

# Creating A General Rubric (Lesson)



The advertisement features a red book icon on the left. To its right, the word "Marksbook" is written in a large, bold, black font with a red checkmark at the end of the word. Below "Marksbook" is "Version 5.3" in a smaller black font. A list of features is provided in a smaller black font, including "Common Assessment Framework", "Percentage Assessment", "Structured Work-based Learning", "Progress Maps (SOS)", "Primary School Assessments", "Intelligence Assessment", and "Literacy & Numeracy Net". A white box with a black border contains the text "The Perfect Teachers Aid For Administrating Student Records". At the bottom, "LanWest" is written in a large red font with "PTY LTD" in a smaller red font to its right. Below this, "SCHOOL SYSTEM SPECIALISTS" is written in a white font on a black background.

**Marksbook**  
Version 5.3

**A Windows Based Marksbook for:**  
Common Assessment Framework  
Percentage Assessment  
Structured Work-based Learning  
Progress Maps (SOS)  
Primary School Assessments  
Intelligence Assessment  
Literacy & Numeracy Net

**The Perfect Teachers Aid For  
Administrating Student Records**

**LanWest** PTY LTD  
*SCHOOL SYSTEM SPECIALISTS*


## Lesson Objective

1. Create a General Rubric

## Lesson Steps

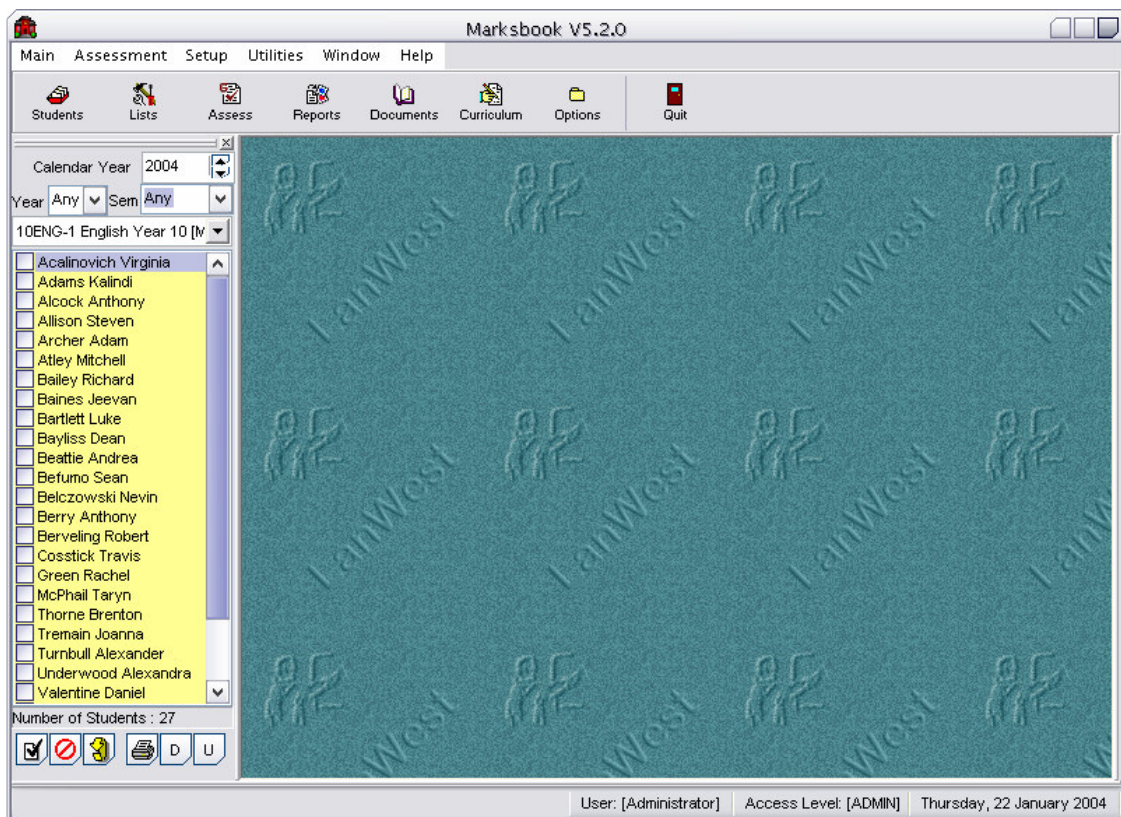
1. Main Layout of Marksbook
2. Navigating to create a Rubric
3. Rubric Creation
4. Adding Attributes and Assessment Values

