Search
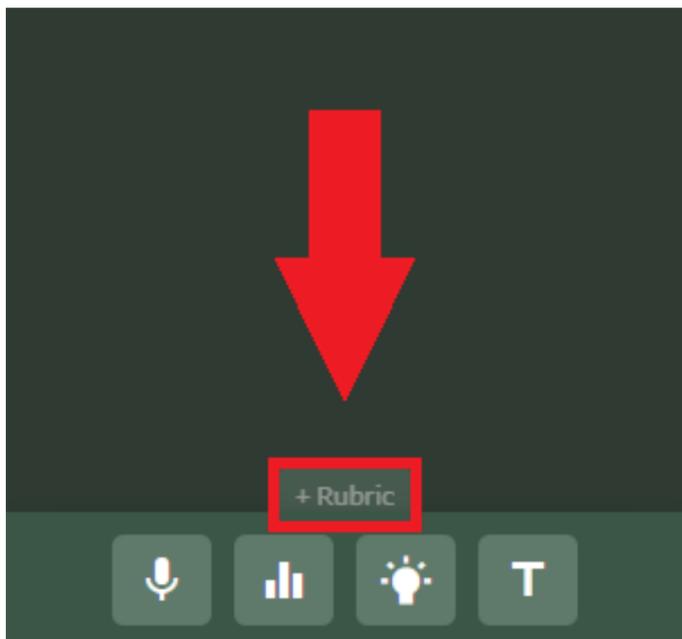
Rubrics

Team Kaizena – May 30, 2018 17:41

Rubrics are now available in Kaizena! While skills let you rate students on specific skills that they demonstrate on their work, rubrics allow you to group sets of skills together. Before you use rubrics, you'll need to set up at least one skill: have a look at this guide to see how to set up skills.

To get started with rubrics, click the small "+ Rubric" that appears above the comment buttons (once you've made at least one comment):
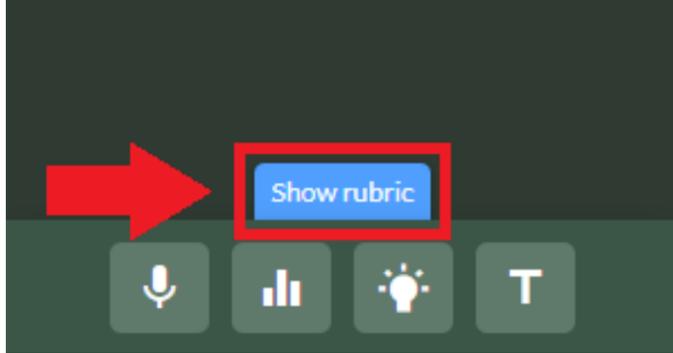

From here, you have three options for how to set up your rubric:

- From existing skills in the conversation – if you've already added skills to this Google Doc, choose this option
- An empty rubric – if you haven't added skills to this Google Doc yet, and you haven't created a rubric before, choose this option
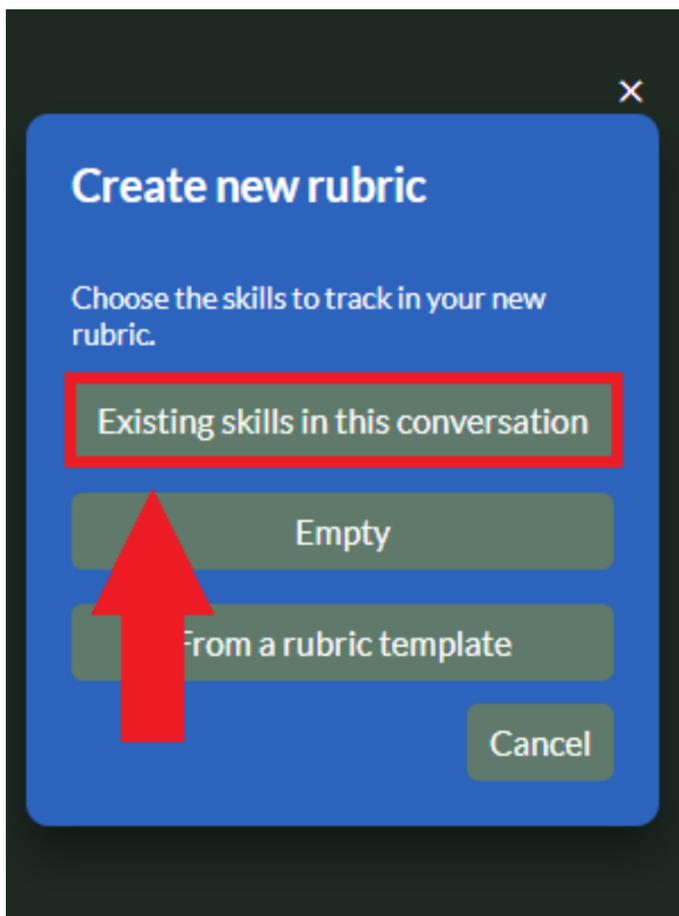- From a rubric template – if you want to use a saved rubric, choose this option

