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

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Introduction

This document focuses 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.
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:

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:
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.
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**: EDGI
- **Course Number**: 6306
- **Section**: D01
- **Faculty Name**: Greenhalgh-Spe
- **Phase**: 3
- **Phase Type**: End of Phase 3
- **# Performance Levels**: 3

### Weight Options

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

### Rubric Sections

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**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:

2. You’ll be redirected to raider link page where you’ll enter your eraider login credentials as shown below:
3. 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’:

4. 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.
5. By clicking on ‘Add/Modify Rubric scores’, provide the Rubric information to be added or updated for each student:
6. 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.

7. 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:
For any suggestions/issues, please contact:

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