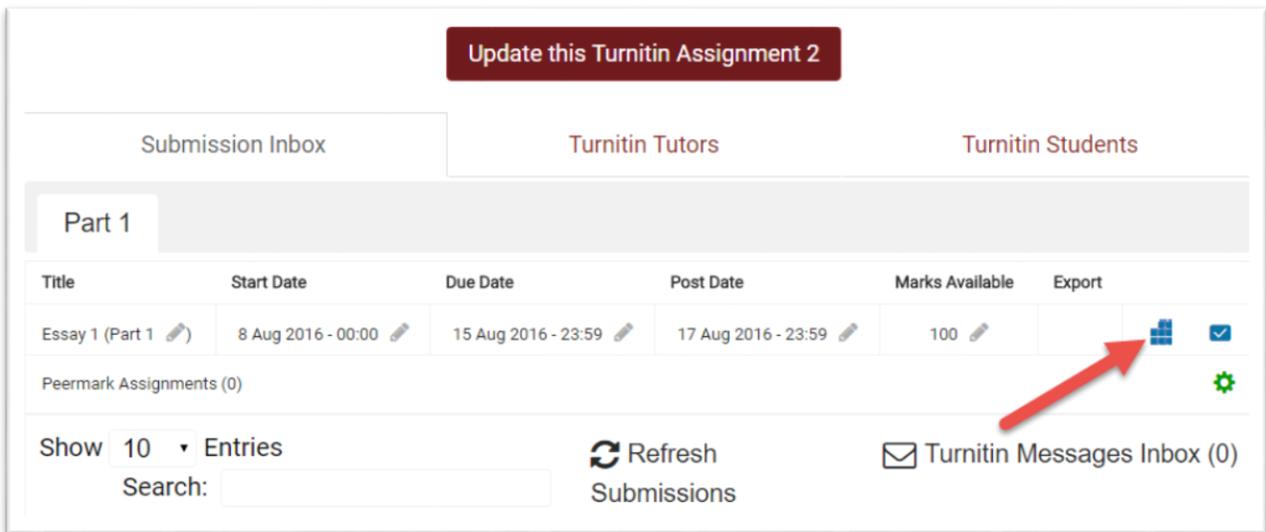


Using Shared Rubrics in Turnitin

Instructors can share Turnitin rubrics. To use a shared rubric, you must first import it into your Turnitin account.

Importing a Rubric

Open a Turnitin assignment, and select the **Launch Rubric Manager** icon on the right.



The screenshot shows the Turnitin interface for an assignment. At the top, there is a button labeled "Update this Turnitin Assignment 2". Below this are three tabs: "Submission Inbox", "Turnitin Tutors", and "Turnitin Students". The "Part 1" tab is selected. A table lists the assignment details:

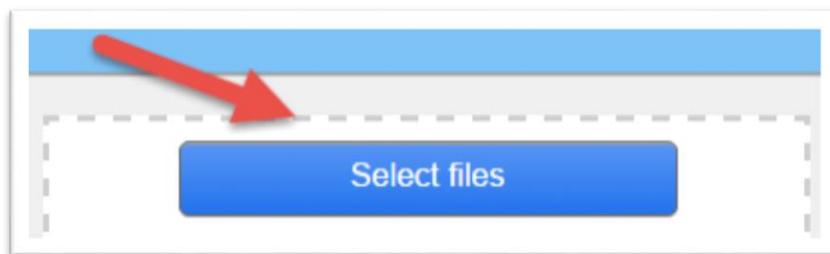
Title	Start Date	Due Date	Post Date	Marks Available	Export
Essay 1 (Part 1) 	8 Aug 2016 - 00:00 	15 Aug 2016 - 23:59 	17 Aug 2016 - 23:59 	100 	 

Below the table, there is a section for "Peermark Assignments (0)" with a gear icon. At the bottom, there is a "Show 10 Entries" dropdown, a search box, a "Refresh Submissions" button, and a "Turnitin Messages Inbox (0)" notification.