Once you've created your rubric, you can modify or delete it – click here if you want to skip to that step.

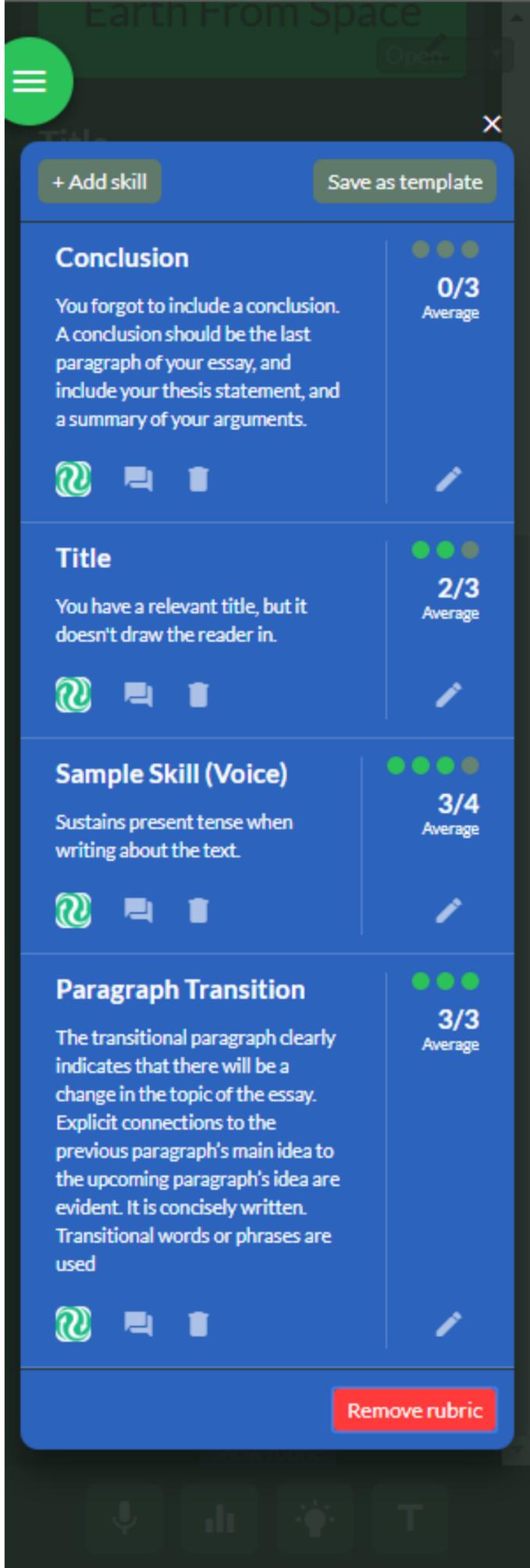Your students will be able to view the rubric by clicking "Show Rubric":

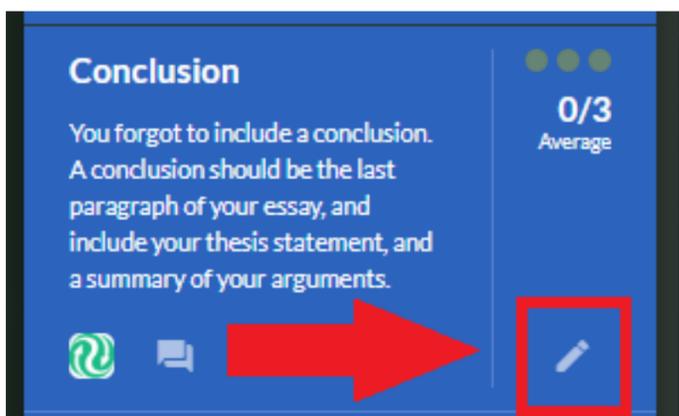## Creating a rubric from existing skills in the conversation