## Step 1: Main Layout of Marksbook

To activate the software, simply Double Click the icon  that sits on your Windows desktop. Upon loading, the system will bring you to a login screen as shown below.



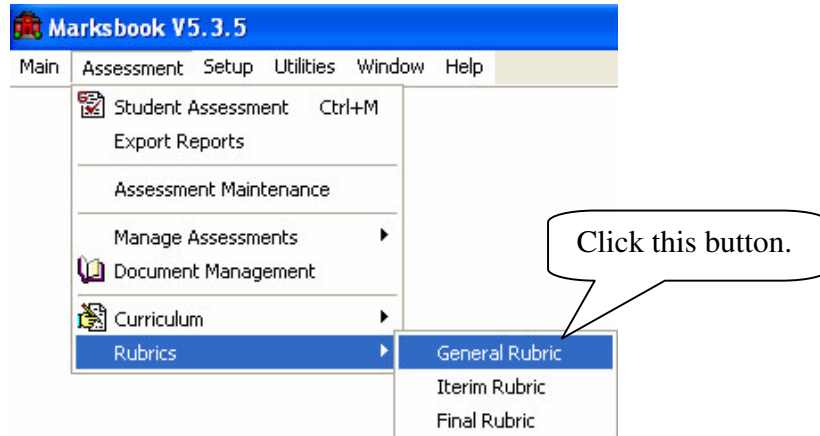
This system already contains your name as a teacher. Click on the Triangle ▼, to choose from a drop down list. Note: Your password is “PASSWORD” by default.



From the Diagram you can see the main layout of Marksbook. For this lesson we will only be concentrating on the assessment area and we may need to change the class list.

## Step 2: Navigating to create a Rubric

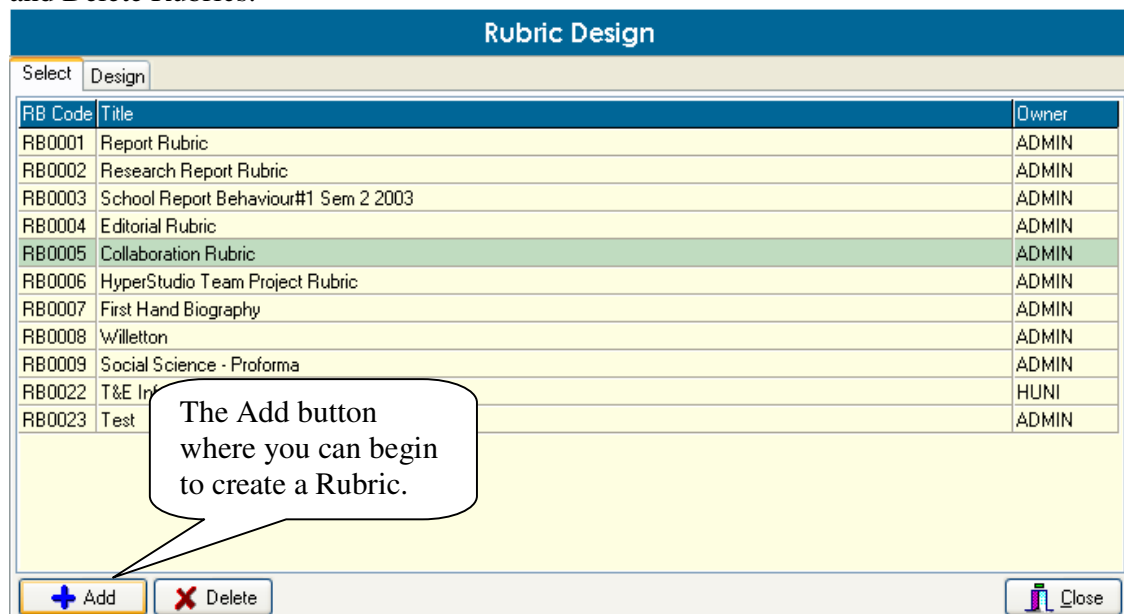
To create a new Rubric we need to click on the Assessment Menu then collapse the Rubric sub folder and click on General Rubric. A screen capture is shown below of the navigation.



