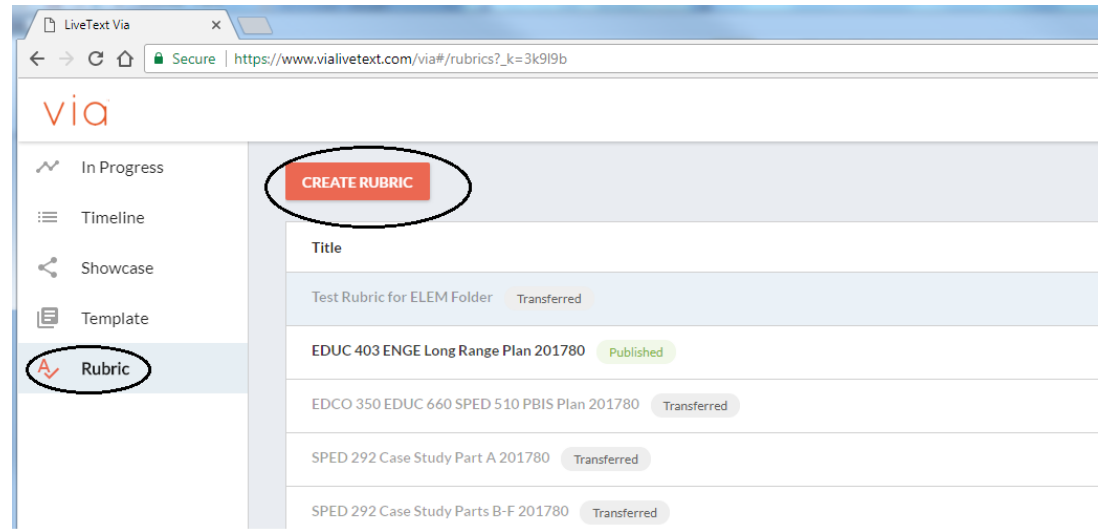


Creating Rubrics

- Creating a rubric is the first step in any assessment/activity creation process.
- The same rubric can be used for multiple templates and activities
- Rubrics cannot be deleted once published, but minimal editing is available. Finalizing your rubric before trying to build in Via is always encouraged.
- Rubrics should be built so the “lowest” level is first column after the item/element description.
- The “Points” in the rubric are used to run reports and should be 1, 2, 3, ... If you place these in the rubric before adding elements they will automatically transfer.

1. Select the rubric tab.
2. Select “Create Rubric”



3. See the following screenshot for hints about rubric building tools.
4. We strongly encourage the following naming guidelines for all rubric names

Sample rubric title: Lesson Plan 201780

Fall Semester: YYYY80

Spring Semester: YYYY10

Summer Terms (any session): YYYY50

(NOTE: If needed, change the final “0” to track multiple versions in a single term.)

Create rubric You can cut and paste rubric language from a Word document and many times from a PDF.

EXPORT TO PDF SAVE PUBLISH

See naming conventions. Although you can use a rubric repeatedly and can make some edits after publishing, you will likely create copies when making more substantial changes so naming convention that indicate time of last edits without alerting the student that this is an older rubric might save you some effort later.

You are encouraged to save and not publish until the very last moment. Please transfer for shared use (if appropriate) in draft form.

SELECT STANDARDS Although you are welcome to add a standard here that applies to the entire rubric, most standard alignment will occur at the element level below.

Elements	Level 1	Level 2	Level 3
Element 1 Click on "Element 1" and a text box will appear similar to the one under Level 1. SELECT STANDARDS	1 Point Describe performance level.	- Points No description	- Points No description
Element 2 SELECT STANDARDS	1 Point No description	- Points No description	- Points No description

ADD LEVEL

Indicate levels in the rubric performance (for example Below Expectations, Meets Expectations, and Exceeds Expectations). College Key Assessments typically have three levels with common labels but programs and individuals can create/use other terminology or number of levels in program or individual rubrics

See general guidelines for the points labels (1, 2, 3, ...). This is not a score which is discussed in template creation. Include before you Add an element and the number will transfer for you as it did in Level 1.

Screenshots will follow for adding standards at the element level.

Exporting to PDF (saving first is required) will allow you have others review a draft rubric.

5. Adding standards is a multi-step process. Outlined in the screenshots that follow. Circled icons represent clicks required to move to the next step.

✕ Create rubric

Title *

SELECT STANDARDS

Elements	Level 1 ✕	Level 2 ✕	Level 3 ✕	ADD LEVEL
Element 1	- Points No description	- Points No description	- Points No description	
SELECT STANDARDS				

ADD ELEMENT

✕ Standards mapping

Set: All

Standards

SCR25 ML&SEC 1.1.1
SCR25 ML&SEC 1.1.1
Understand major theories and empirical research that describe the cognitive, linguistic, motivational, and sociocultural foundations of reading and writing development, processes, and components, including word recognition, language comprehension, strategic knowledge, and reading-writing connections. Recognize major theories and research evidence of reading and writing processes and development in adolescence, including first and second literacy acquisition and the role of native language in learning to read and write in a second language.

LiveTest Via

Secure | https://www.livetest.com/via/#/rubrics?k=3K99B

✕ Standards mapping

Set: All

SCR25 ML&SEC

SC Literacy Competencies for Primary and Secondary Schools

ISTE Standards for Educators 2017

edTPA Task Preparation Alignment

CAEP Initial Prep 2017/20

SC Safe Schools Climate Act

SC Teaching Standards ADEPT4.0

National Council of Teachers of Education

National Council for the Social Studies

2009 CACREP-SC Standards

2009 CACREP-CMHC Standards

WJ Core Program Progress

CEC-CC

CEC-APL 2012

Selected Standards
No standards selected.

There will be a save icon here to exit the standard selection process and return to the next screen.


Standards mapping

Repeating the previous step will allow you to add standards from multiple sets.




Set edTPA Task Preparation Alignment 201780

Standards	
<input checked="" type="checkbox"/> T1 Plan Task 1 Planning	Marking the check box will add the standard to the rubric when you save. You can return here as long as the rubric is in draft form to edit and can add multiple standards.
<input type="checkbox"/> T2 Inst Task 2 Instruction	
<input type="checkbox"/> T3 Assess Task 3 Assessment	

Selected Standards

 T1 Plan
Task 1 Planning

Clicking the "x" will remove.

Elements	Level 1 	Level 2 	Level 3 
Element 1	- Points No description	- Points No description	- Points No description
T1 Plan - Task 1 Planning		<input checked="" type="checkbox"/> Met	<input checked="" type="checkbox"/> Met
CEC-CC.3K2 - CEC-CC.3...			<input type="text" value="Levels not indicated"/>

ADD LEVEL

Click in the boxes to indicate which levels meet or exceed expectations for this assessment.

Levels indicated

Levels not indicated

ADD ELEMENT

SELECT STANDARDS