If you've already rated the student on some or all of their skills on this Google Doc, choose "Existing skills in this conversation":
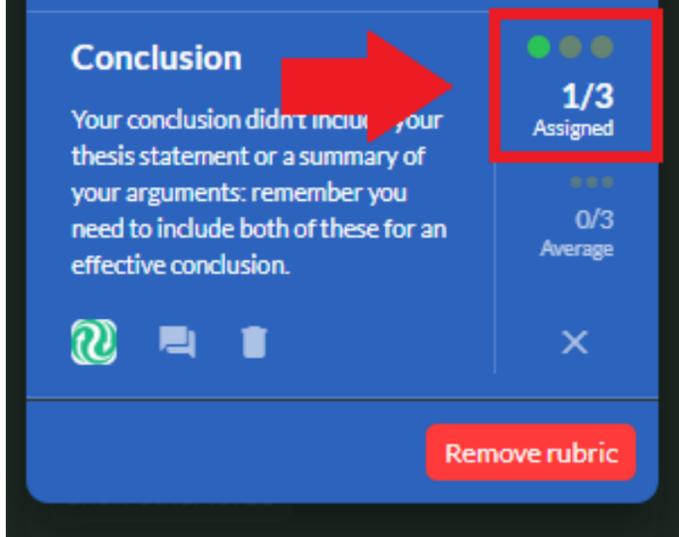

Kaizena will collect all the skills you've assigned into the rubric:

If you've assigned the same skill multiple times, they will be averaged on the rubric score. If you want to override the average and assign a final score for a skill, just click the pencil icon to add your custom rating:

Your custom rating will override the average rating, and will be displayed above the average rating, like this:
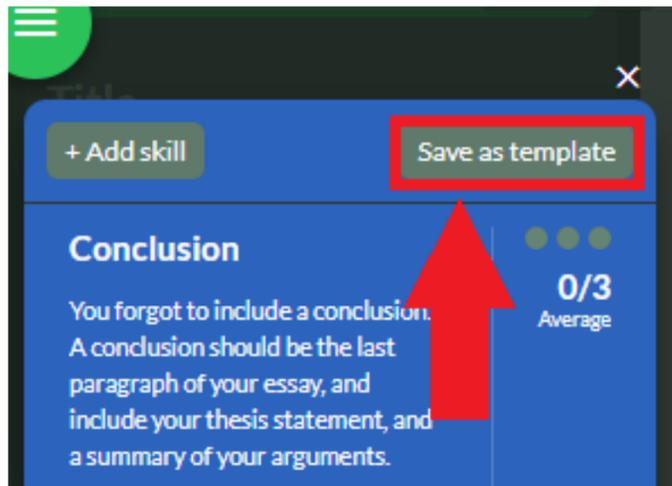
The skill level description will match the assigned score.

If you close the rubric and add more skills the usual way, they will automatically be added to the rubric. If you add a skill that's already in the rubric, it will be included in the average score on the rubric.

