

Office of Teaching, Learning & Technology

BUILDING RUBRICS IN ICON

Academic Technologies

Fall 2021

Tips For This Training

- This training is being recorded.
- Adjust the auto-captions to suit your needs.
- Please mute yourself when not talking.
- Use the chat any time.
- Need more help? Contact the ITS Help Desk.
 - Email: its-helpdesk@uiowa.edu
 - Phone: (319)384-HELP(4357)

Training Agenda

- Part 1: Introduction to Rubrics
- Part 2: Creating a Rubric
- Part 3: Building a Rubric in ICON
- Part 4: Q&A

Learning Objectives

Recognize that rubrics can be used for
multiple evaluative purposes

Create a rubric

Apply this new knowledge in ICON

Part 1

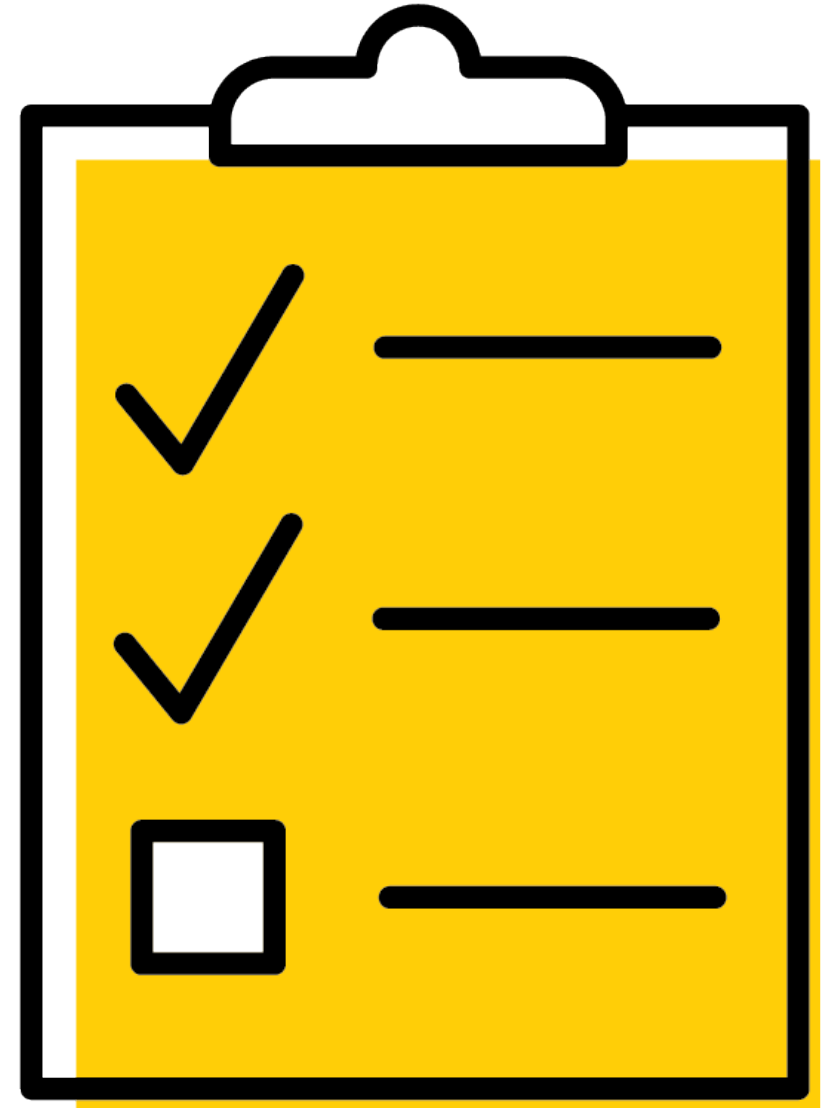
Introduction to Rubrics

Rubrics in a nutshell

A Rubric is an assessment tool for communicating expectations of quality. Rubrics are typically comprised of rows and columns.

Rows are used to define the various **criteria** being used to assess an assignment.

Columns are used to define levels of **performance** for each criterion.



