

Rubric Manager-Turnitin

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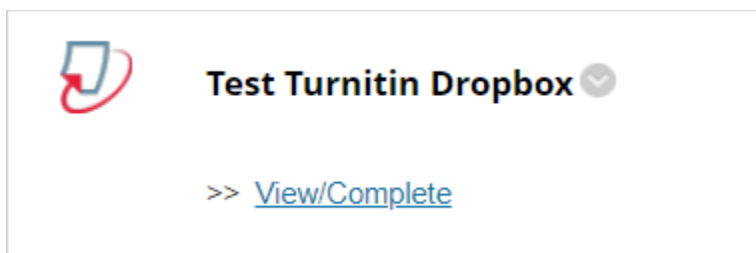
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Introduction

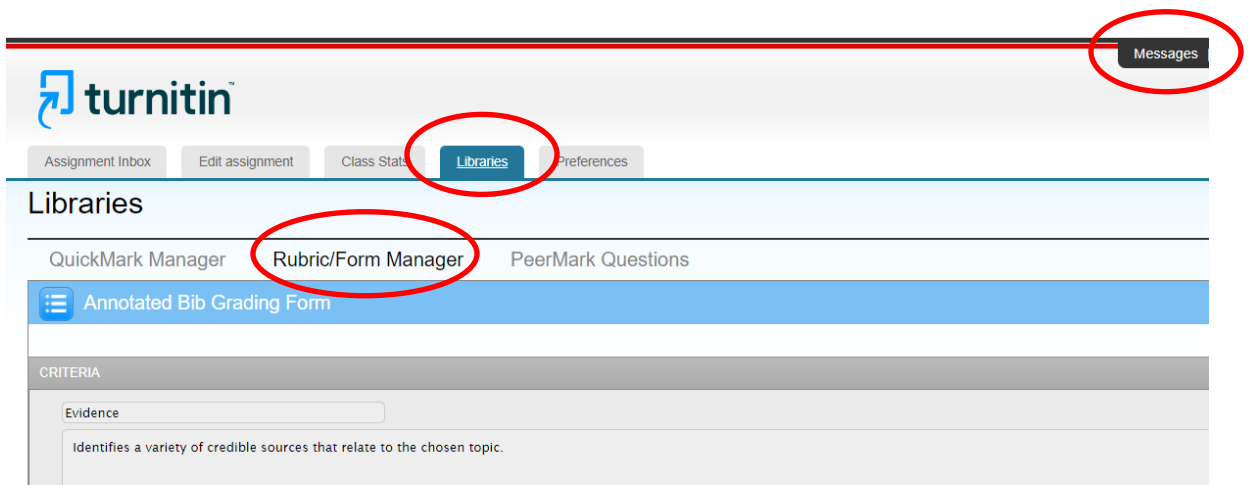
The easiest way to access **Rubric Manager** is from an existing Turnitin Dropbox. The Rubric Manager function is the same in Original and Ultra Course View of Blackboard. Rubrics are associated directly with your Turnitin account, so you won't be able to see Rubrics used by your colleagues. However, you will be able to see your own Rubrics whether you are in an Original or Ultra Course.

Rubric Manager – Original Course View

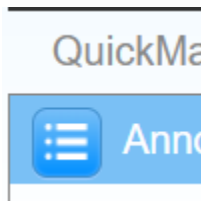
1. Click **View/Complete** to enter the Dropbox.



2. Click on **Messages** in the top right-hand corner & Select the **Libraries** tab.
3. Under **Libraries** select **Rubric/Form Manager**. This opens your own Turnitin area, it isn't associated with the module it's your own account with Turnitin pulling through to Blackboard.



4. To create, edit or duplicate Rubrics click on the **options** button on the left-hand side.



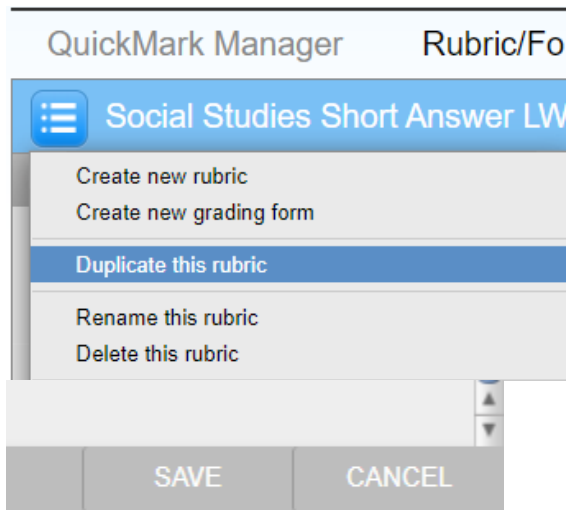
Editing an Existing Rubric

Turnitin rubrics can only be edited within Turnitin (so can't be edited from your Desktop for example).

