



# HELP DOCUMENT FOR RUBRIC SYSTEM - GRADUATE

Create New Rubric Template/Update existing Rubric  
Template or Enter Scores for Rubric

## Abstract

This document provides detailed information about the new design of the Rubric graduate –  
Create New Rubric Template / Update existing Rubric Template or Enter Scores for Rubric

Kattamuri, Aravind  
aravind.kattamuri@ttu.edu  
08/15/2016

## Introduction

This document focusses on the graduate Rubric system. This page is used to Create New Rubric Template / Update existing Rubric Template or Enter Scores for Rubric of all the graduate students by the faculty.

**TEXAS TECH UNIVERSITY** A-Z Index Directory Raiderlink

Admissions, Costs & Aid Majors & Colleges Research Alumni Community Campus Life Athletics About TTU

About Programs & Majors Our People News & Events Centers, Institutes & Research Scholarships Alumni & Friends Contact Us

### DATA COLLECTION & DASHBOARD MANAGEMENT SYSTEM

#### Student Evaluation Portal

Welcome to the home page of the College of education, Data Team at Texas Tech University in Lubbock, Texas. The College of Education at Texas Tech University is changing the way our future educators influence tomorrow's leaders with our innovative undergraduate and graduate programs. Working directly with school district partners statewide, community agencies and other institutions of higher education, we prepare our graduates for the unique professional demands of the 21st century.

The College is home to 1900+ students with two bachelors degrees, eight doctoral programs, twelve masters degrees and a variety of specialization and certification options.

- Education Home
- Data Team Homepage
- About Us
- Graduate Data System >
- Portal to enter data
- Program Dashboards
- Specialty Dashboards
- Graduate Management System
- Rubric**
- Student Portfolio
- TechTeach Data System >
- Dossier Management System
- TTU Resources >
- Help >
- Data Team Help Desk >

**TEXAS TECH UNIVERSITY** A-Z Index Directory Raiderlink

Admissions, Costs & Aid Majors & Colleges Research Alumni Community Campus Life Athletics About TTU

About Programs & Majors Our People News & Events Centers, Institutes & Research Scholarships Alumni & Friends Contact Us

### RUBRIC MANAGEMENT SYSTEM

Welcome to the Rubric Management System.

To create new rubric templates/update existing rubric template or to enter new scores for Graduate students against existing rubric templates, please click on the below.

Create New Rubric Template / Update existing Rubric Template

Enter Scores for Rubrics

- Education Home
- Data Team Homepage
- About Us
- Graduate Data System >
- TechTeach Data System >
- Dossier Management System
- TTU Resources >
- Help >
- Data Team Help Desk >

## [Create New Rubric Template / Update existing Rubric Template:](#)

1. If you would like to create a New Rubric Template or Update the existing Rubric Template, then select the corresponding link that shows as above.
2. You'll be redirected to raider link page where you'll enter your eraider login credentials as shown below:

**TEXAS TECH UNIVERSITY**

**eRaider Sign-in** [Help](#)

Username:

Password:

[Forgot password?](#)

[Forgot username?](#)

[Set-Up Account](#)

Use of TTU Information resources is subject to University O.P.'s and other applicable laws. As a state higher education institution, TTU is required by the State of Texas to notify you of the following: "A) Unauthorized use is prohibited. B) Usage may be subject to security testing and monitoring. C) Misuse is subject to criminal prosecution, and D) No expectation of privacy except as otherwise provided by applicable privacy laws" (Texas Administrative Code, 202.75).

