




## Creating a Coursework assignment with a grading Rubric in MyUJ


In eLearning 1.2 instructors now have the ability to create a Coursework assignment that will be graded using a grading Rubric. The following instructions will be used to create Basic Coursework assignment, called Teamwork Assignment 1. The grading of this assignment will be based on the “Teamwork VALUE Rubric” which can be found on the Association of American Colleges and Universities [web site](#). Here is a snapshot of this Rubric.

TEAMWORK VALUE RUBRIC				
<i>for more information, please contact <a href="mailto:valued@aacu.org">valued@aacu.org</a></i>				
				
<b>Definition</b> Teamwork is behaviors under the control of individual team members (effort they put into team tasks, their manner of interacting with others on team, and the quantity and quality of contributions they make to team discussions.)				
<i>Evaluators are encouraged to assign a zero to any work sample or collection of work that does not meet benchmark (all one) level performance.</i>				
	Capstone 4	Milestones 3 2		Benchmark 1
<b>Contributes to Team Meetings</b>	Helps the team move forward by articulating the merits of alternative ideas or proposals.	Offers alternative solutions or courses of action that build on the ideas of others.	Offers new suggestions to advance the work of the group.	Shares ideas but does not advance the work of the group.
<b>Facilitates the Contributions of Team Members</b>	Engages team members in ways that facilitate their contributions to meetings by both constructively building upon or synthesizing the contributions of others as well as noticing when someone is not participating and inviting them to engage.	Engages team members in ways that facilitate their contributions to meetings by constructively building upon or synthesizing the contributions of others.	Engages team members in ways that facilitate their contributions to meetings by restating the views of other team members and/or asking questions for clarification.	Engages team members by taking turns and listening to others without interrupting.
<b>Individual Contributions Outside of Team Meetings</b>	Completes all assigned tasks by deadline; work accomplished is thorough, comprehensive, and advances the project. Proactively helps other team members complete their assigned tasks to a similar level of excellence.	Completes all assigned tasks by deadline; work accomplished is thorough, comprehensive, and advances the project.	Completes all assigned tasks by deadline; work accomplished advances the project.	Completes all assigned tasks by deadline.
<b>Fosters Constructive Team Climate</b>	Supports a constructive team climate by doing all of the following: <ul style="list-style-type: none"> <li>Treats team members respectfully by being polite and constructive in communication.</li> <li>Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work.</li> <li>Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it.</li> <li>Provides assistance and/or encouragement to team members.</li> </ul>	Supports a constructive team climate by doing any three of the following: <ul style="list-style-type: none"> <li>Treats team members respectfully by being polite and constructive in communication.</li> <li>Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work.</li> <li>Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it.</li> <li>Provides assistance and/or encouragement to team members.</li> </ul>	Supports a constructive team climate by doing any two of the following: <ul style="list-style-type: none"> <li>Treats team members respectfully by being polite and constructive in communication.</li> <li>Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work.</li> <li>Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it.</li> <li>Provides assistance and/or encouragement to team members.</li> </ul>	Supports a constructive team climate by doing any one of the following: <ul style="list-style-type: none"> <li>Treats team members respectfully by being polite and constructive in communication.</li> <li>Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work.</li> <li>Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it.</li> <li>Provides assistance and/or encouragement to team members.</li> </ul>
<b>Responds to Conflict</b>	Addresses destructive conflict directly and constructively, helping to manage/resolve it in a way that strengthens overall team cohesiveness and future effectiveness.	Identifies and acknowledges conflict and stays engaged with it.	Redirecting focus toward common ground, toward task at hand (away from conflict).	Passively accepts alternate viewpoints/ideas/opinions.


With the introduction of eLearning 1.2, a grading Rubric can be used to grade either a **Basic** format Coursework assignment or a **file Upload** format Coursework assignment. The below example will be based on a Basic format assignment.


**The Online Test format**  
 For all types of online testing, from pop quizzes to final exams. You build (or import) the test, and students take it online right here.


**The File Upload format**  
 For collecting one or more files from students. Papers, lab notes, art projects -- any files that can be uploaded can be accepted here.


**The Forum format**  
 Completed via participation in a course forum or discussion board.

All other activities


**The Basic format**  
 For anything (and everything!) else. Whatever the actual activity is, this simple format will present the assignment details to your students and let you manually enter grades.

**Step One** – Create a **Basic** format assignment with the normal settings as needed for the assignment but when you get to the **Grading** section, select the **Graded (Rubric)** option using the drop-down selector.

The **Basic** format:  
A simple format that works for just about everything.