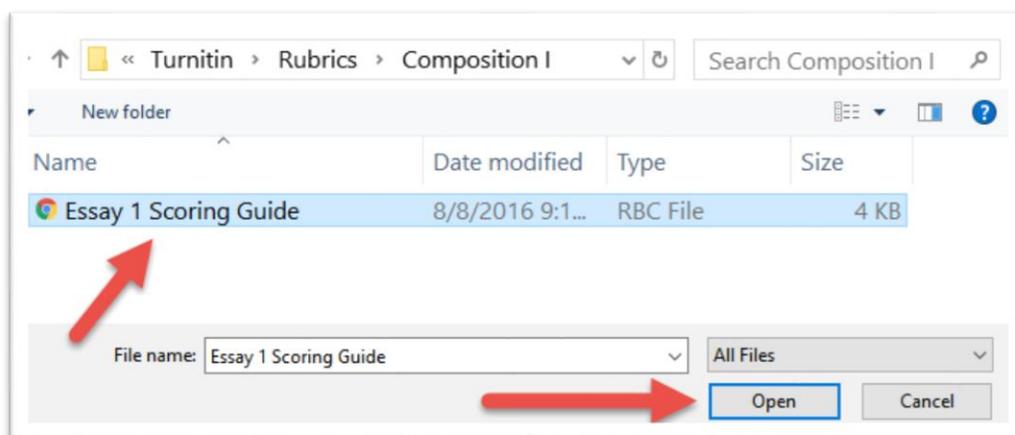
In the rubric manager, select the **Import/Export** icon on the right and choose **Import**.



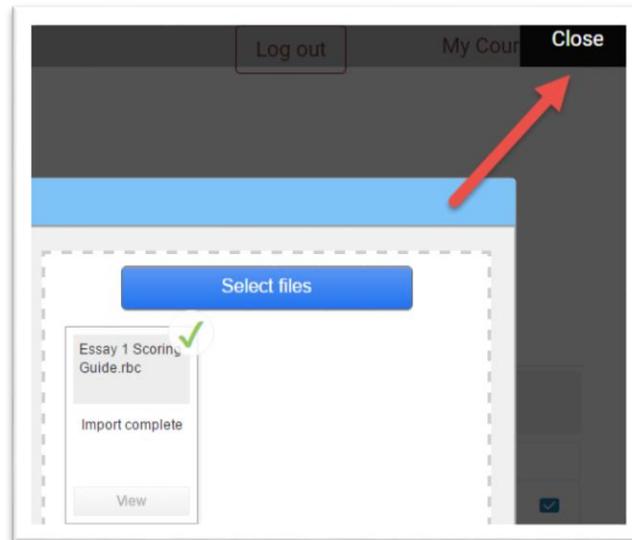
Choose **Select Files**.



Navigate to the saved rubric file (.rbc) on your computer. Select the name of the file, and choose **Open**.



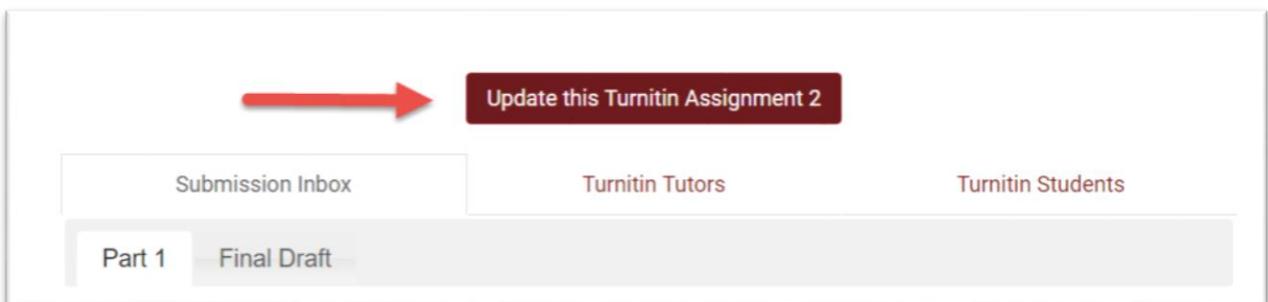
Once a green checkmark appears by the file, you can click **Close** in the top right-hand corner.