You also can add and remove skills directly on the rubric – click here to skip down to that section.
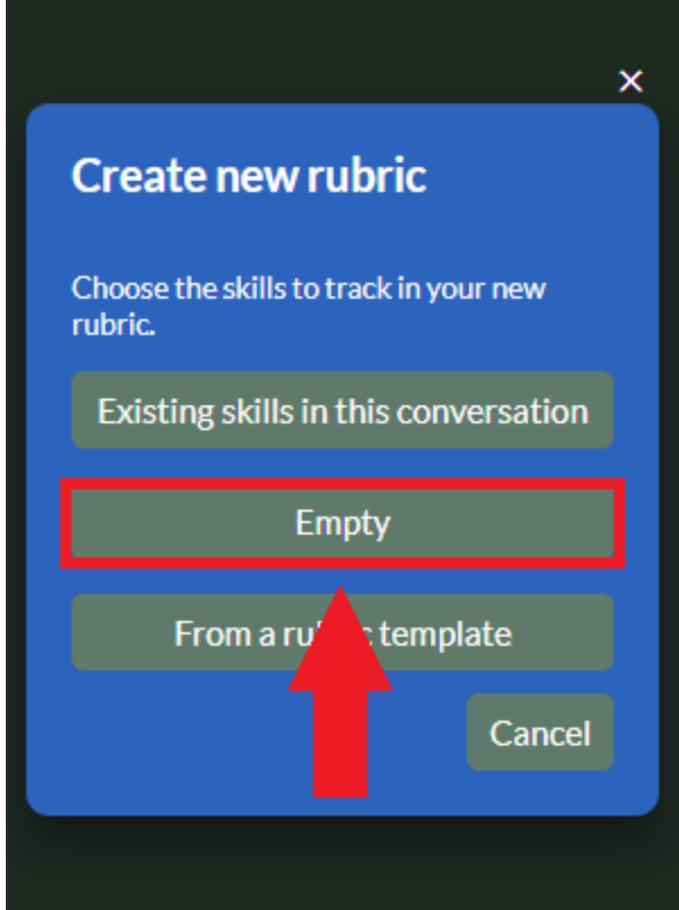
Saving the Rubric

If you're happy with the set of skills you've added to the rubric, you can save the rubric to use on other Google Docs. Just click "Save as template":
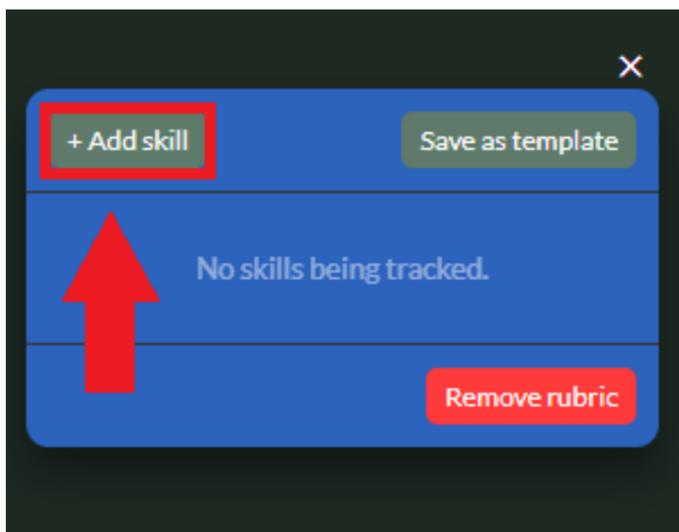

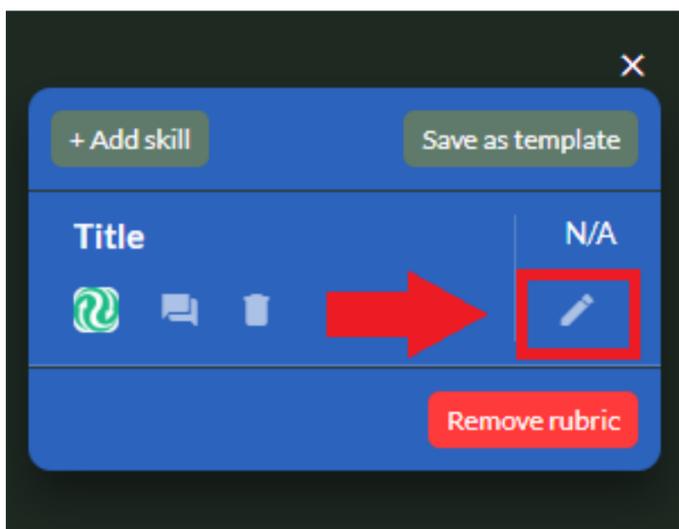See how to use a rubric template.