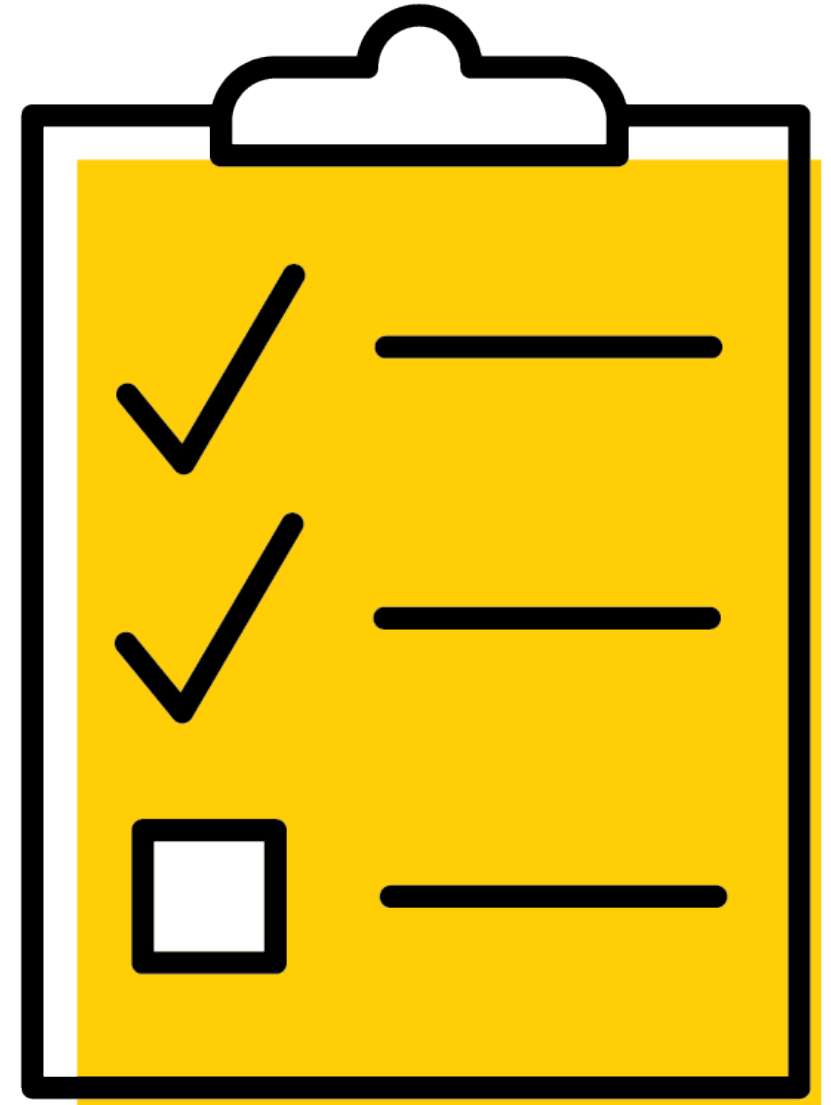
Ways Rubrics Can Be Used

- Summative assessment of student work
- Formative assessment of student work
- To better understand a subject/object/concept by creating categories by which to think more deeply about it

ICON Rubrics

- Additive scoring with Points, Ranges, and Freeform Comments
- Attach to Assignments, Graded Discussion Forums, and Quizzes*
*(*Only one, and not visible before hand)*

NOTE: ICON Rubrics cannot be edited once they have been added to more than one assignment. (Although they can be copied and changed.)



Part 2

Creating a Rubric

The Criteria

- Does each criterion cover important parts of the final student work?
- Are the criteria clear?
- Are the criteria distinctly different from each other?

General Writing Rubric				
Criteria	Ratings			Pts
Writing: Style	5 pts Well organized, good flow.	3 pts Information choppy, poor construction of prose.	0 pts No Credit	5 pts
Writing: Skill	5 pts No grammatical, spelling, or other errors.	3 pts Few errors, does not detract from work.	0 pts Many errors, highly distracting.	5 pts
Writing: Sources	5 pts Wide variety of sources, accurately cited in required format.	3 pts Adequate sources cited, but with errors in documentation.	0 pts Limited range of sources, inaccurately cited sources, or no sources credited.	5 pts
				Total Points: 15

Stevens, D. D., Levi, A. J. (2013). **Introduction to Rubrics: An Assessment Tool to Save Grading Time, Convey Effective Feedback, and Promote Student Learning.** United States: Stylus Publishing.