Change the format

Name: Teamwork Assignment 1

Unit: Week 5

Type: Required Participation

Due date: 12/6/2014 11:55 PM

Open: ☒ Now (The assignment will be shown as 'open' to students so they know they can work on it)  
☐ Later (opening date to be determined)  
☐ On: 11:55 PM

Grading: Graded out of Points

Show grade: Graded (Rubric) to all students

▼ Step Two: Basic Assignment Options (Optional, Click to expand)

After selecting **Graded (Rubric)** the following view will appear. By default across the top row of your grading Rubric will be five standards (levels) ranging from Expert to Insufficient. Also default point values from 5 to 1 have also been assigned to the standards.

Grading: Graded (Rubric)

Set up your rubric

Create a new rubric below, or [import an existing one](#)

Rubric name: Teamwork Assignment 1 Rubric

Teamwork Assignment 1 Rubric	Expert 5 points	Adequate 3 points	Insufficient 1 point
Add a criterion			

Name: [text box]  
 5 points (Change this point value)  
 Description: [text area]

Save Cancel

Show grade: As soon as grade is available

☐ Show the class average to all students

## Step Two – Setting up Standards.

In our example, we are going to modify the existing 5 standards to reflect our new Rubric which has four standards and we will change the default point values to be 1-4. This is done by clicking on standard you wish to modify. After clicking on a standard you will have the ability to (1) rename the standard, (2) change the default point value of the standard, or (3) delete the standard completely. Also notice at the right side of the window there is a plus sign if you need to create additional standards. After the modifications

Teamwork Assignment 1 Rubric	Expert 5 points	Adequate 3 points	Insufficient 1 point
Edit a score	Edit a score	Edit a score	Edit a score

Name (optional): [text box]  
 Caption: [text box]  
 Milestone: [text box]  
 Benchmark: [text box]  
 Point value: [text box]

Save Cancel

Delete this score

Add a criterion

and deletions where made, this was the result.

**Step Three** – Add the criterion. In our example, our first criterion will be titled **Contributes to Team Meetings**. On the screen under Add a criterion, in the text box, add the name of your first criterion. If you want to add an additional Description for this criterion, there is a text box for this on the same screen. When finished adding the criterion, click on the save button.

Teamwork Assignment 1 Rubric

Add a criterion

Name: Contributes to Team Meetings

Point value: 4

Description:

Save Cancel

**Step Four** – Define the different standard levels for each criterion. The screen will now look like this. At this point we need to define the four levels of standards that will apply to this criterion.

Teamwork Assignment 1 Rubric

4 possible points

Contributes to Team Meetings

4 points

Define Contributions to Team Meetings at the 4-point level

Define Contributions to Team Meetings at the Adequate level

Define Contributions to Team Meetings at the 2-point level

Define Contributions to Team Meetings at the Insufficient level

Add a criterion

Just click in each box that begins with *Define Contributions to Team Meetings at ...* and enter your desired grading standards. Remember to save each standard after it is entered.

Contributes to Team Meetings

4 points


Helps the team move forward by articulating the merits of alternative ideas or proposals

Save Cancel

Continue to add additional criteria along with additional standard level descriptions. Below is what the Rubric looks like on the screen when completed.

Teamwork Assignment 1 Rubric 20 possible points	Capstone 4 points	Milestone 3 points	Milestone 2 points	Benchmark 1 point	
<b>Contributes to Team Meetings</b> 4 points <a href="#">Edit</a>	Helps the team move forward by articulating the...  <a href="#">Edit this definition</a>	Offers alternative solutions or courses of action...  <a href="#">Edit this definition</a>	Offers new suggestions to advance the work of the...  <a href="#">Edit this definition</a>	Shares ideas but does not advance the work of the...  <a href="#">Edit this definition</a>	
<b>Facilitates the Contributions of Team Members</b> 4 points <a href="#">Edit</a>	Engages team members in ways that facilitate...  <a href="#">Edit this definition</a>	Engages team members in ways that facilitate...  <a href="#">Edit this definition</a>	Engages team members in ways that facilitate...  <a href="#">Edit this definition</a>	Engages team members by taking turns and...  <a href="#">Edit this definition</a>	
<b>Individual Contributions Outside of Team Meetings</b> 4 points <a href="#">Edit</a>	Completes all assigned tasks by deadline; work...  <a href="#">Edit this definition</a>	Completes all assigned tasks by deadline; work...  <a href="#">Edit this definition</a>	Completes all assigned tasks by deadline; work...  <a href="#">Edit this definition</a>	Completes all assigned tasks by deadline.  <a href="#">Edit this definition</a>	
<b>Fosters Constructive Team Climate</b> 4 points <a href="#">Edit</a>	Supports a constructive team climate by doing all...  <a href="#">Edit this definition</a>	Supports a constructive team climate by doing any...  <a href="#">Edit this definition</a>	Supports a constructive team climate by doing any...  <a href="#">Edit this definition</a>	Supports a constructive team climate by doing any...  <a href="#">Edit this definition</a>	
<b>Responds to Conflict</b> 4 points <a href="#">Edit</a>	Addresses destructive conflict directly and...  <a href="#">Edit this definition</a>	Identifies and acknowledges conflict and stays...  <a href="#">Edit this definition</a>	Redirecting focus toward common ground, toward...  <a href="#">Edit this definition</a>	Passively accepts alternate viewpoints/ideas/...  <a href="#">Edit this definition</a>	

