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GETTING STARTED WITH iRUBRIC

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What is iRubric?

The iRubric software application is an online tool for creating and scoring rubrics. The iRubric application is integrated into the USAonline learning management system.

An iRubric may be attached to an assignment. The assignment must be linked to an item in the gradebook. In order for iRubric to calculate the grade percentage and record the score, the assignment Grade Scale must be set to Points. Once these parameters are met, you can attach a rubric to an assignment by editing the gradebook item.

Selecting a Rubric for an Assignment

1. Double-click an assignment in your gradebook list to get to the **Edit grade item** screen. Click the **Select iRubric** icon in the gradebook **Edit Item** screen. Clicking this icon launches a new window.
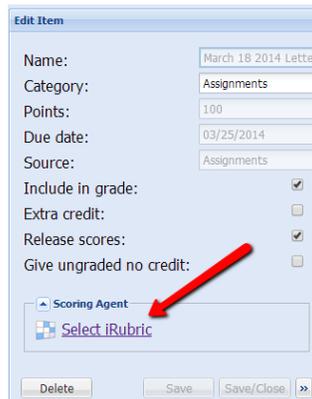

Figure 1. The **Select iRubric** Icon on the Gradebook **Edit Item** Screen

2. In this window you will have several options: you can view the USA rubric gallery, view the **My Rubrics** tab, build a rubric, and run reports. To begin, click **Select a Rubric**.
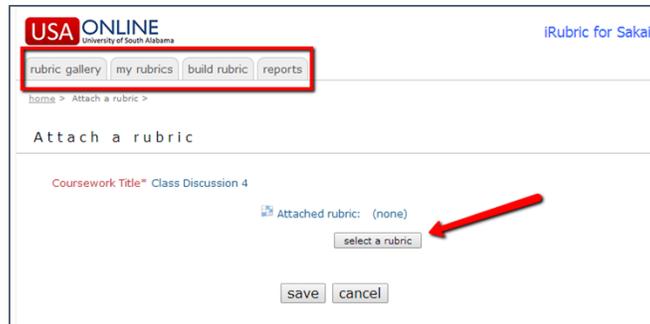
Figure 2. iRubric Options

3. This opens a window in which you select either the **Rubric Gallery** or **Build Rubric** link.
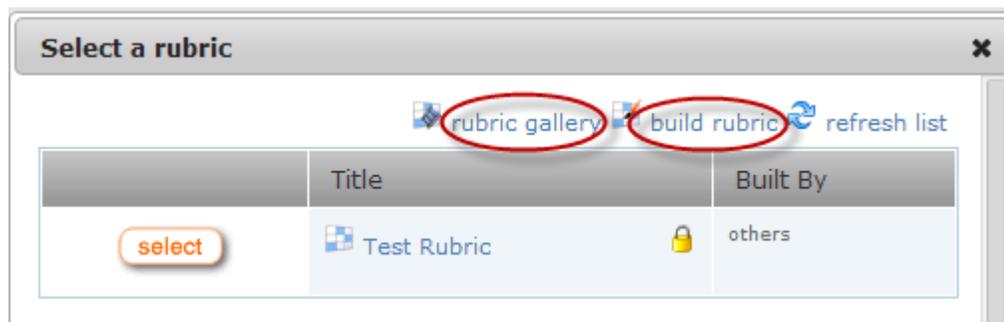

Figure 3. **Rubric Gallery** and **Build Rubric** links

If you go to the rubric gallery, you may view rubrics that other USA faculty members have created and made public. Follow the on-screen prompts to select the rubric directly or copy it to your **My Rubrics** tab. You may use the rubric as it appears, or you may edit the rubric.