If you haven't used a rubric in grading, you can select the rubric title to make changes to the title, rows, columns, and percentages. You can also add or delete rows and columns.

After you use a rubric for grading, you can't edit it, but you can make a copy that you can edit and rename.

To edit a Rubric this way, select the Rubric you are working with and click **Duplicate this rubric** from the menu. This will create an exact replica of the Rubric. Edit the name with clear labelling and click **Save** at the bottom of the page.



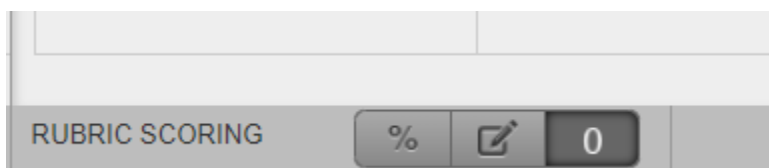
Click into the boxes to make any changes to the Rubric ensuring you click **Save** along the way (bottom right-hand corner).

You can add additional columns and rows by clicking on the plus (+) button. These will be added after the last column / row and unfortunately can't be slotted in between two columns/rows. You can use copy and paste to manage this.



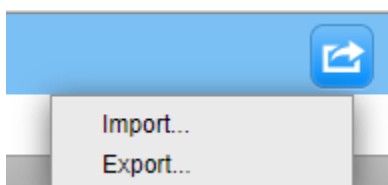
Creating a Rubric from Scratch

If creating a rubric from scratch, select the type of Rubric you want from the bottom of the page next to **Rubric Scoring**. For example, if you want a **non-gradable rubric**, select **zero**. This is a **Qualitative Rubric**: a rubric that provides standard feedback but has no numeric scoring.



Sharing a Rubric

If you need to share your rubric with someone else, click on the **share icon** in the top right-hand corner which allows you to **export** your rubric.

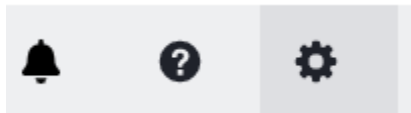


This will download your rubric and usually save it to your downloads folder with an extension of **.rbc**, You can then send this to someone via email etc. If someone has sent you a rubric, again click on the **share icon** and select **import**. Click **Select files** and find the rubric and import it. You've now got a copy of the rubric that has been sent to you.

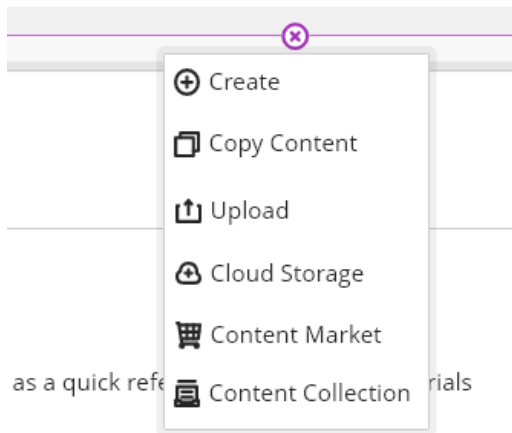
Rubric Manager – Ultra Course View

Within your **Ultra course**, under the **Assessments** folder click into a **Turnitin Dropbox** which will open the Turnitin LTI.


- Click on the **Settings Cog** in the top right-hand corner.



- Select **Optional Settings & Launch the Rubric Manager**.
- If you do not have a Turnitin Dropbox already created, then begin the process to create a new one by clicking on the **cross (x)** under **Assessments** and selecting **Content Market**.



- Select **Turnitin Assignment LTI**, this will launch the Turnitin Interface.
- Select to expand **Optional Settings**.
- Tick to **Attach a Rubric**
- Then click the **Launch Rubric Manager button**.

Attach a rubric 

No rubric

[Launch Rubric Manager](#)

Find a rubric that's right for your assignment in Turnitin Teaching Tools (English only)