One has the ability to re-arrange the criteria, by clicking and dragging the criteria to reflect a new order.

This is done by clicking on the  icons on the left and then using the cursor move the items up and down to reflect the correct order.

<b>Individual Contributions Outside</b> 	Completes all assigned tasks by deadline; work...	Completes all assigned tasks by deadline; work...	Completes all assigned tasks by deadline; work...	Completes all assigned tasks by deadline.
<b>Fosters Constructive Team Climate</b> 	Supports a constructive team climate by doing all...  <a href="#">Edit this definition</a>	Supports a constructive team climate by doing any...  <a href="#">Edit this definition</a>	Supports a constructive team climate by doing any...  <a href="#">Edit this definition</a>	Supports a constructive climate by doing any...  <a href="#">Edit this definition</a>
<b>Responds to Conflict</b> 	Addresses destructive conflict	Identifies and acknowledges	Redirecting focus toward	Passively accepts alternate

If you want to assign more points to a criteria, just edit the criterion and change the point value.

Note that the points applied to each standard will be adjusted automatically along with the total number of points for the assignment.

Teamwork Assignment 1 Rubric 32 possible points	Capstone 4 points	Milestone 3 points	Milestone 2 points	Benchmark 1 point
<b>Contributes to Team Meetings</b> 4 points <a href="#">Edit</a>	Helps the team move forward by articulating the... (4 points) <a href="#">Edit this definition</a>	Offers alternative solutions or courses of action... (3 points) <a href="#">Edit this definition</a>	Offers new suggestions to advance the work of the... (2 points) <a href="#">Edit this definition</a>	Shares ideas but does not advance the work of the... (1 point) <a href="#">Edit this definition</a>
<b>Facilitates the Contributions of Team Members</b> 12 points <a href="#">Edit</a>	Engages team members in ways that facilitate... (12 points) <a href="#">Edit this definition</a>	Engages team members in ways that facilitate... (9 points) <a href="#">Edit this definition</a>	Engages team members in ways that facilitate... (6 points) <a href="#">Edit this definition</a>	Engages team members by taking turns and... (3 points) <a href="#">Edit this definition</a>
<b>Individual Contributions Outside of Team Meetings</b> 4 points <a href="#">Edit</a>	Completes all assigned tasks by deadline; work... (4 points) <a href="#">Edit this definition</a>	Completes all assigned tasks by deadline; work... (3 points) <a href="#">Edit this definition</a>	Completes all assigned tasks by deadline; work... (2 points) <a href="#">Edit this definition</a>	Completes all assigned tasks by deadline. (1 point) <a href="#">Edit this definition</a>
<b>Fosters Constructive Team Climate</b> 8 points <a href="#">Edit</a>	Supports a constructive team climate by doing all... (8 points) <a href="#">Edit this definition</a>	Supports a constructive team climate by doing any... (6 points) <a href="#">Edit this definition</a>	Supports a constructive team climate by doing any... (4 points) <a href="#">Edit this definition</a>	Supports a constructive team climate by doing any... (2 points) <a href="#">Edit this definition</a>
<b>Responds to Conflict</b> 4 points <a href="#">Edit</a>	Addresses destructive conflict directly and... (4 points) <a href="#">Edit this definition</a>	Identifies and acknowledges conflict and stays... (3 points) <a href="#">Edit this definition</a>	Redirecting focus toward common ground, toward... (2 points) <a href="#">Edit this definition</a>	Passively accepts alternate viewpoints/ideas/... (1 point) <a href="#">Edit this definition</a>

## STUDENT VIEW....

Here is what the student sees when he/she access the coursework assignment that has a scoring Rubric.



Your assignment will be graded based on this rubric.

