



DESIGN & DEVELOPMENT

OPERATIONS

ADDING SECONDARY RUBRICS

Version 2

LEARNING OBJECTIVES

Upon completion of this training manual, users will be able to:

- ✓ Attach a Secondary Rubric
- ✓ Make edits to a Secondary Rubric
- ✓ Determine when to make edits versus add a new Rubric

TABLE OF CONTENTS

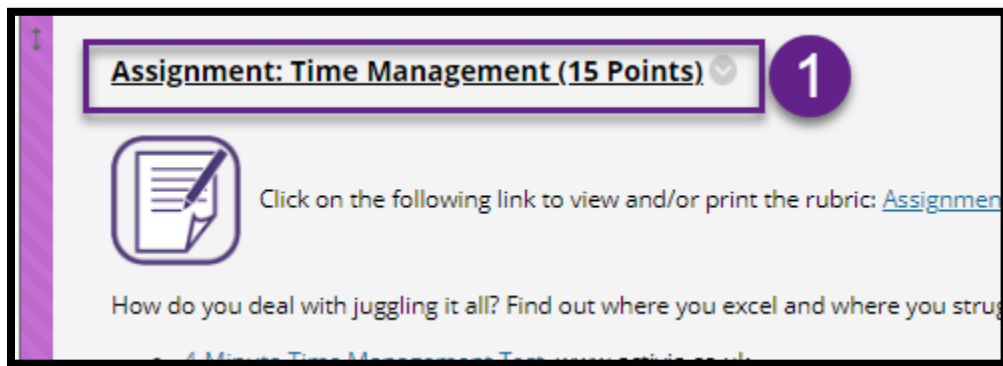
LEARNING OBJECTIVES	1
OVERVIEW	3
ADDING RUBRICS	3
VERSIONS	6
DISCLAIMER	6
NOTES	6

OVERVIEW

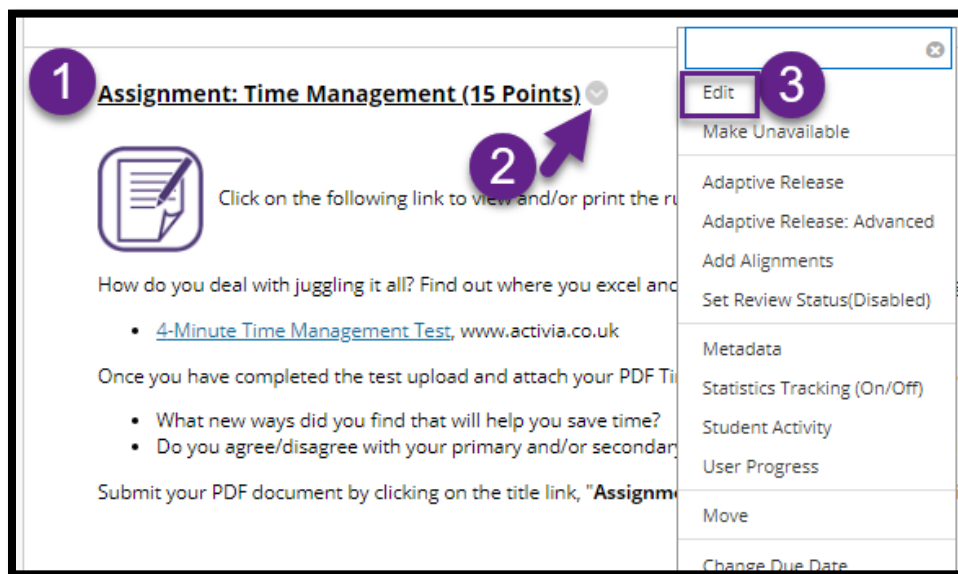
When utilizing Secondary Rubrics within courses, they will need to be loaded in a certain way to ensure the GRADING rubric populates first for the Instructor during grading. The following steps will show how to add rubrics to maintain this order.

ADDING RUBRICS

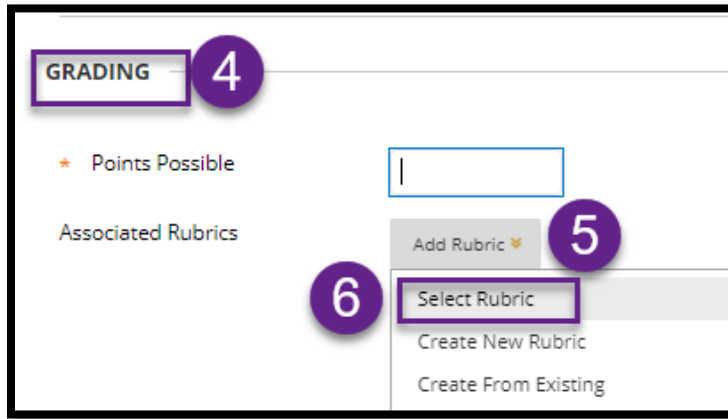
1. Locate the **ASSIGNMENT** that will be utilizing **PRIMARY** and **SECONDARY** rubrics