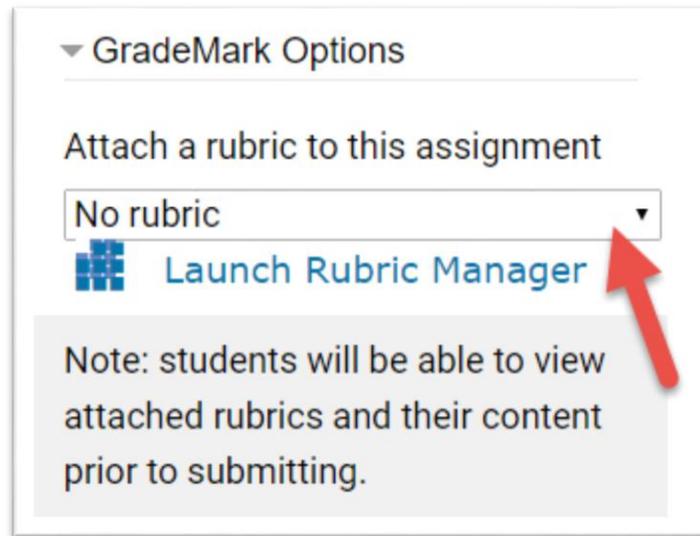
The rubric is now part of your Turnitin account and can be attached to any essay.

Attaching a Rubric

There are two ways to attach a rubric to a Turnitin assignment. In the first method, select **Update this Turnitin Assignment 2**.

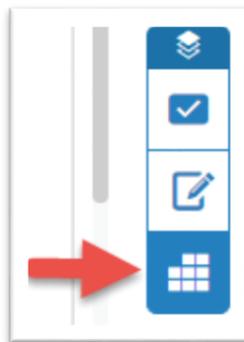


Under GradeMark options, choose the rubric you wish to attach from the dropdown menu.

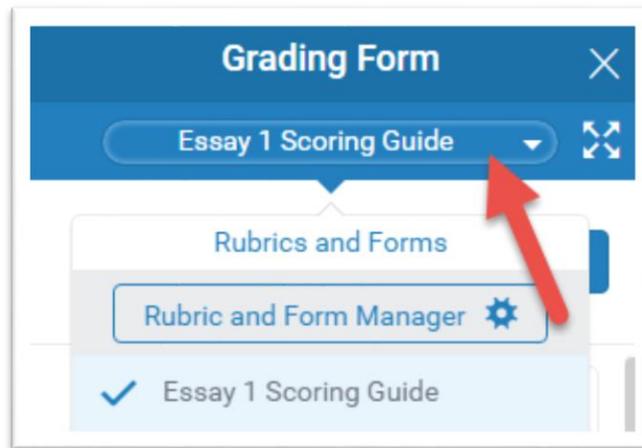


Once you've attached the rubric, select **Save**.

You can also attach a rubric within a student paper in Turnitin. Within Feedback Studio, select the **Rubric/Form** icon on the right.



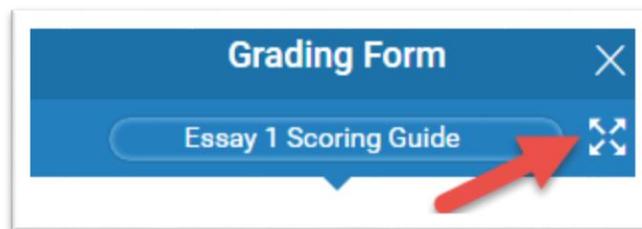
In the **Rubrics and Forms** menu, choose the appropriate rubric from the dropdown menu. This rubric will now be attached to all papers submitted in this Turnitin assignment.



Grading with a Rubric

The rubric will appear in the **Rubrics and Forms** menu on the right. You can grade within this menu.

You can also expand the rubric by selecting the **Expand Rubric** icon to the right of the rubric dropdown menu.



In the **Expanded View**, you can leave a score and comments for each criterion.