**STRIVE FOR HONOR**  
*Academic Integrity... Quality Enhancement*

©2006 Texas Tech University | All Rights Reserved | Compliance with the DMCA | Policy Information | Texas Homeland Security | Statewide Search | State of Texas | Compact with Texans

3. On successful login, you'll be redirected to a page to Create New Rubric Template. If you are a returning user, you'll see a screen as below :

TEXAS TECH UNIVERSITY  
College of Education™

WELCOME, ARAVIND KATTAMURI LOG OUT

## CoE Rubric System Template Build Module ?

**1** CREATE NEW TEMPLATE

### **2** Saved Rubric Templates

Rubric Name	Rubric Type	Semester	Year	Program	Course Number	Section	
EDHE- 6370 – Dissertation Proposal Seminar	Certification	Spring	2016	EDSE	8000	D07	<b>4</b>
EDHE- 6370 – Dissertation Proposal Seminar	Certification	Fall	2015	EDHE	6370	D03	<b>5</b>

### **3** Submitted Rubric Templates

Rubric Name	Rubric Type	Semester	Year	Program	Course Number	Section	
EPSY in Practice Rubric	Assignment	Fall	2015	EPSY	5379	001	

■ Texas Tech University, 2500 Broadway, Lubbock, TX 79409  
 ■ 806.742.2011  
 ■ educ.webmaster@ttu.edu

State of Texas | Statewide Search | Texas Homeland Security | Texas Veterans Portal | Texas CREWS | SAO Fraud Reporting | Energy Management | General Policy  
 Information | Compact with Texans | TTU Home | TTU Health Sciences Center | Angelo State University | TTU Health Sciences Center at El Paso | Contact Us  
 ©2016 Texas Tech University | All Rights Reserved | Updated : 08/15/2016 11:24:14

4. In the above page, select the 'Create New Rubric Template' to create a new Rubric Template; the 'Saved Rubric Templates' session shows the Rubric Templates that are saved but not submitted; the 'Submitted Rubric Templates' section shows the Rubric Templates that are submitted and are ready for entering Rubric scores.
5. The edit icon (such as Numbered 4 in the above figure) is used to edit the previously saved rubric template. The rubric templates in the 'Saved Rubric Templates' can be edited by themselves but, the rubric templates in the 'Submitted Rubric Templates' section can't be edited by themselves. In this case, please contact our team (Alan Sukin/Fazil Mohammed) with the changes desired.
6. The copy rubric icon (such as Numbered 5 in the above figure) is used to create a copy of the existing rubric and make the desired changes to it.

## CoE Rubric System Template Build Module



### General Information

* Rubric Name	<input type="text" value="Test"/>
Rubric Description	<input type="text" value="Testing the System"/>
* Type of rubric	<input type="text" value="Certification"/>
* Student Self Scores	<input type="text" value="Yes"/>
* Semester	<input type="text" value="Summer-1"/>
* Year	<input type="text" value="2016"/>
* Program	<input type="text" value="EDCI"/>
* Course Number	<input type="text" value="5306"/>
* Section	<input type="text" value="D01"/>
Faculty Name	<input type="text" value="Greenhalgh-Spe"/>
* Phase	<input type="text" value="3"/>
* Phase Type	<input type="text" value="End of Phase S"/>
* # Performance Levels	<input type="text" value="3"/>



### Weight Options

Indicator Weight Method	<input type="text" value="Equal Parts"/>
Performance Weight Value	<input type="text" value="1 - 2, 3, 4 - 5"/>
Order Sequence	<input type="text" value="Low to High"/>

Next

7. Creating a new Rubric Template requires the above information to be provided/selected initially. Fields marked as \* are mandatory fields. Some of the fields such as 'Faculty Name' are auto-populated based on the selections made in fields such as 'Program', 'Course Number', 'Section'. After all the fields are provided with the required information, then select 'Next'.
8. Then you have to add each of the Rubric Sections. You can add as many as required rubric sections as required by clicking on '+Add Rubric Section'.