Creating an Empty Rubric

If you haven't added any skills to the conversation, and you don't have a rubric template yet, you can set up an empty rubric. Once you've clicked "+ Rubric", click "Empty":

You'll see an empty rubric appear. Click "+ Add skill" to add your first skill:
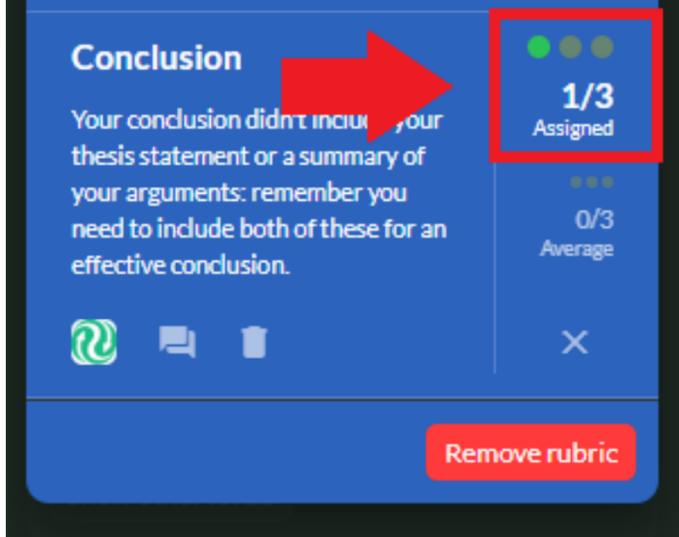

Select the skill from the list to add it to the rubric. Then click the pencil icon to add a custom rating:

Alternatively, you can close the rubric and add some skills to the conversation. Any skills that you add to the document outside of the rubric will be added to the rubric.
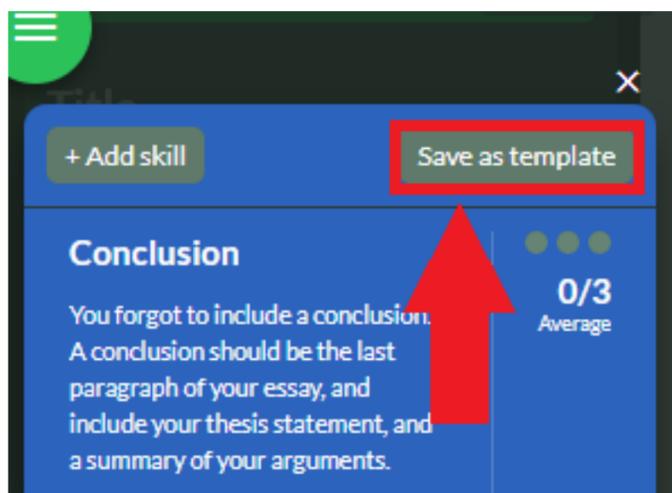
If you add the same skill more than once, the scores will be averaged. If you use the pencil icon (see image above) to add a rating, this will overwrite the average score, and will display above the average:

The skill level description will match the assigned score.
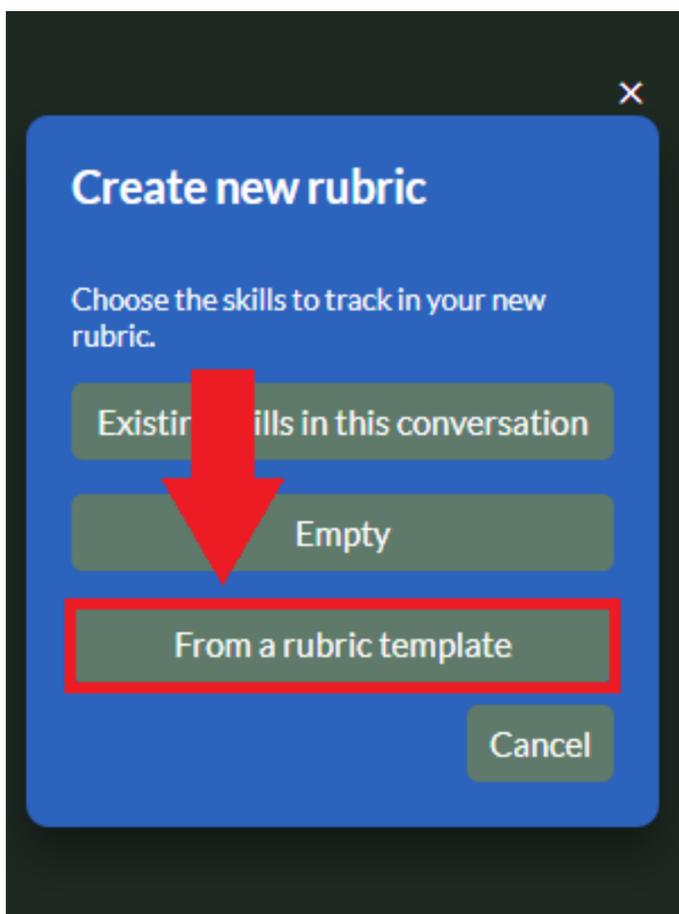
Saving the Rubric