2. Click the **DOWN ARROW** to the right of the Assignment title
3. Select **EDIT**



4. Scroll down to the **GRADING** section
5. Select **ADD RUBRIC**
6. Choose **SELECT RUBRIC**

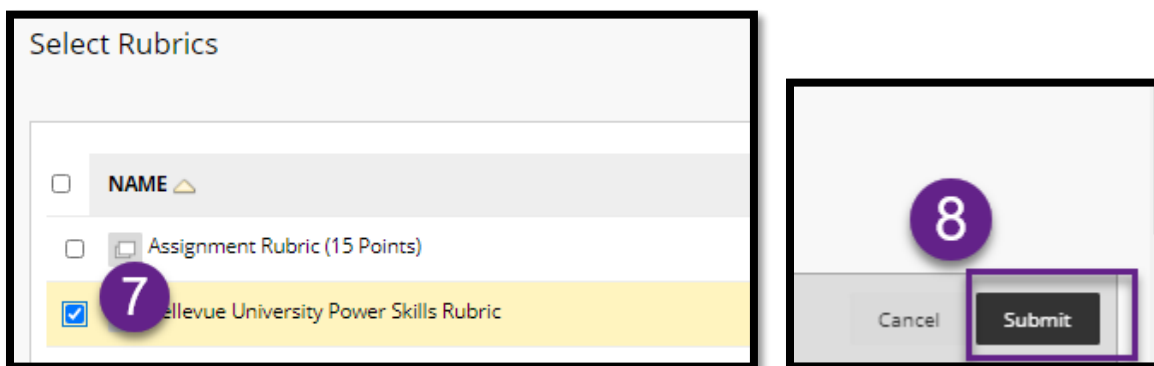


7. In the pop-up screen, select the **SECONDARY RUBRIC**



The Secondary Rubric must maintain the following naming convention: **Bellevue University Power Skills Rubric.**

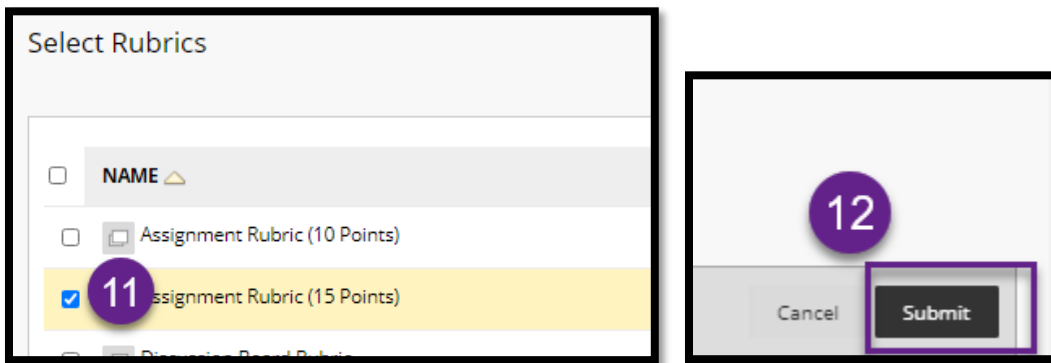
8. Click **SUBMIT**



9. Click **SUBMIT**

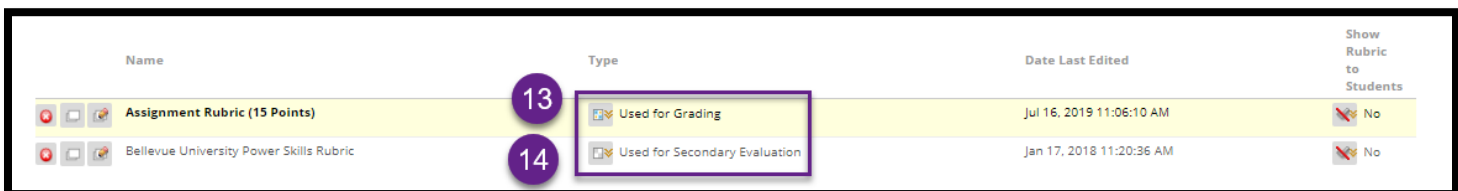


- 10. Locate the **SAME** assignment and **REPEAT** steps 1-6 above
- 11. In the pop-up screen, select the rubric associated with the **ASSIGNMENT**
- 12. Click **SUBMIT**



The **Secondary Rubric** must be added **FIRST**. This will ensure that the **Grading Rubric** shows up first in the **Grading Area** for the Instructor.

- 13. Ensure the **TYPE** next to **BELLEVUE UNIVERSITY POWER SKILLS RUBRIC (Secondary)** to **USED FOR SECONDARY EVALUATION**
- 14. Ensure the **TYPE** next to **GRADING RUBRIC (Primary)** to **USED FOR GRADING**



When making **EDITS** to a rubric, these changes will stream through the tool to all of the assignments associated to that rubric *in that course*.

VERSIONS

Version	Date	Developer Name	Description of Changes
1	02.08.2018	Liesl Grubbs	New Tutorial for Course Designers
2	12.9.2020	Misti Shurila	Updating images

DISCLAIMER

Process for this Training Manual is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

NOTES

For changes to a Rubric: A NEW item should be built and reattached to the individual Assignment in the Master.

- Change in Rubric Row
- Change in Skill
- Change in layers of measurement (Reinforce, Mastery, Points, Percentages, Ranges)

For edits to a Rubric: These changes will be streamed through the tool.

- Typos
- Grammar
- Punctuation

For Courses that are utilizing the Bellevue University Power Skills Rubric, send [Sharon Rea](#) an email identifying which course and which assessment(s).

Copyright © Bellevue University. All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form by any means—electronic, mechanical, photocopy, scan, recording, or any other—without the express prior written permission of Bellevue University and Design and Development.