If you choose to build a rubric, follow the on-screen prompts to create your rubric and add it to **My Rubrics.** You can choose one of four options to build your rubric. These methods are shown below in Figure 4.
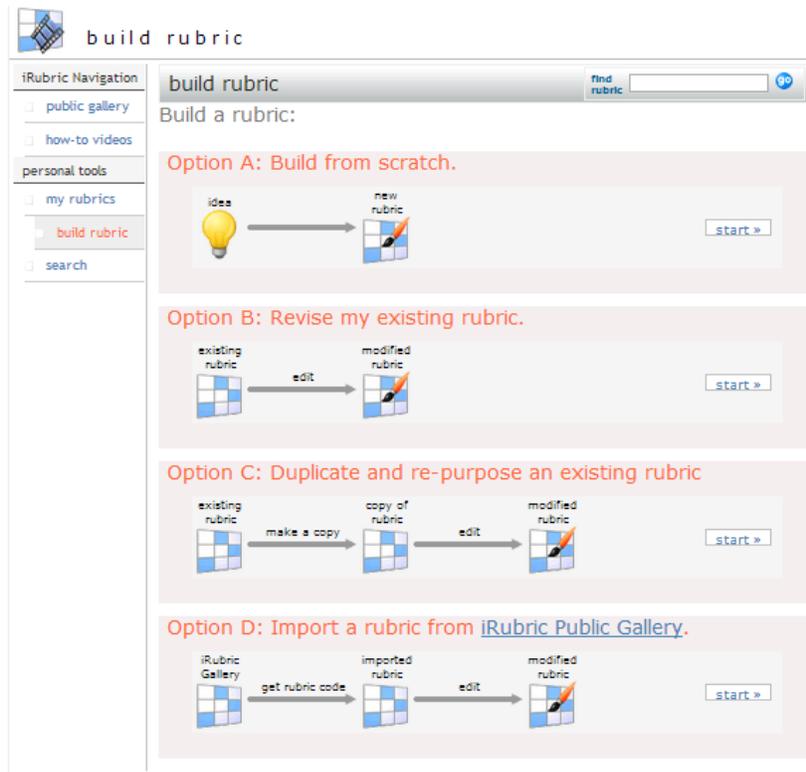
Figure 4. Options for Building a Rubric

If you choose Option D, you will be able to choose from the iRubric Public Gallery which has over 350,000 rubrics in a searchable database. The process to select and store a rubric from the public rubric gallery is as follows:

- Search the site to find a rubric that you want to keep.
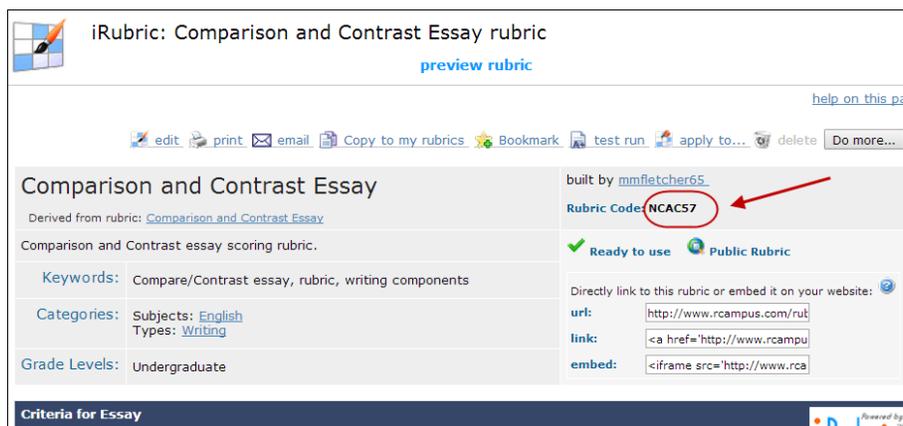- On the rubric page, copy the Rubric Code as shown in Figure 5 below.

Figure 5. Public Gallery Rubric code

- Return to your USAonline iRubric screen, and click the **My Rubrics** tab.

