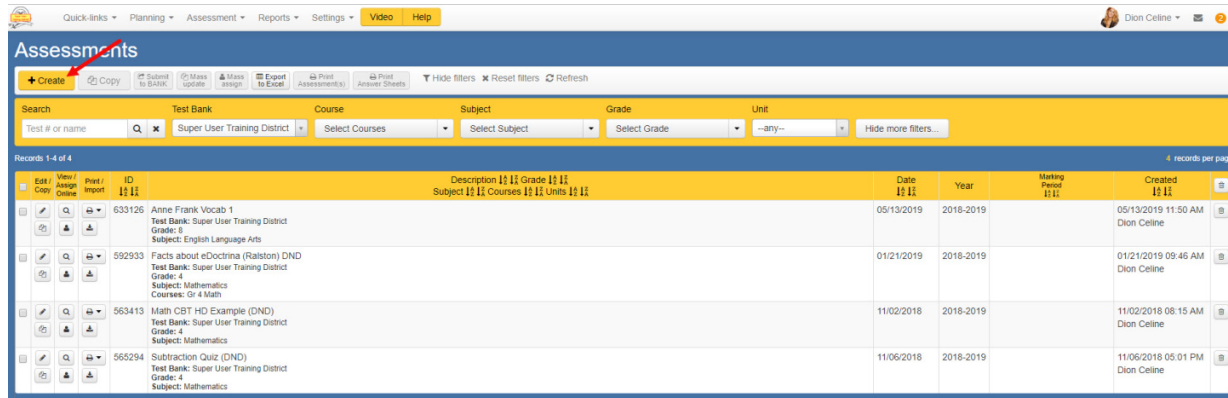


## 03.H.2. How to Use the Flex Rubric Tool

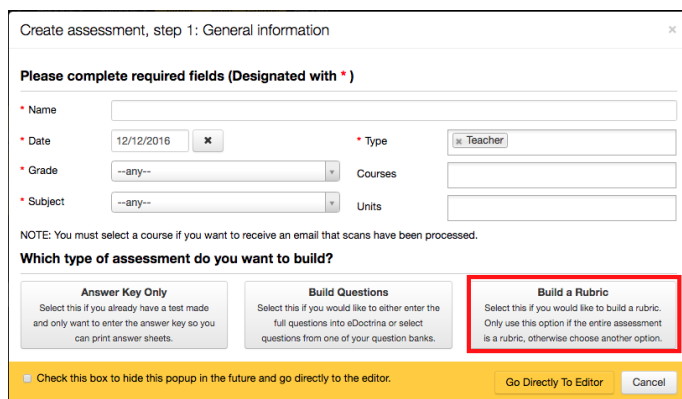
### Creating A New Rubric

To create a new rubric assessment, select the **+ Insert** button within the Assessments Homepage.



The screenshot shows the 'Assessments' homepage. At the top left, there is a '+ Create' button highlighted with a red arrow. Below the navigation bar, there are search and filter options for Test Bank, Course, Subject, Grade, and Unit. A table of existing assessments is visible, with columns for ID, Description, Date, Year, Marking Period, and Created. The table contains four rows of assessment data.

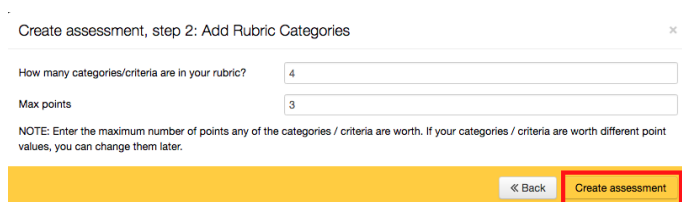
A pop-up screen will be generated. Fill in the required fields (each required field is noted by an asterik). Select "Build a Rubric".



The screenshot shows the 'Create assessment, step 1: General information' pop-up form. It includes fields for Name, Date (12/12/2016), Type (Teacher), Grade, Subject, Courses, and Units. A note states: 'NOTE: You must select a course if you want to receive an email that scans have been processed.' Below the form, there are three options for building the assessment: 'Answer Key Only', 'Build Questions', and 'Build a Rubric'. The 'Build a Rubric' option is highlighted with a red box. At the bottom, there is a checkbox to 'Check this box to hide this popup in the future and go directly to the editor.' and buttons for 'Go Directly To Editor' and 'Cancel'.

