Creating a Rubric in Turnitin

1. Open the rubric you want to use; you’ll need this to copy and paste into Turnitin.
2. On your course homepage, go to the Course Tools dropdown menu on the left and select Turnitin Assignments.
3. Open one of your assignments. This should take you to the inbox. (You can also grade here, rather than in the Needs Grading section of the course.)
4. Select the Libraries tab at the top of the page and go to Rubric/Form manager.
5. You should see a series of boxes. Looking at your rubric, use the + keys next to Criteria and Scales to add the appropriate number of boxes and rows.
6. Scroll down to the bottom of the blank rubric and find the Rubric Scoring section. You’ll see three choices. If you want Turnitin to calculate the grade for you, select the first option, the % sign.
7. On the left side (Criteria), copy and paste the Criteria from the rubric. The titles have limited characters, so you may need to abbreviate. Refer to the online rubric for assigning numbers.
8. Across the top (Scales), list the standards: Excellent, Good, etc. You also have to enter a number if you want Turnitin to calculate grades. The highest value you enter will be how many total points the assignment is worth. Set the other columns to the ideal grade for each standard.
	* For major essays, I use six rows, numbered 100, 95, 85, 75, 65, and 50. (Using five usually skews the A’s a little high because it skips from 100 down to 85.)
	* You can always manually adjust the grade in Turnitin if the calculated grade does not seem right to you or if you need to deduct points for lateness.
9. Enter a title at the top. Note that once you use a rubric to grade an assignment, you cannot delete it. You may copy it into a new rubric and edit it, but you can’t make it go away, so be sure to give it an easily identifiable title. It’s helpful to include the semester you created it so you can use the most recent rubric the next semester. (e.g. 101&102 essays Fa15) The good thing is that once you create a rubric, it will be there for all future classes.
10. Go to the bottom and click Save.
11. To link the rubric to an assignment, you have two options:
	* When creating the assignment, view More Options. At the very bottom, you can select a rubric from a dropdown box.
	* Open up an essay that’s been submitted. On the bottom right side, you should see four icons; it is probably set on QM (QuickMarks). Click on the far right one: Rubric.
	* In the top right corner of that box, you’ll see a tool (a wrench?). Click on that, and it should open the rubric manager libraries. Select the rubric you created. In the top right corner, you’ll see another tool looking thing. (Excuse my formal language here.) Click on that, and it should say that the rubric is linked to the assignment.
12. Celebrate: You’re done! Now all you have to do is grade the essays.

\*\*\*You can also import a rubric into Turnitin from an Excel spreadsheet. Once imported, you will need to fix/add the correct point values, etc. Please search Turnitin tutorials for how to do this.