- Paste the code into the box that says Find Rubric, as shown in Figure 6. Note that this screen looks similar to the online iRubric gallery, but it shows USAonline in the top left corner, and iRubic for Sakai in the top right corner.
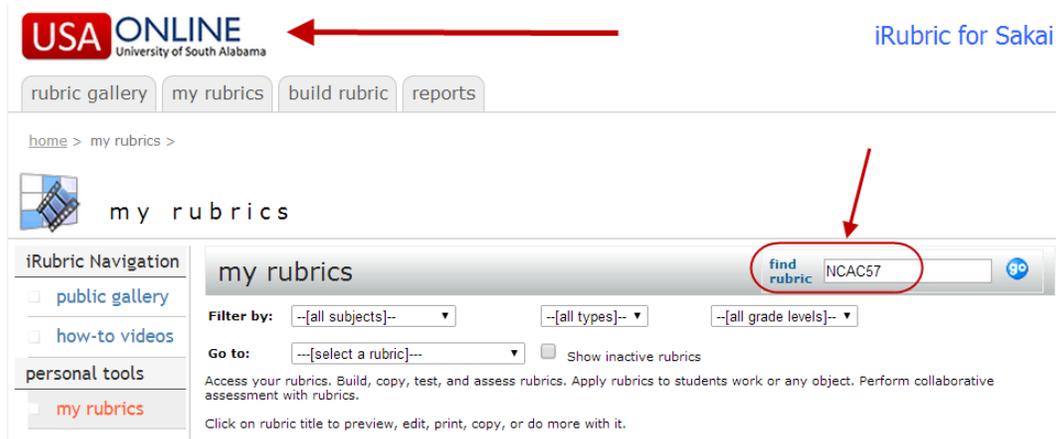

Figure 6. Paste code into USAonline

- Click **Go**.

- On the next screen, click **Copy to My Rubrics**. You may edit the rubric once it is in your site.
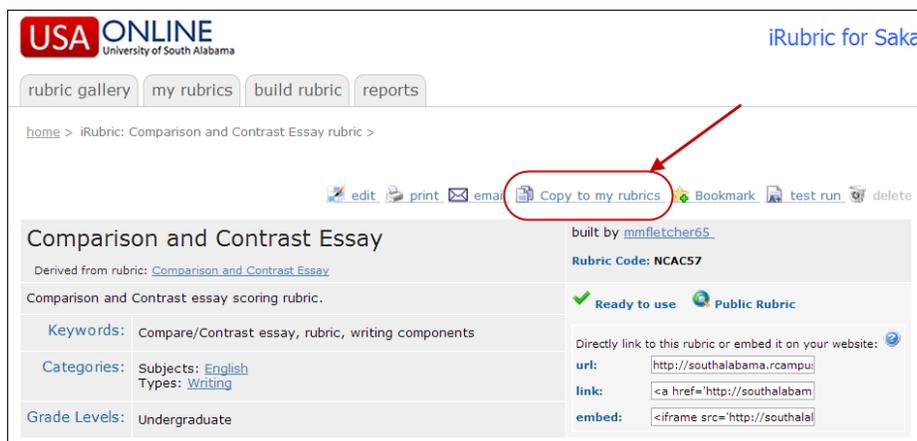

Figure 7. Copy Public Gallery rubric to **My Rubrics**.

- Close the window, and return to the **Select Rubric** option on the **Gradebook** screen (see Figure 1). Select the appropriate rubric from the **My Rubrics** tab.

For help, you may also access the "How To" video tutorials from the **Build Rubric** menu (see Figure 8 below). The list of available tutorials is shown below in Figure 9b.
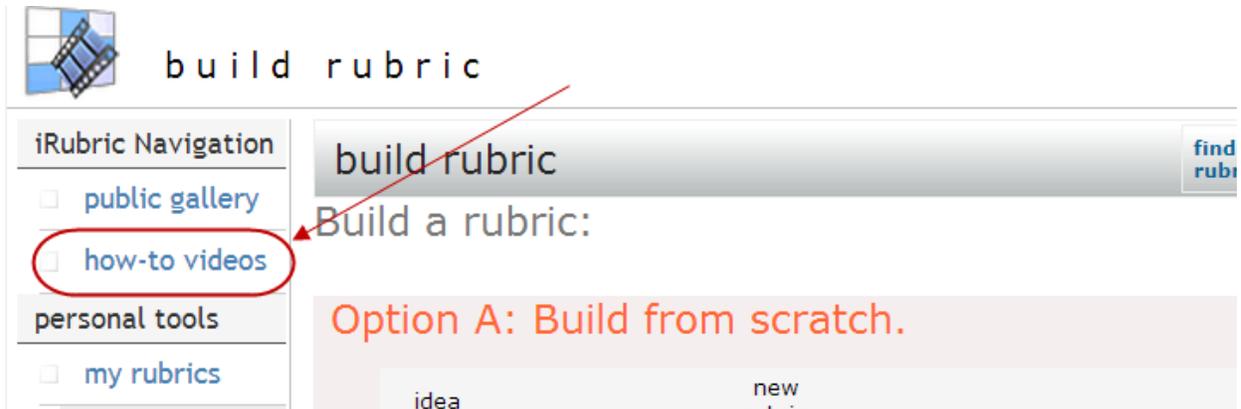

Figure 9a. Link to rubric tutorials

Figure 9b.   iRubric How-To Video Tutorials

For students to view the Assignment Rubric, there are two options:

Option 1: Students can view the iRubric by clicking the icon next to the assignment in their Gradebook. Browser must allow popups.