Teamwork Assignment 1 Rubric 32 possible points	Capstone 4 points	Milestone 3 points	Milestone 2 points	Benchmark 1 point
<b>Contributes to Team Meetings</b> --/4 points	Helps the team move forward by articulating the merits of alternative ideas or proposals  (4 points)	Offers alternative solutions or courses of action that build on the ideas of others.  (3 points)	Offers new suggestions to advance the work of the group.  (2 points)	Shares ideas but does not advance the work of the group.  (1 point)
<b>Facilitates the Contributions of Team Members</b> --/12 points	Engages team members in ways that facilitate their contributions to meetings by both constructively building upon or synthesizing the contributions of others as well as noticing when someone is not participating and inviting them to engage.  (12 points)	Engages team members in ways that facilitate their contributions to meetings by constructively building upon or synthesizing the contributions of others.  (9 points)	Engages team members in ways that facilitate their contributions to meetings by restating the views of other team members and/or asking questions for clarification.  (6 points)	Engages team members by taking turns and listening to others without interrupting.  (3 points)
<b>Individual Contributions Outside of Team Meetings</b> --/4 points	Completes all assigned tasks by deadline; work accomplished is thorough, comprehensive, and advances the project. Proactively helps other team members complete their assigned tasks to a similar level of excellence.  (4 points)	Completes all assigned tasks by deadline; work accomplished is thorough, comprehensive, and advances the project.  (3 points)	Completes all assigned tasks by deadline; work accomplished advances the project.  (2 points)	Completes all assigned tasks by deadline.  (1 point)
<b>Fosters Constructive Team Climate</b> --/8 points	Supports a constructive team climate by doing all of the following: • Treats team members respectfully by being polite and constructive in communication. • Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. • Motivates teammates by expressing confidence about the team and its work.	Supports a constructive team climate by doing any three of the following: • Treats team members respectfully by being polite and constructive in communication. • Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. • Motivates teammates by expressing confidence about the team and its work.	Supports a constructive team climate by doing any two of the following: • Treats team members respectfully by being polite and constructive in communication. • Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. • Motivates teammates by expressing confidence about the team and its work.	Supports a constructive team climate by doing any one of the following: • Treats team members respectfully by being polite and constructive in communication. • Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. • Motivates teammates by expressing confidence about the team and its work.

**FACULTY VIEW** – When the faculty member is ready to grade the assignment, the faculty member clicks on the point value for each criterion to assign the points for the assignment. The points awarded will be outlined in yellow.

TMC's score so far is **17/20 (out of 32 total)**. Finish filling out the rubric to create a final grade.


Teamwork Assignment 1 Rubric 32 possible points	Capstone 4 points	Milestone 3 points	Milestone 2 points	Benchmark 1 point
<b>Contributes to Team Meetings</b> 4/4 points (Capstone) <a href="#">Add a personal comment</a>	Helps the team move forward by articulating the merits of alternative ideas or proposals.  <b>(4 points)</b>	Offers alternative solutions or courses of action that build on the ideas of others.  <b>(3 points)</b>	Offers new suggestions to advance the work of the group.  <b>(2 points)</b>	Shares ideas but does not advance the work of the group.  <b>(1 point)</b>
<b>Facilitates the Contributions of Team Members</b> 9/12 points (Milestone) <a href="#">Add a personal comment</a>	Engages team members in ways that facilitate their contributions to meetings by both constructively building upon or synthesizing the contributions of others as well as noticing when someone is not participating and inviting them to engage.  <b>(12 points)</b>	Engages team members in ways that facilitate their contributions to meetings by constructively building upon or synthesizing the contributions of others.  <b>(9 points)</b>	Engages team members in ways that facilitate their contributions to meetings by restating the views of other team members and/or asking questions for clarification.  <b>(6 points)</b>	Engages team members by taking turns and listening to others without interrupting.  <b>(3 points)</b>
<b>Individual Contributions Outside of Team Meetings</b> 4/4 points (Capstone) <a href="#">Add a personal comment</a>	Completes all assigned tasks by deadline; work accomplished is thorough, comprehensive, and advances the project. Proactively helps other team members complete their assigned tasks to a similar level of excellence.  <b>(4 points)</b>	Completes all assigned tasks by deadline; work accomplished is thorough, comprehensive, and advances the project.  <b>(3 points)</b>	Completes all assigned tasks by deadline; work accomplished advances the project.  <b>(2 points)</b>	Completes all assigned tasks by deadline.  <b>(1 point)</b>

When all the points have been assigned for each criterion, the top of the Rubric will display