If you're happy with the set of skills you've added to the rubric, you can save the rubric to use on other Google Docs. Just click "Save as template":
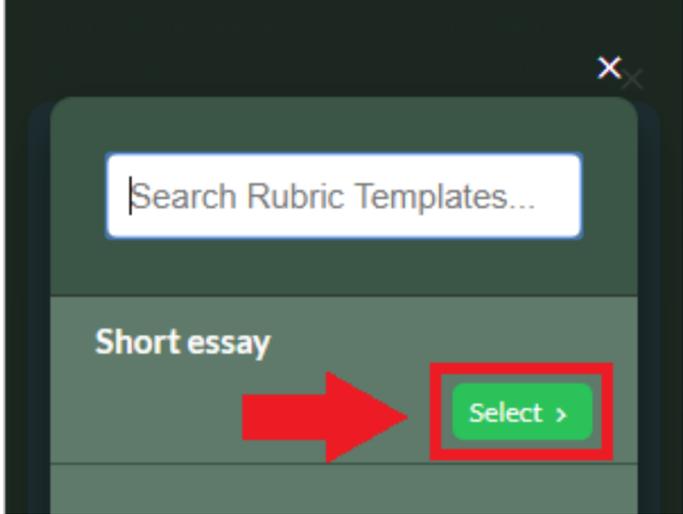

See how to use a rubric template.
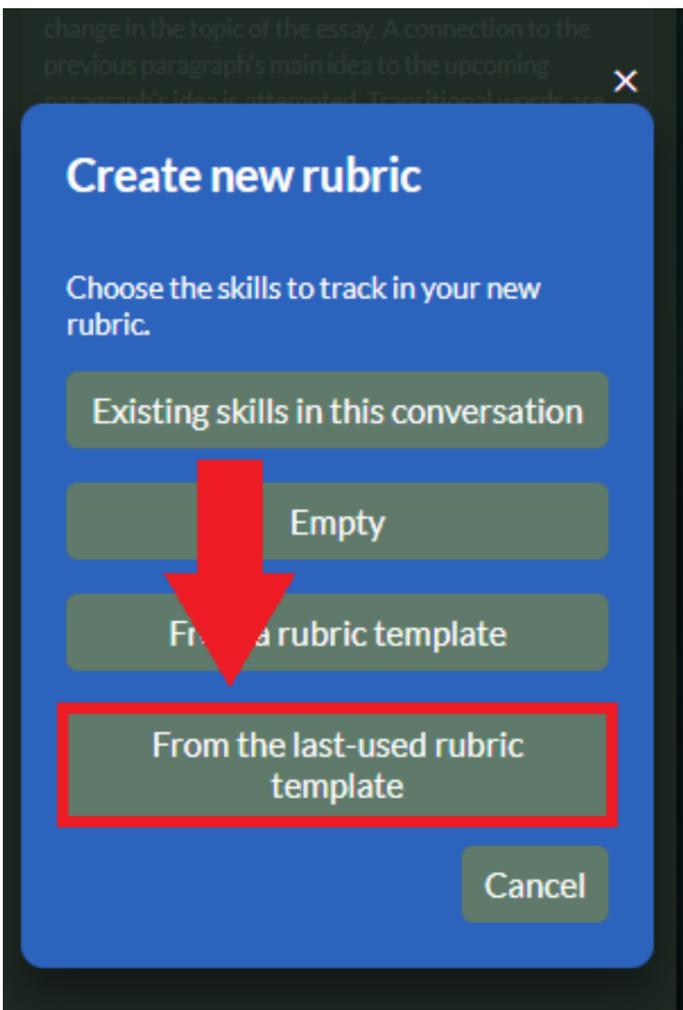
Using a Rubric Template