*Note: Select this option if the entire assessment is a rubric. If an assessment has a mix of question types, it's best to select a different assessment option first and then build rubrics within specific questions.*

An additional pop-up will ask the user to identify both the number of categories in the rubric and the maximum number of points for each category. (In the example below, for instance, students are assessed on the four categories. Each category is worth 3 points.) After filling in the data, the user should select **Create assessment**.

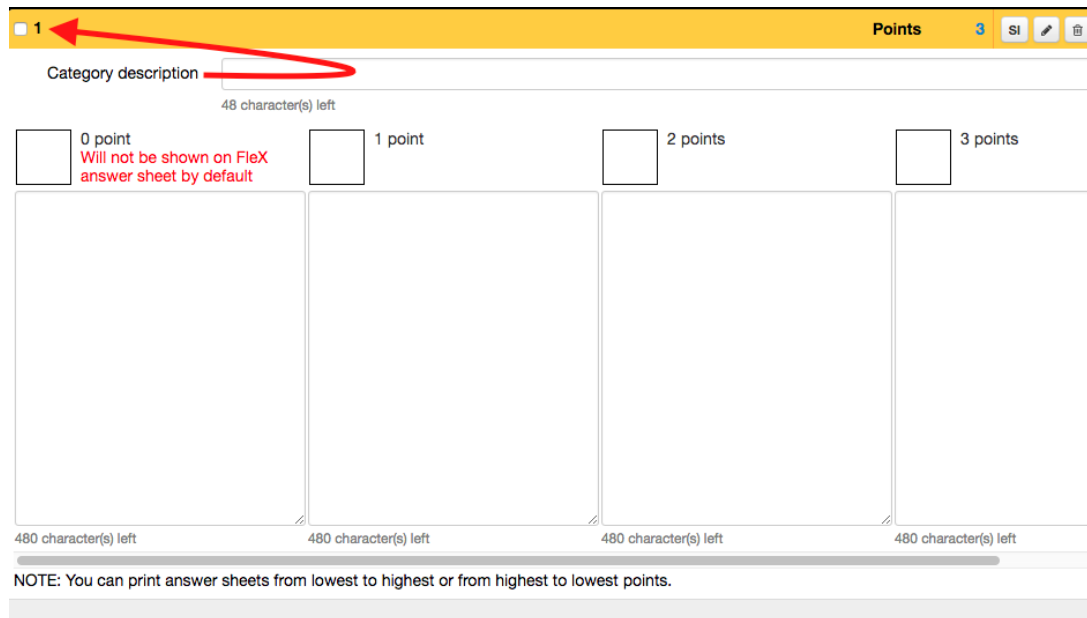


The screenshot shows the 'Create assessment, step 2: Add Rubric Categories' pop-up form. It includes fields for 'How many categories/criteria are in your rubric?' (4) and 'Max points' (3). A note states: 'NOTE: Enter the maximum number of points any of the categories / criteria are worth. If your categories / criteria are worth different point values, you can change them later.' At the bottom, there are buttons for '<< Back' and 'Create assessment', with the latter highlighted by a red box.

Upon selecting **Create assessment**, the user will be routed immediately to the Assessment Editor. The

information that was entered in the previous pop-up screen will be populated in the General section of the Assessment Editor, and the user will be directed to the "Rubric" view, which is a more "friendly" view for creating rubric questions.

Each category is considered to be a question and the entered **Category Description** will display as the title of the rubric category.

