How To: Create Rubrics
[Administrator]
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Introduction
The rubric is a fundamental component of via™. A rubric is used to complete assessments of submissions to an activity. Scoring a rubric generates data that is stored in via™. This individual data can be referenced later, and can be aggregated to generate reports on assessments across an institution or program.

Rubrics can be created by via™ administrators or group owners. This guide will cover the rubric creation process for administrators.

The Rubric Tab
After logging in to via™, the administration landing page will display. Along the top of the admin workspace, there are several tabs available to an administrator. The second tab is the Rubric tab.

The Rubric tab lists all rubrics that have been created by the administrator in the selected tier, and whether a rubric’s status is Draft, Published, or Archived. The Rubric tab also provides the Create Rubric button, allowing an administrator to create a rubric from scratch.

Hierarchy Tiers
Administrators create rubrics for use in templates. Rubrics and templates are created within a hierarchy tier. For a rubric to be included in a template, the rubric must be created in either the same tier as the template, or a sub-tier of the template’s tier.

Creating Rubrics
Rubric Components

These rubrics are comprised of several components including:

- **Elements**: The task or quality to be assessed. Elements are the rows of a rubric.
- **Performance levels**: General levels of achievement. Performance levels are the columns of a rubric.
- **Point values**: Numerical values assigned to each performance level. Points allow vi™ to perform calculations on the data, such as mean scores and standard deviation.
- **Descriptions**: The criteria for choosing a performance level for each element. Descriptions are the boxes formed by intersecting rows and columns.

The N/A Column

Although not visible when creating a rubric, every rubric in vi™ will automatically include an N/A column. The N/A (not applicable) column will appear as the far right column when the rubric is being completed. It is used when an element of a rubric does not apply to the submission. While selecting N/A is recorded as part of the assessment, the selection will not be visible in reporting, and vi™ will ignore the row when calculating rubric mean and standard deviation.

To create a Rubric:

1. Highlight the tier in which the rubric will be created.
2. From the Rubric tab, click the Create Rubric button.

3. On the rubric editor screen, type in a name for the rubric in the Title field.

NOTE: When creating rubrics, it is highly recommended to establish a formal naming convention. This will make identifying rubrics much easier.
To add, rename, or remove Performance Levels:

1. To add a performance level, click the **ADD LEVEL** button.
2. To rename a level, click the existing name, and type in a new name.
3. To remove a level, click the **X** icon corresponding to the level to be deleted.

To add, rename, or remove Elements:

1. To add an element, click the **ADD ELEMENT** button.
2. To rename an element, click the existing name, and type in a new name.
3. To remove an element, click the X icon corresponding to the element to be deleted.

To add or edit Point Values and Descriptions:

1. To add or edit a point value for a performance level, click the Points area corresponding to the desired level and element, and type in a number.
NOTE: If point values are added to the first row before additional rows are added, the first row’s point values will automatically carry down to new rows. However, these carry over point values are editable, and a different point value may be assigned to a performance level for each element.

2. To add or edit a description, click a Description area, and type in the desired description.

Using Standards in Rubrics
Assigning standards in a rubric allows gathered data to be associated with a standard[s], and included in standards and outcomes-based reporting.

NOTE: Standards are created and maintained by an institution’s via™ administrator.

Adding Standards to Rubrics
Standards and outcomes may be assigned to a rubric in two ways: they be assigned to individual elements, or assigned to the rubric as a whole.

To add or edit Standards:
1. To add or edit standards associated with the rubric as a whole, click the SELECT STANDARDS button located under the title.

and/or

2. To add or edit standards associated with an individual element, click the SELECT STANDARDS button corresponding to the element.

3. On the Standards Mapping page, click the Set dropdown menu and select the standard set containing the standard[s] to be included.

4. From the Standards list, click the checkbox next to the standard[s] to be included.

**NOTE:** Standards from multiple sets may be included in a rubric. Simply repeat steps 3 and 4 for each standard set to be included.

1. The right side of the Standards Mapping page lists the selected standards. To remove a previously selected standard, click the corresponding X icon.
2. When finished selecting standards, click the SAVE button.
Establishing Standard Met/Not met Status

Whether a standard has been met or not met is an important component of reporting on an institution’s or program’s assessment efforts. In via™, standards associated with a rubric can have criteria assigned to them that establish whether the standards have been met or not met. Establishing standards’ met/not met status helps an institution or program to evaluate its performance, and compare performance with its expectations.

By setting the met/not met criteria during rubric creation, the rubric will automatically generate met/not met data for the associated standards each time the assessment is completed. This data can be accessed by via™ administrators in reporting.