Essay 1 Scoring Guide CLT Student001 | Essay 1

Criteria	
1. Writing Process 0-15	Score
1. Students will utilize a writing process for each essay assignment. <ul style="list-style-type: none"> • Completion of invention technique(s) • Evidence of planning and organizational process • Completion of a draft and evidence of a revision process 	<div style="border: 1px solid #ccc; padding: 5px; width: 40px; margin: 0 auto;">-</div> 
	<div style="border: 1px solid #ccc; padding: 5px; width: 150px; margin: 0 auto;">Add comment</div> 
15-14: A 13-12: B 11: C 10-9: D 8-0: F	

When you have finished grading, select **Apply to Grade** and **Close**.

Total Score: 90



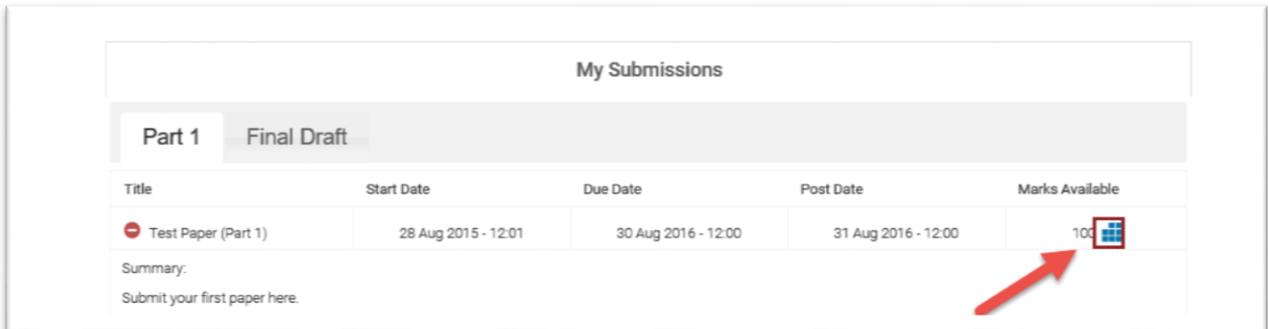

The grade will now be seen at the top of the page.

CLT Student001 | Essay 1

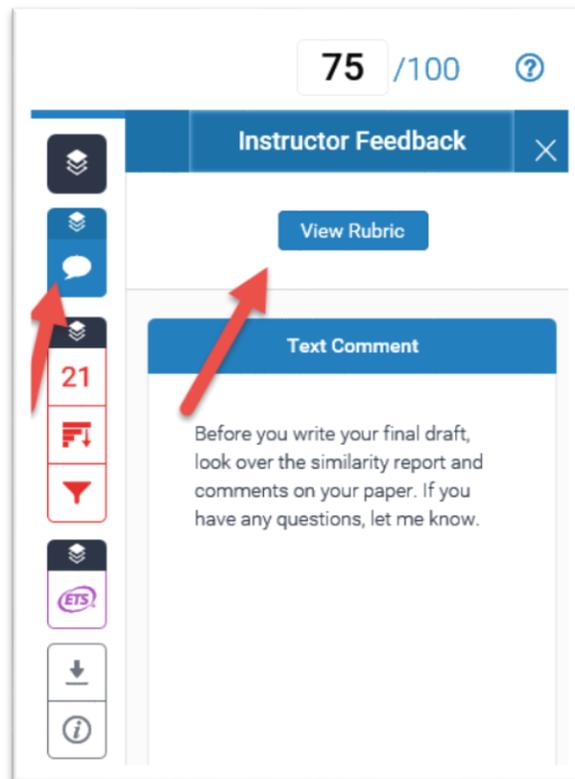
90 /100

Student View

Students can view the rubric used for grading by selecting the **Rubric** icon.



When students open a graded paper, they can select the **Instructor Feedback** icon to see the instructor's overall feedback and a link to the rubric. By selecting **View Rubric**, they can view the rubric with the scores and instructor comments.



To download the instructor's comments on the paper and the rubric, students should select the **Download** icon, and choose **Current View**.

