indicators (e.g., four indicators might include: 1-Poor, 2-Fair, 3-Good, 4-Excellent).
12. You’ll notice that as you enter the number of characteristics and indicators, the screen changes to show the appropriate number of fields. You are now ready to enter your rubric information. Begin with “Characteristic One” and enter a descriptor (the briefer the better).
13. Notice that the “Indicator Rating” column shows default values (Unacceptable, Below Average, Above Average, Exemplary Performance). You may change these to whatever you want. When you change the terms for Characteristic One, they will automatically be changed for the remaining characteristics.
14. After entering the term you want for each indicator rating level, begin entering the “Indicator” text. Make this as meaningful as possible, as this will serve to inform the student of your expectations and help assure consistency in your grading when you begin using the rubric.

Coastline College Rubric Builder - Microsoft Internet Explorer

Address: http://rubrics.coastline.edu/Builder_Step2.cfm?RubricID=36&CFID=52853&CFTOKEN=49731301

Coastline College Rubric Builder

Log-Out

Home | My Rubrics

Creating New Rubric

Number of Characteristics:

Number of Indicators:

Characteristic One:

Pages

Indicator Rating	Indicator	Points
Poor	Web has only 1 or 2 pages	<input type="text" value="1"/>
Fair	Web has 3 or 4 unique pages	<input type="text" value="2"/>
Good	Web has 5 pages but 2 are identical	<input type="text" value="3"/>
Excellent	Web has 5 or more unique pages	<input type="text" value="4"/>

Characteristic Two:

Navigation

Indicator Rating	Indicator	Points
Poor	Lacks navigation on each page	<input type="text" value="1"/>

Figure 4 Creating New Rubric Page

15. Enter the number of points you wish to award for each indicator. You may use "0" for the poorest level of performance. The rating numbers you use may vary for each characteristic so that you can assign greater weight to some characteristics than to others. For example, Characteristic One may use rating points of 0, 1, 2, and 3; but if you feel that Characteristic Two is twice as important, you may use points for that characteristic of 0, 2, 4, and 6.
16. Continue by entering the short descriptor for each characteristic, the indicator description for each rating, and rating points.
17. Before saving your rubric, make sure that no fields have been left blank. If you need to think about a field, put a placeholder in the field before saving it (e.g., an "x" in text fields or any number in the rating point fields). After verifying that all fields have been completed or have placeholders, click on the "Save Rubric Information" button.

18. You're not quite finished.... You now have to create an "instance" of your rubric." From your rubric page, find the listing for the rubric you have just created and click on the "Create New Instance" link just below the rubric title.
19. On the "Build a New Rubric Evaluation Instance" page, you will see the *Rubric Name* and four text boxes: *Instance Name*, *Instance Description*, *Who/What*, and *Entry Password*.
20. In the *Instance Name* field, provide a brief but meaningful name for the instance for which the rubric will be used (e.g., Sect. 9999 Mid-Term Essay).
21. In the *Instance Description*, provide a description to remind you of the purpose of this instance or how it is intended to be used. (This information is for your records, not for display.)
22. The *Who/What* field will generally be the students who will be rated. Enter student names separated by commas between students but with no space after the commas. For example: *John Jones,Mary Smith,Julius Orange* Note: You can go back later to edit this list or add to it. (When the Rubric Builder is eventually integrated into Seaport, you will be able to import names of registered students.)

The screenshot shows a web browser window titled "Coastline College Rubric Builder - Microsoft Internet Explorer". The address bar shows the URL "http://rubrics.coastline.edu/Builder_Eval.cfm?RubricID=36". The page content includes a navigation bar with "Home" and "My Rubrics" links, and a "Log-Out" link. The main heading is "Build A New Rubric Evaluation Instance". Below this, there are several form fields: "Rubric Name" (pre-filled with "Web Design Final Project"), "Instance Name" (text box with "Spring 2006 Online Class"), "Instance Description" (text area with "Final Project rubric for grading 5-page Web projects"), "Who / What" (text area with "John Jones,Mary Smith,Julius Orange"), and "Entry Password" (text box with "(if desired)"). At the bottom, there are two buttons: "cancel - Go Back" and "Save Instance".

Figure 5 Build a New Rubric Evaluation Instance Page

23. If you want to assure that only individuals with a password can use this instance of your rubric, enter a password for your use and/or to give to individuals you want to allow to use the rubric. Leave the password field blank if you do not want/need to password protect this instance of your rubric.
24. Check the fields to be sure your information is accurate and click on the "Save Instance" button.
25. Congratulations! Your rubric is now ready to use!

Using a Rubric

1. To use (or test) a rubric, go to the Rubric Builder home page (<http://rubrics.coastline.edu>). (Students do not need to have Rubric Builder accounts to use a rubric. As a faculty member using a rubric, log in first as a "Returning Builder" and then click on the "Home" link to get back to the Rubric Builder home page.)
2. Under the "View Online Rubrics" header, click on "List Existing Rubrics."
3. From the list of available rubrics, find the name of your rubric. Beneath the name will be hyperlinks for each instance that you have created. Click on the link for the instance that you want to use.
4. On the rubric page, you will see the name of your rubric with an indication of who created the rubric and on what date. You will also see the name of the rubric instance that you are using. From the "Who/What is being rated" drop-down box, select the person or thing that you are rating.

Coastline College Rubric Builder - Microsoft Internet Explorer provided by AT&T WorldNet Service

Address: <http://rubrics.coastline.edu/ViewRubric.cfm?RubricID=12&EvalID=7>

Home

CHOCOLATE CHIP COOKIES 2006

Created By: Pat Arlington (Apr. 14, 2006)

April 14 Workshop

Created By:

Who/What is being rated:

Characteristics	Poor	Fair	Satisfactory	Excellent	Scores
Texture	<input type="radio"/> 1 Points Cookie is overcooked or undercooked; crystallized sugar	<input type="radio"/> 2 Points Cookie is fully cooked but only crisp or only chewy	<input type="radio"/> 3 Points Cookie is crisp on the outside and chewy on the inside	<input type="radio"/> 4 Points Cookie is crispy on the outside; chewy on the inside; moist but not greasy	0 of 4 Points
Appearance	<input type="radio"/> 1 Points Cookie is broken or burnt; too uniform (mass-produced) looking	<input type="radio"/> 2 Points Not burnt, but not golden; too mass-produced looking	<input type="radio"/> 3 Points Close to excellent but not quite	<input type="radio"/> 4 Points Cookie is round, golden brown; chips pleasantly melted; homemade look-- browner on the bottom; evenly-	0 of 4 Points

Coastline Rubric Builder

5. Select the rating you want to give to each item. Notice that in addition to the item showing as selected, you will see the number of points in the "Score" column with the total points at the bottom.
6. If you are logged in, your name and email address will automatically show in the "Rater's Name" and "Rater's Email" fields. If you are not logged in, you will need to enter your name and email before clicking the "Save Rubric Results."
7. After clicking on the "Save Rubric Results" button, you are returned to the list of available rubrics. To continue rating, click again on the link for the rubric instance that you are using and repeat steps 4-6 above.

Viewing Results

1. Be sure that you are logged in to the Rubric Builder.
2. At the Rubric Builder home page, under the "You Are Logged In" header, click on "List My Existing Rubrics."
3. From your list of rubrics, find the rubric instance for which you want to view results. Click on the link for "Results" for that instance.
4. On the results screen, the rubric shows at the top followed by a variety of graphs and a table showing all "Completed Rubric Results."