Once you have clicked on General Rubric it should then open up the Rubric Design section.

## Step 3: Rubric Creation

The Rubric Design section contains previously created Rubrics and has buttons to Add and Delete Rubrics.



Above is a screen capture of the Rubric Design screen. To begin to create a new Rubric please click on the Add button.

**Rubric Design**

Select Design

Rubric Title:

Comment Field  Shared

Ratings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attributes						

Add Point

Cancel Save

This is a new Rubric.

- The first step is to add in a Rubric title and checking the check boxes if you would like to add in a comment and make this Rubric shared to everyone in Marksbok.
- The second step is to determine the number of Ratings you would like by clicking the check boxes.
- The third step is filling in the rating.
- You have now finished adding a rubric. You can now add Attributes to this rubric. For instructions on this, see below.

#### Step 4: Adding Attributes

**Rubric Design**

Select Design

Rubric Title: Rubric Report

Comment Field  Shared

Ratings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Attributes	Beginning	Developing	Accomplished	Exemplary		

Add Point

Delete

Cancel Save

Now that you have added a Rubric you will now need to add in Attributes. This is where you fill an Attribute in and an optional Attribute Rating Description.

- Click on Add Point.
- Now add in an Attribute title. Then you may add in an Attribute Rating Descriptions if needed (recommended).
- Once you have finished you can click on Add Point again and repeat the cycle for the number of Attributes you would like for this Rubric.
- Once finished remember to click the Save button in the bottom right hand corner.

**Rubric Design**

Select **Design**

Rubric Title:   Comment Field  Shared

Ratings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Attributes	Beginning	Developing	Accomplished	Exemplary		
Topic	Totally unrelated	Remotely related	Somewhat relevant	Directly relevant		Delete
Organisation	Not organised, events make no sense	Some organisation, events jump around, start and end are unclear	Organised, events are somewhat jumpy	Good organisation, events are logically ordered, sharp sense of beginning		Delete
Quality of Information	Unable to find specific details	Details are somewhat sketchy	Some details are non-supporting to the subject	supporting details specific to subject		Delete
Grammar & Spelling	Very frequent grammar and/or spelling errors	More than two errors	Only one or two errors	All grammar and spelling are correct		Delete
Interest Level	Needs descriptive words	Vocabulary is constant, details lack "colour"	Vocabulary is varied, supporting details need work	Vocabulary varied, supporting details vivid		Delete
Neatness	Illegible writing, loose pages	Legible writing, some ill-formed letters, print too small	Legible writing, well-formed characters, clean	Word processed or typed, clean and neatly bound in a neat cover		Delete
Timeliness	Report handed in more than one week late	Up to one week late	Up to two days late	Report handed in on time		Delete
Add Point						

Above is a Screen Capture of an example Rubric that has been created.

## Attaching a Rubric

Once you have created a Rubric, it is then available to be attached to any assessment task. This is how the end result will turn out when its time to add in Results for a attached Rubric. This will be explained in another Lesson.

Report Rubric - [Virginia Acalinovich]					
Save    Cancel    Quick Entry    Print					
Report Rubric					
	Beginning	Developing	Accomplished	Exemplary	Score
Topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Quality of Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Grammar & Spelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Interest Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Neatness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Timeliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<b>Total</b>					<b>0/28</b>
Comment:	<input type="text"/>				
Close					