Option 2: Once you have selected the rubric to attach to your assignment, you can copy the URL for the rubric to insert into an assignment as a link as shown in Figures 10 & 11 below.
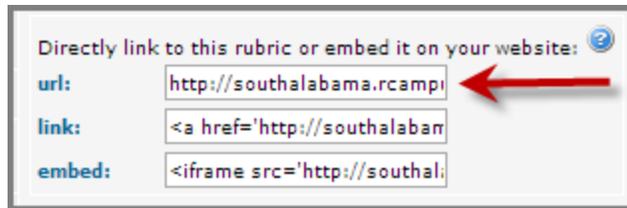
Figure 10. iRubric URL for Student Access to Rubric

4. Copy the URL and use the hyperlink function to add the rubric to the assignment instructions in USAonline as shown in Figure 11 below. Be sure to select **Target Options** then **Open in New Window** when activating the hyperlink function.

Figure 11. Hyperlink for Student Access to View Rubric

Grading an Assignment with an iRubric

To grade a submitted assignment using the iRubric, follow these steps:
- Launch the Gradebook.
- Click the iRubric icon to open the iRubric window for the assignment item in the Gradebook (See Figure 12 below). Students' names will appear on the left. (For easier viewing, drag the rubric window to the side of your screen.)
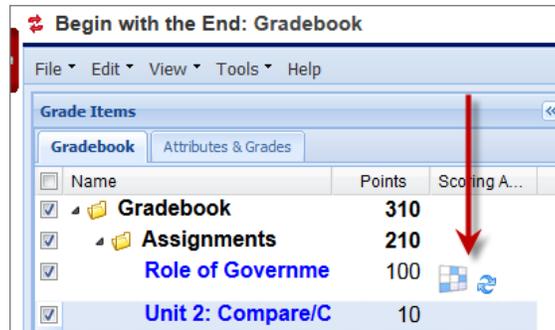
Figure 12. iRubric Icon in Scoring Agent Column of Gradebook

- Open another browser tab, enter your course, and go to the Assignments tool to grade the assignments. [*Note: Having the iRubric window open in another browser means the warning to have only one browser window open during grading is not applicable in this case.*]
- Grade assignments using the iRubric window. You can enter information student by student and then click **Save** when finished to submit all scores at once, or you can score and submit each student's work separately.
- As you click the appropriate column of the rubric, the score automatically computes. There are many options for adding feedback comments as well. The grade is automatically entered into the **Gradebook** when you click **Save Score**. An example of a completed rubric appears below in Figure 13.

Figure 13. Completed iRubric

- For scores to transfer into the Gradebook, click the **Refresh** icon next to the iRubric icon in the Scoring Agent column (see Figure 14).
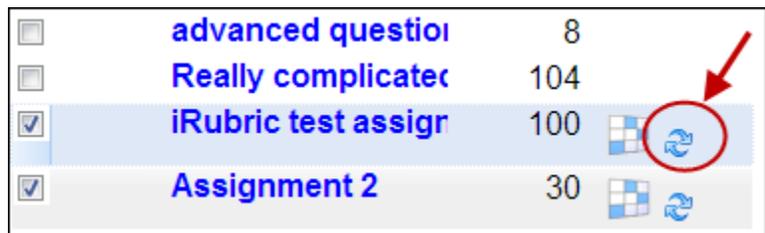

Figure 14. **Refresh** icon

Students can view the scored rubric by clicking the iRubric icon next to the assignment in their Gradebook.

Note: When you grade an assignment using the iRubric option, the **Assignments** tool will show that the assignments are ungraded. Inform students to view their grades and feedback by clicking the iRubric option in the Gradebook.

*For further assistance, contact the Innovation in Learning Center at (251) 461 - 1888, or visit our website at http://usailc.org.