If you've saved a rubric template that you'd like to use on this Doc, just click "From a rubric template":
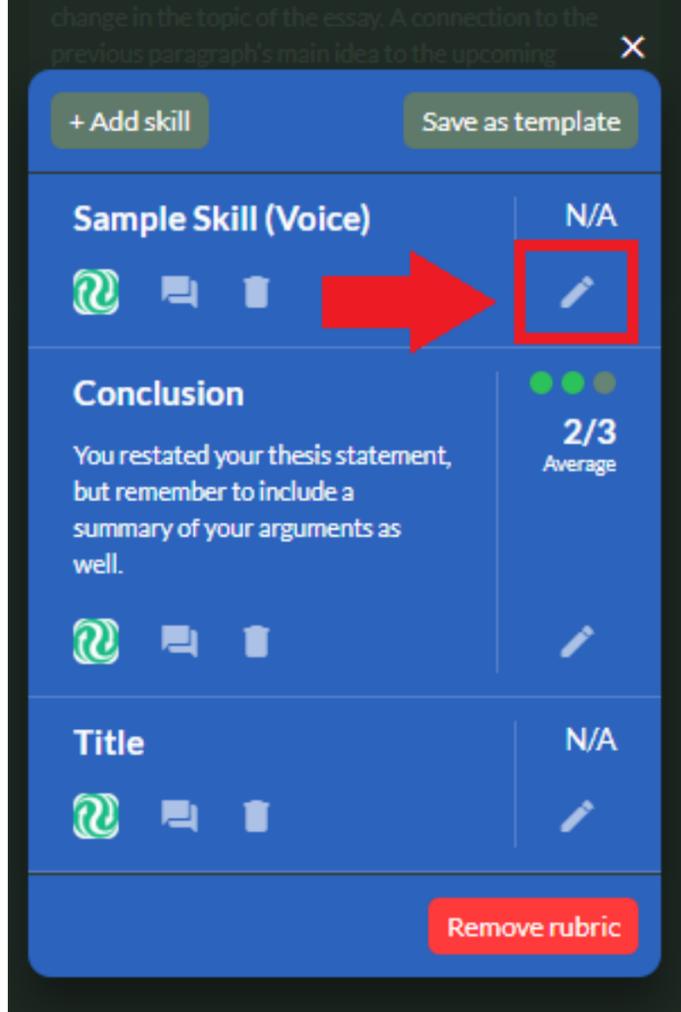

You can find your rubric in the list, or use the search box to find your rubric. Click "Select" to add your rubric:

If you've used a rubric template before, you also can choose to reuse the most recent one by clicking "From the last-used rubric template":
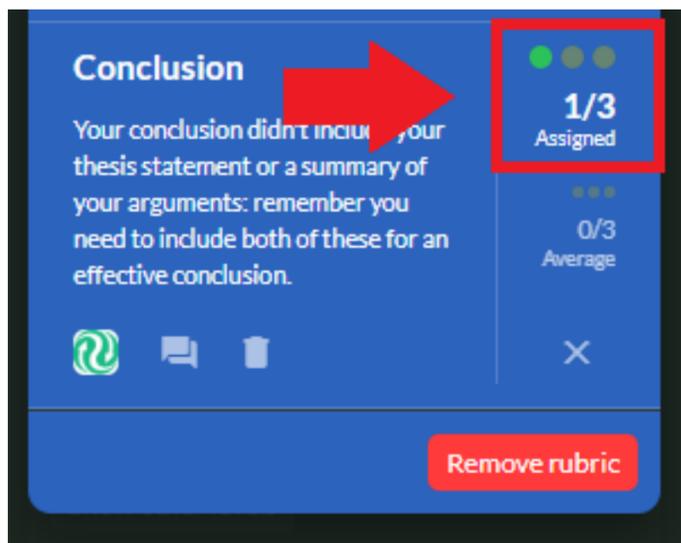

Once you've selected the template, you'll see the rubric appear. If you've added some of the skills already, those scores will be filled in. (In the image below, the "Conclusion" skill had already been added.) For any skills that aren't filled in, just click the pencil icon to add your score:

Any skills you add to the Doc will be added to the rubric as well. If you add the same skill multiple times, the rubric will display the average of the scores.