The Ratings

- Do the descriptions match the criteria?
- Are the descriptions clear and different from each other?
- Are the descriptions appropriately weighted across the rating levels?
- Are the rating labels (e.g., exemplary, competent, beginning) encouraging and informative without being negative and discouraging?
- Does the rubric have a reasonable number of levels for the age of the student and the complexity of the assignment?

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Overall things to consider

- Does the rubric clearly connect to the outcomes that it is designed to measure?
- Does the rubric reward or penalize students based on skills unrelated to the outcome being measured that you have not taught?
- Have all students had an equal opportunity to learn the content and skills necessary to be successful on the assignment?
- Does it look like the rubric will be fair to all students and free of bias?
- Does it look like it will be useful to students as performance feedback?
- **Does the rubric make sense to the reader?**

Stevens, D. D., Levi, A. J. (2013). **Introduction to Rubrics: An Assessment Tool to Save Grading Time, Convey Effective Feedback, and Promote Student Learning**. United States: Stylus Publishing.

Pro tip: Contact the Center for Teaching!

- <https://teach.its.uiowa.edu/organizations/center-teaching>
- teaching@uiowa.edu

Write 3 or 4 rubric
criteria for an
assignment or
subject/object/concept
that you will be
assigning or
encountering in the
future.



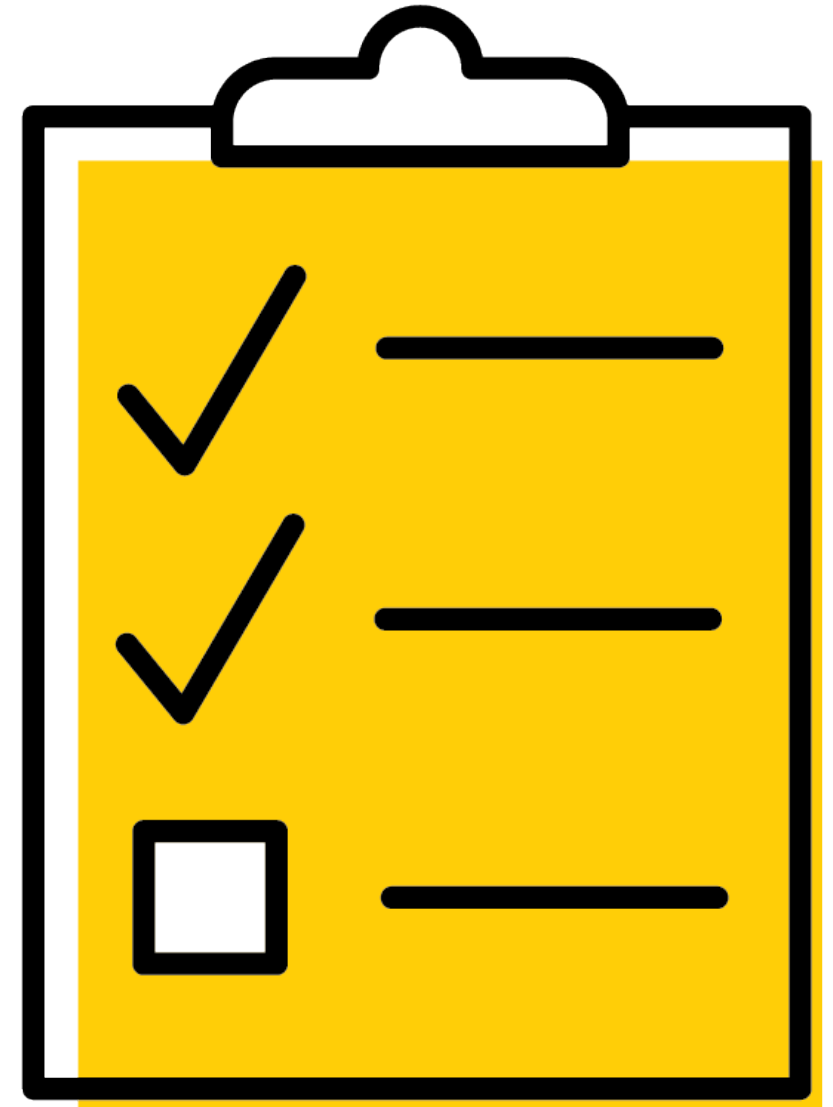
Part 3

Building a Rubric in ICON

Live Demonstration

1. Find **Rubrics**
2. Add Rubric
3. Add Title
4. Edit Criteria
5. Complete Rubric

[Handout link](#)



A photograph of a wooden desk with a silver laptop in the foreground. To the left is a black coffee cup with a white outline of a cowboy hat and the text 'GREEN JOE'S'. To the right is a rolled-up white paper with a red string, a pen, and a notebook with handwritten notes. A black smartphone is in the bottom right corner.

Using your rubric in ICON

Connecting to Rubrics

Attach to Assignments, Graded Discussion Forums, and Quizzes*

The screenshot displays a software interface with three main sections. On the left, a table lists items with columns for 'Due', 'For', and 'Available from'. Below the table is a '+ Rubric' button. The middle section shows a 'Publish' button, an 'Edit' button, and a dropdown menu with options: 'Mark All as Read', 'Delete', 'Add Rubric', 'Close for Comments', and 'Send To...'. The 'Add Rubric' option is highlighted. The right section shows a 'Show Rubric' button and a 'Delete' button, both highlighted. Below them is a panel titled 'Assignment Rubric Details' with an 'Add Rubric' button, also highlighted.