Setting Met/Not Met Criteria for Standards Assigned to Individual Elements

For a standard assigned to an individual element of a rubric, met/not met status is established by selecting the performance level(s) that will qualify the submission as having met the standard. When a rubric element is scored at a performance level set as met, the standard will be recorded as met. Scoring at any other performance level will be recorded as not met.

NOTE: While there may be a single or multiple standards assigned to each element, the performance levels qualifying as met are set individually for each standard.

To set met/not met criteria for standards assigned to individual elements:

1. Locate the element standard for which the met/not met status will be set.
2. Notice the boxes created by the intersection of the standard and performance levels.
3. For each performance level that will qualify as having met the standard, click the corresponding box.

When finished, click the Save button.

To remove a standard, click the corresponding X icon.
### Setting Met/Not Met Criteria for Standards Associated with a Rubric as a Whole

For a standard assigned to a rubric as a whole, met/not met status is established by setting a threshold for achieved points. Specifically, the threshold is the percentage of a rubric’s total points that a submission must achieve to qualify as having met the standard. Any percentage equal to or greater than the threshold percentage qualifies as having met the standard. Any percentage below the threshold percentage qualifies as having not met the standard.

**To set met/not met criteria for standards associated with a rubric as a whole:**

1. Click the **Score must >=** box.
2. Type a number that will act as the met/not met percentage threshold.
Finishing Up: Save or Publish

After finishing building a rubric, there are two choices for leaving the rubric editor screen: the SAVE button and the PUBLISH button.

Saving and Draft Status
Although via™ autosaves each step in building a rubric, the SAVE button on the rubric editor screen will save all work, and return the administrator to their Rubric tab. When exiting the rubric editor with the SAVE button, the rubric will be listed in the Rubric tab with Draft status.

A rubric with Draft status is not available for use in templates or assessment. Instead, draft status indicates the rubric is still a work in progress and not yet intended for use. Indeed, all components of a rubric with draft status are still fully editable.

**Publish and Published Status**

The Publish button on the rubric editor screen will also save all work, and return the group owner to their Rubric tab. However, clicking the Publish button will change the rubric’s status to Published.

**IMPORTANT:** Be careful when publishing rubrics. Once a rubric is published, there is no method to un-publish it!

A rubric with Published status is available for use in templates and assessment. While some components of a published rubric are still editable, there are several non-editable, “locked” components. Preventing changes to these components ensures the integrity of data gathered using a published rubric. Locked components include:

- The Title is locked.
- Performance Levels can not be added or removed.
- Elements can not be added or removed.
- Point values for performance levels are locked.
- Existing Standards can not be deleted.
- Met/Not Met criteria selections are locked.

Editable components include:

- Performance Level names can be changed.
- Element names can be changed.
- Descriptions can be changed.
- New Standards can be added.
- Met/Not Met criteria selections for new standards can be established.

**Editing, Copying, and Archiving Rubrics**

Editing an existing rubric
If a rubric has a draft status, all components of the rubric are freely editable. If the rubric has a published status, some components are editable, some are not (see above).

To edit an existing rubric:

1. Highlight the tier in which the rubric resides.
2. Click the Rubric tab.
3. Click the name of the rubric to be edited.
4. Make any changes necessary.
5. Click either SAVE or PUBLISH (see previous section).

Copying a rubric

Copying a rubric has several uses. Commonly, this can be useful for rubric versioning – using a rubric several times, then re-evaluating and changing the rubric content to gather more meaningful data. Since a rubric must be published in order to use it, and a published rubric has limited editability, the published rubric can be copied, and the copy will be fully editable. The original rubric will remain unchanged, which helps maintain a version history.

NOTE: When versioning rubrics, it is highly recommended to establish a formal naming convention. This will make identifying rubrics much easier.

To copy a rubric:

1. Highlight the tier in which the rubric resides.
2. Click the Rubric tab.
3. From the rubric list, locate the rubric to be copied.
4. Hover the pointer over the rubric.
5. Click the Copy button.
6. Type in a new title for the rubric.
7. Make any changes necessary.
8. Click either SAVE or PUBLISH [see previous section].

Archiving a rubric

Rubrics cannot be deleted once published. If a rubric should no longer be available for use, it can be archived. An archived rubric will still appear in the list of rubrics in the Rubrics tab, but it will not be available to add to templates, and no components are editable. However, an archived rubric can be copied [see previous section].

NOTE: Only rubrics with a Published status may be archived.

IMPORTANT: Be careful when archiving rubrics. Once a rubric is archived, there is no method to un-archive it!

To archive a rubric:

1. Highlight the tier in which the rubric resides.
2. Click the Rubric tab.
3. From the rubric list, locate the rubric to be copied.
4. Hover the pointer over the rubric.
5. Click the Archive button.

6. In the confirmation popup, click the Yes, I'm sure button.