If you add a score to the rubric using the pencil icon (like it shows in the image above), that score will overwrite the average score, and the average score will show up underneath, like this:
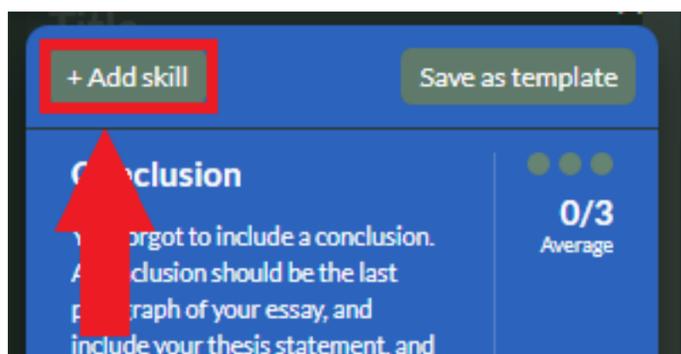

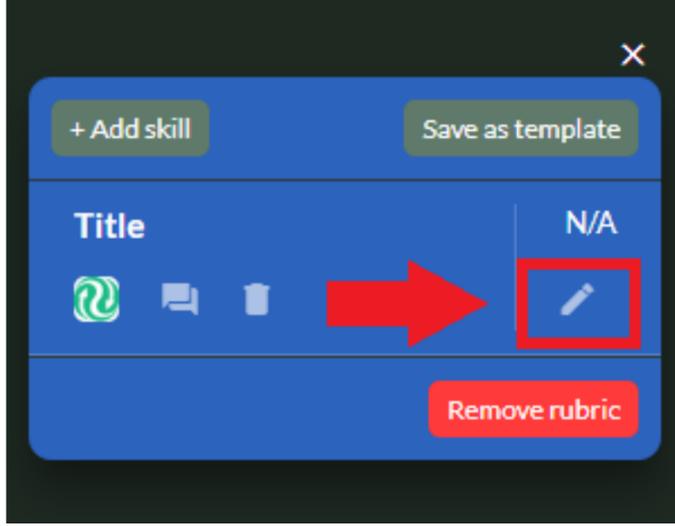The skill level description will match the assigned score.

Editing the Rubric

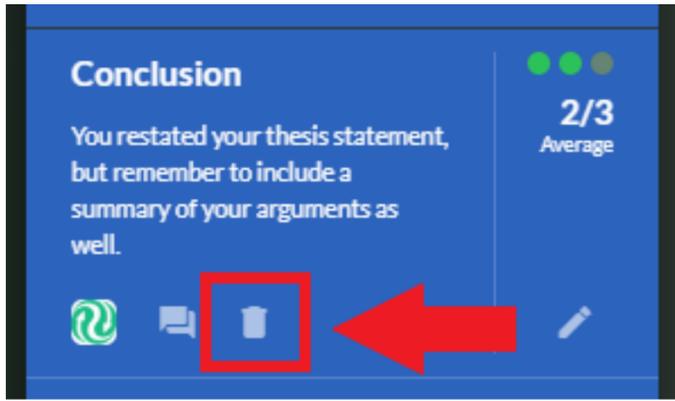Once you've added your rubric, there are several ways for you to modify it.

Adding new skills in Kaizena will automatically add them to the rubric, but you can also add a skill directly to the rubric: just click "+ Add Skill" at the top:

Select the skill the way you usually would, then add a custom rating (click on the pencil icon):
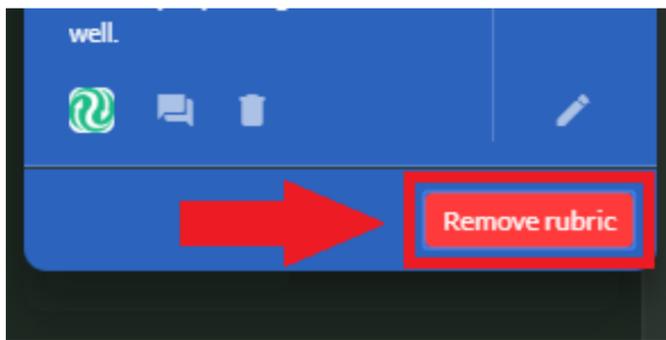
You can remove individual skills from your rubric. Just click the garbage can to remove a skill from the rubric:

This will not affect any skills you added outside the rubric.

You can also remove the rubric entirely by clicking "Remove rubric" at the bottom:

You'll loose any custom ratings you've added, but skills you added outside the rubric will not be affected.