General Information

* Rubric Name	Test
Rubric Description	Testing the System
* Type of rubric	Certification
* Student Self Scores	Yes
* Semester	Summer-1
* Year	2016
* Program	EDCI
* Course Number	5306
* Section	D01
Faculty Name	Greenhalgh-Spe
* Phase	3
* Phase Type	End of Phase S
* # Performance Levels	3



Weight Options

Indicator Weight Method	Equal Parts
Performance Weight Value	1 - 2, 3, 4 - 5
Order Sequence	Low to High

Rubric Sections

+Add New Indicator

Cancel

Save

Submit

**Rubric Sections**

✕  

Indicator Name	<input type="text" value="New Indicator"/>	Indicator Weight Value	<input type="text" value="--Select--"/>
Indicator Description	<input type="text"/>		

**Performance Descriptors**

Name	<input type="text"/>	Description	<input type="text"/>
Name	<input type="text"/>	Description	<input type="text"/>
Name	<input type="text"/>	Description	<input type="text"/>

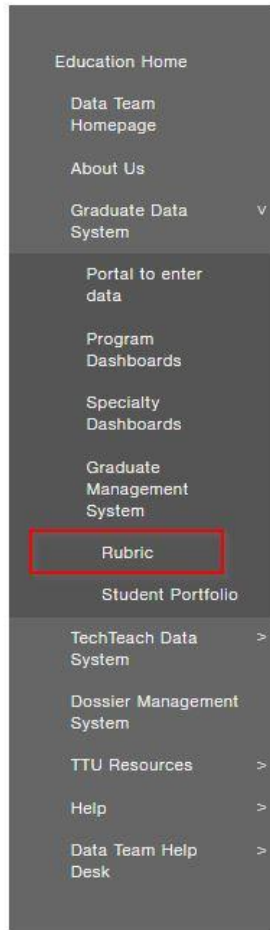
[+Add New Indicator](#)

[Cancel](#)[Save](#)[Submit](#)

9. Then you can Submit/Save/Cancel the Rubric Template as desired and logout.

## Entering Scores for Rubrics:

1. To enter Scores for Rubrics that are Submitted earlier, go to the Home page and select 'Enter Scores for Rubric' on that page:



### **RUBRIC MANAGEMENT SYSTEM**

Welcome to the Rubric Management System.

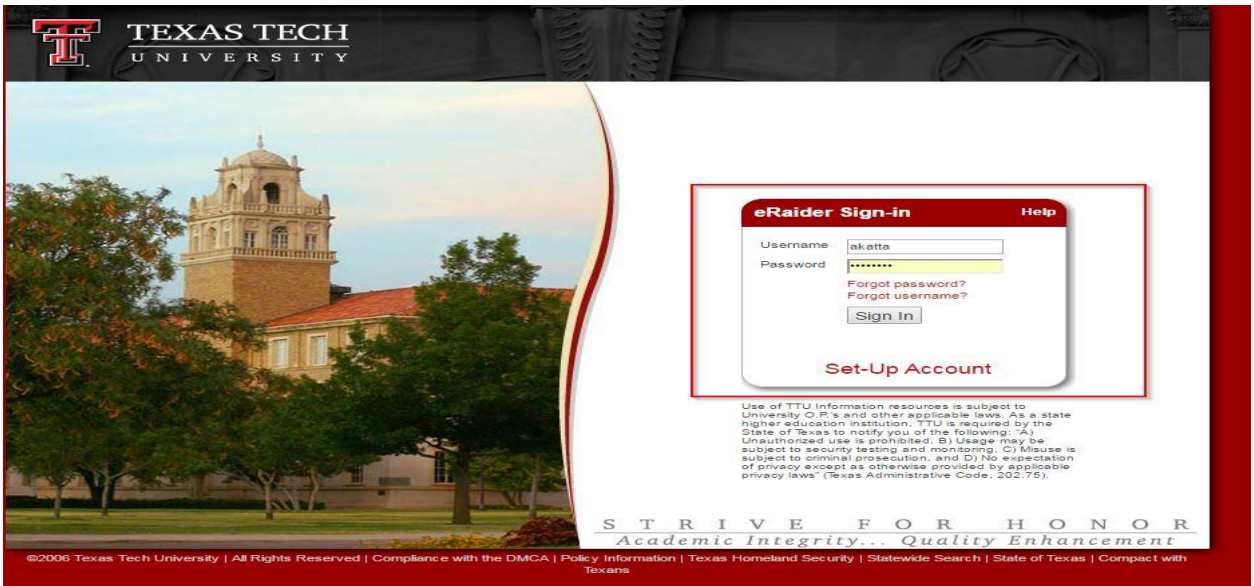
To create new rubric templates/update existing rubric template or to enter new scores for Graduate students against existing rubric templates, please click on the below.

