RMIT UNIVERSITY

ACADEMIC COMMUNICATION RUBRICS IN TURNITIN

A guide for RMIT Teaching Staff

This guide shows you how to incorporate rubrics for assessing academic and communication skills into your assessment of Turnitin assignments. For an explanation of the rubrics and how and why to use them to support your teaching, see the tutorial on the Learning Lab under *Resources for Staff > Assessment > Using Rubrics*.

There are several versions of the Academic Communication Skill rubric, varying in level of detail, number of criteria and grading scales. These are listed on the 'Choosing' tab of the Rubrics tutorial in the Learning Lab. Choose the one that best suits your needs, then follow the steps below to use it with your Turnitin assignment.

To add the Academic & Communication Skill rubric to an assignment

1. Log in to Blackboard.
2. Click the relevant course under 'My programs and courses'.
3. Go to *Control panel > Course tools > Turnitin Assignments*
4. Click on assignment link.
5. Click on the 'Edit assignment' tab
6. Expand 'Optional settings'
7. Select 'Academic & Communication Skill' from the list to attach it to the current assignment.
8. Finally, click 'Submit' to save the assignment settings.

Note

From here you can **launch the Rubric/Form manager** to import, duplicate and edit the available rubrics, as outlined below. After altering your rubric, **don't forget to save your changes** and close the Rubric/Form Manager to return to the assignment settings window.

To customise the Academic & Communication Skill rubric

Note that the original Academic & Communication Skill rubric cannot be edited. To combine or customise it with your own criteria:

1. Edit your assignment settings as outlined above.
2. Click '**Launch Rubric/Form Manager**'.
3. Click the Rubric options icon.
4. Select '**Duplicate this rubric**'.
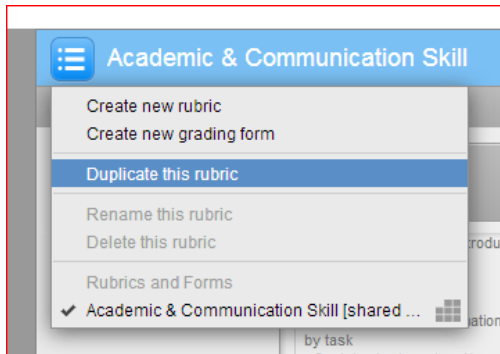
5. Give it a new name.
6. Customise it by following the instructions for how to edit a rubric below.

To edit your rubric

1. In the Rubric/Form Manager, click the Rubric options icon.
2. Select your chosen rubric from the list.
3. Click in any cell to edit the text.
4. Add new criteria or scales by clicking on the relevant plus sign.
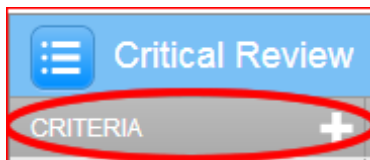

5. Type details as required.
6. N.B. The following character limits apply:
   - rubric name: 30
   - criterion title: 13
   - scale title: 25
   - description text: 1000
7. Click 'SAVE' at the bottom of the window.
8. Click 'CLOSE' to return to the assignment settings screen.

To import an alternative rubric

1. Download your preferred version from the '**Choosing**' tab of the Learning Lab under *Resources for Staff > Assessment > Using Rubrics*.
2. Click the Import/Export options icon.
3. Select your chosen .rbc file from step 1 to upload.
4. When the file has been uploaded, a green tick will appear. Click the '**View**' button below the file icon to view or edit the rubric.

To give feedback using the rubric

1. In Turnitin, click on a student's submission to open the document viewer.
2. The right hand pane will open in the GradeMark QuickMarks view by default. Click the rubrics icon at the bottom to switch to the rubric view.
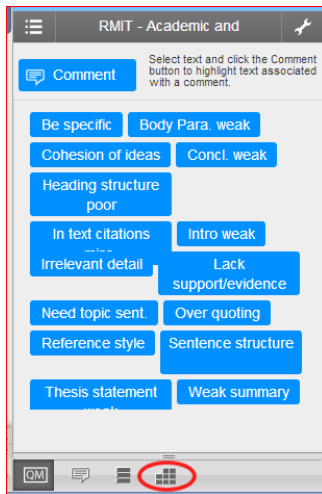
3. Hover the mouse over a criterion 'score' to see the full description in the panel beneath.
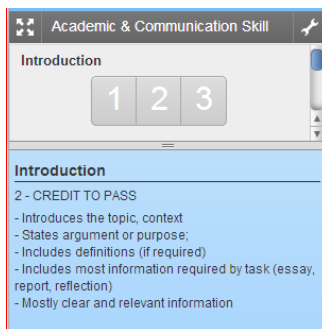
4. Click the appropriate level/score for to assign a grade for each criterion.

Note that unless you have incorporated the criteria into a quantitative rubric and assigned scores, the feedback for the student will be purely qualitative.

To find out more

For more on using rubrics in Turnitin, see the articles in the Turnitin Help Center under
Instructor > GradeMark > Rubrics.