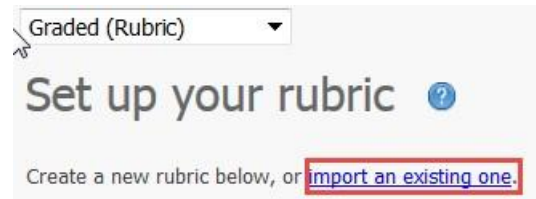
TMC's rubric is complete, with a total score of <b>28/32</b> .				
Teamwork Assignment 1 Rubric 32 possible points	Capstone 4 points	Milestone 3 points	Milestone 2 points	Benchmark 1 point

At this point this assignment has been graded for this student. The instructor has the ability to add personal comments at each criteria for the student to see for this assignment. This is accomplished by clicking on the [Add a personal comment](#) found in each criteria box for the Rubric.

Please note also, that the student will not be able to see his final grade for the assignment until the Rubric is completely graded at each criterion. In addition, the instructor has the ability to override the assigned grade by clicking on the manually override line to the right of the final grade for the assignment.

 TMC's final grade is <b>28/32, B+ (87.5%)</b>	This grade is a total of scores TMC earned on the criteria in the rubric below.  You can change individual criterion scores below, or you can also <u>manually override the rubric grade</u> if you need to.
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Once this Rubric assignment has been saved to your File Cabinet, the instructor can then use it again for a new assignment by using the [Import an existing one](#) link in setting up the rubric for the new assignment.

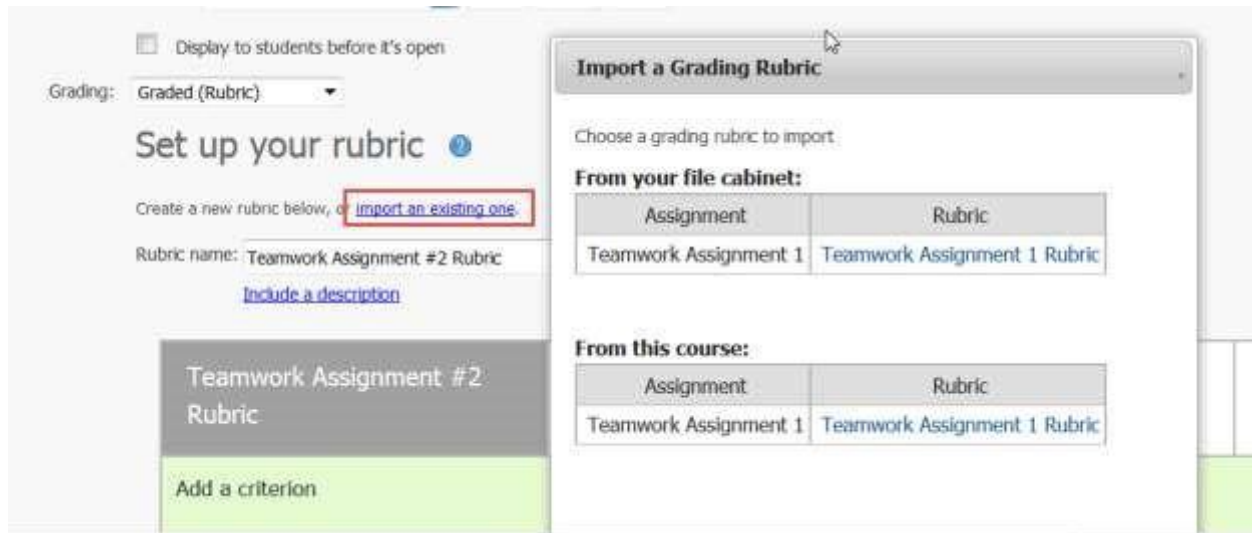


Graded (Rubric) ▼

## Set up your rubric ?

Create a new rubric below, or [Import an existing one](#).

After clicking on the link, a pop-up window will appear showing any coursework assignment in your File Cabinet that has a grading Rubric associated with an assignment. Clicking on the assignment will import the existing rubric for your new assignment.



☐ Display to students before it's open

Grading: Graded (Rubric) ▼

## Set up your rubric ?

Create a new rubric below, or [Import an existing one](#).

Rubric name: Teamwork Assignment #2 Rubric

[Include a description](#)

Teamwork Assignment #2 Rubric

Add a criterion

### Import a Grading Rubric

Choose a grading rubric to import

**From your file cabinet:**

Assignment	Rubric
Teamwork Assignment 1	Teamwork Assignment 1 Rubric

**From this course:**

Assignment	Rubric
Teamwork Assignment 1	Teamwork Assignment 1 Rubric