Create New Rubric Template / Update existing Rubric Template

Enter Scores for Rubrics

2. You'll be redirected to raider link page where you'll enter your eraider login credentials as shown below:





- On successful login, you'll be redirected to a page to enter Scores for Rubrics that are submitted earlier. Provide the necessary information and click 'Next':

**CoE Rubric System Scores Module**
i

Course Selection

Submitter	Aravind, Kattamuri
* Semester	Fall ▼
* Year	2015 ▼
* Program	EPSY ▼
* Course Number	5379 ▼
* Section	001 ▼
* Type of rubric	Assignment ▼
Faculty Name	██████████ ▼
* Phase	3 ▼
* Phase Type	End of Phase 3 ▼
Rubric Template	EPSY in Practice I

Next

- Then you'll see a page that show information about the Student, Score Rubrics, Total Rubric Score, Aggregate, Don't Include, Graded, etc; Click on 'Add/Modify Rubric scores' to Add rubric scores or to modify the existing rubric scores of a particular student.

## CoE Rubric System Scores Module



### Course Selection

Submitter: Aravind, Kattamuri  
\* Semester: Fall  
\* Year: 2015  
\* Program: EPSY  
\* Course Number: 5379  
\* Section: 001  
\* Type of rubric: Assignment  
Faculty Name: [REDACTED]  
\* Phase: 3  
\* Phase Type: End of Phase I  
Rubric Template: EPSY in Practice I



Student	Score Rubrics	Total Rubric Score	Aggregate	Don't Include	Graded
[REDACTED]	<a href="#">Add/Modify Rubric scores</a>	49	4.08	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<a href="#">Add/Modify Rubric scores</a>	33	2.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Back](#)

- By clicking on 'Add/Modify Rubric scores', provide the Rubric information to be added or updated for each student:

Student	Score Rubrics	Total Rubric Score	Aggregate	Don't Include	Graded
[Redacted]	Add/Modify Rubric scores	49	4.08	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Indicator	Score <i>i</i>	Comment
Problem Identification	1	poor
Content Knowledge and Understanding	4	Good
Research Knowledge and Understanding	2	Needs Improvement
Recommendations For Policy and Practice	2	Needs Improvement
Written Communication	4	Good
Presentation: Delivery	5	Excellent
Presentation: Content/ Organization	3	Needs Improvement
Presentation: Enthusiasm/ Audience Awareness	2	Needs Improvement
Presentation: Visual Aids	4	Good
Ethical Conduct	3	Needs Improvement
Interpersonal Skills	5	Excellent
Project Management	4	Good

Don't Include

- Select 'Don't Include' only if, that student doesn't belong to your program otherwise do not select it. Then you can save/cancel it.
- After you click 'save', you'll see the Total Rubric Score, Aggregate information calculated automatically based on the Rubric scores provided for each student. It also displays Don't Include, Graded information of each student as shown below:

### CoE Rubric System Scores Module

5



#### Course Selection

Submitter: Aravind, Kattamuri

\* Semester: Fall

\* Year: 2015

\* Program: EPSY

\* Course Number: 5379

\* Section: 001

\* Type of rubric: Assignment

Faculty Name: [REDACTED]

\* Phase: 3

\* Phase Type: End of Phase !

Rubric Template: EPSY in Practice I



Student	Score Rubrics	Total Rubric Score	Aggregate	Don't Include	Graded
[REDACTED]	<a href="#">Add/Modify Rubric scores</a>	49	4.08	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<a href="#">Add/Modify Rubric scores</a>	39	3.25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Back](#)

1

2

3

4

For any suggestions/issues, please contact:

[Alan Sukin](#)

Director of Database & Software Architecture  
Texas Tech University | College of Education

[Fazil Mohammed](#)

Programmer Analyst III  
Texas Tech University | College of Education