Submitting	For	Available from
a file upload	Everyone	-

+ Rubric

Publish **Edit** **⋮**

- Mark All as Read
- Delete
- Add Rubric**
- Close for Comments
- Send To...

Show Rubric

Delete

Assignment Rubric Details **×**

Add Rubric

Comment Library

“I'll write free-form comments when assessing students”

Removes descriptions from rubric criteria and leaves text fields for you to fill in feedback.

Saving comments attaches to grader, not course/assignments.

Criteria	Ratings	Pts
Focus & Details	<p>Saved Comments</p> <p>[Select]</p> <p>Comments</p> <p><input type="checkbox"/> Save this comment for reuse</p>	<p>/ 4 pts</p>
Organization	<p>Saved Comments</p> <p>[Select]</p> <p>Comments</p> <p><input type="checkbox"/> Save this comment for reuse</p>	<p>/ 4 pts</p>

One final checkbox

→ After adding a rubric to an ICON assignment, you **STILL have to edit the rubric** and check the “Use this rubric for assignment grading” and then “Update Rubric” to send the grade to the gradebook.

The screenshot shows a web interface for creating a rubric. At the top, there is a title field containing "Some Rubric" and a "Find a Rubric" search button. Below this is a table with three columns: "Criteria", "Ratings", and "Pts".

Criteria	Ratings	Pts
Description of criterion Range <input type="checkbox"/>	5 pts Full Marks 0 pts No Marks	5 pts

Below the table, there are links for "+ Criterion" and "Find Outcome", and a "Total Points: 5" indicator. A list of checkboxes follows:

- I'll write free-form comments when assessing students
- Remove points from rubric
- Don't post Outcomes results to Learning Mastery Gradebook
- Use this rubric for assignment grading
- Hide score total for assessment results

At the bottom, there are two buttons: "Cancel" and "Create Rubric".

Part 4

Questions?

Need Help?

- [Request a consultation](#), with follow-up support as needed, to discuss course structure, communication strategies, course facilitation, and more.
- Ask a SITA for Technical Consultations
 - SITA@uiowa.edu
 - <https://tinyurl.com/bookasita>
- [Contact the ITS Help Desk](#) for technical troubleshooting or technology issues/questions.

Further Resources

→ Office of Teaching Learning and Technology

- <https://teach.its.uiowa.edu/>

→ Future Academic Technology Trainings

- <https://teach.its.uiowa.edu/events/upcoming>

IOWA