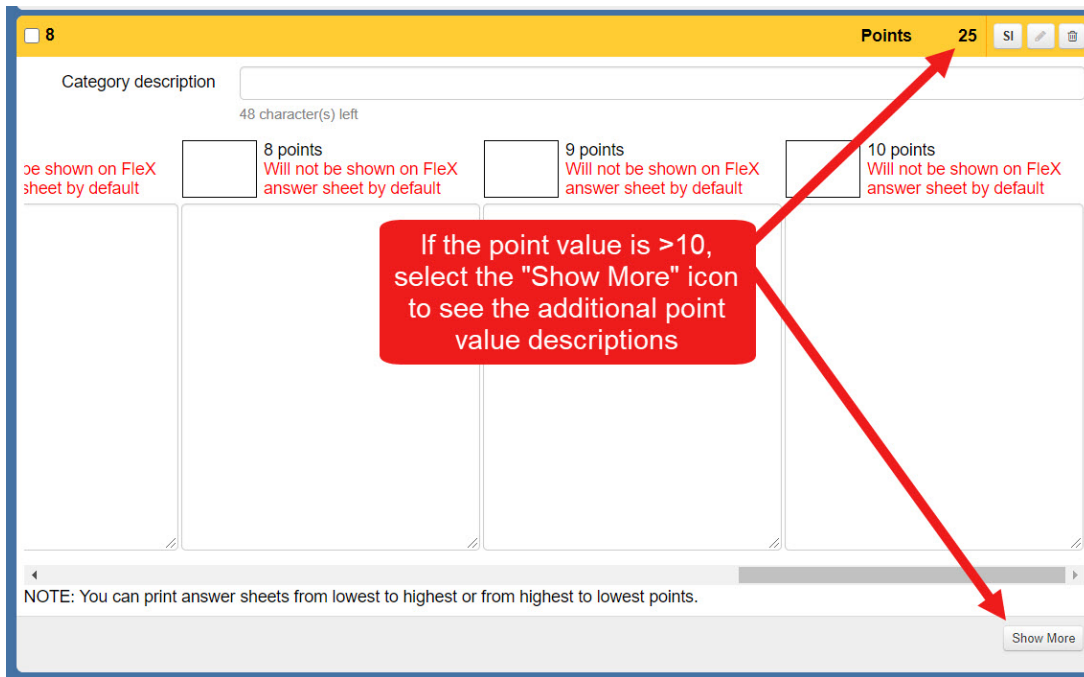


The user has the ability to customize how the column headings will display on the rubric. These headings represent the "points values" for each category. If not customized (left blank), the column heading will default to the points values listed above each column.

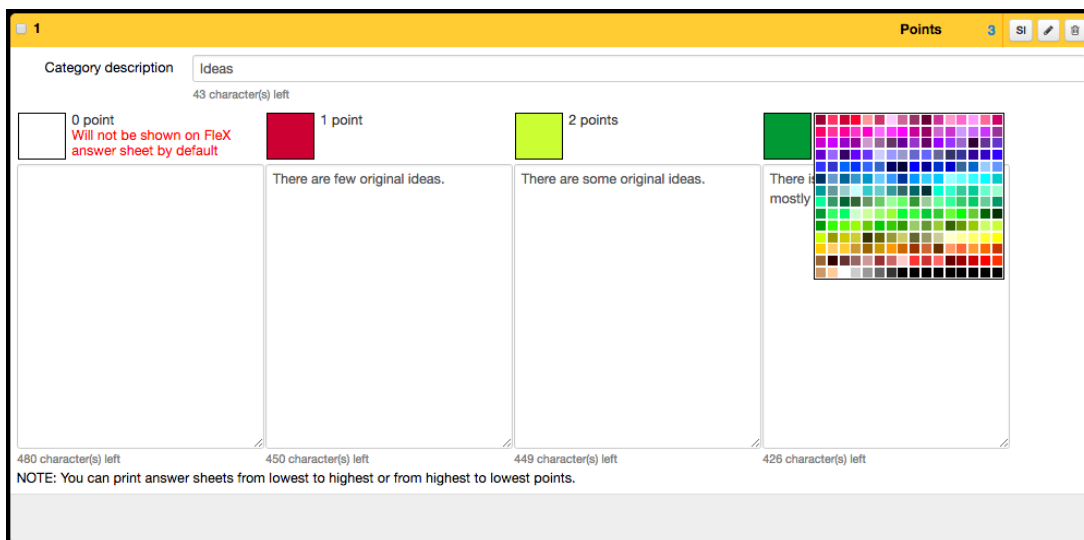
*Note: Due to space constrictions on the printable rubric, there is a limit of 28 characters in each column heading.*

The user can then enter a name or description for each category in the "Category Description" box. Next, the user can insert rubric text that aligns to each specific point value.

*NOTE: If the point value for a given category is greater than 10, users can select the "Show More" icon to see the additional point value description.*

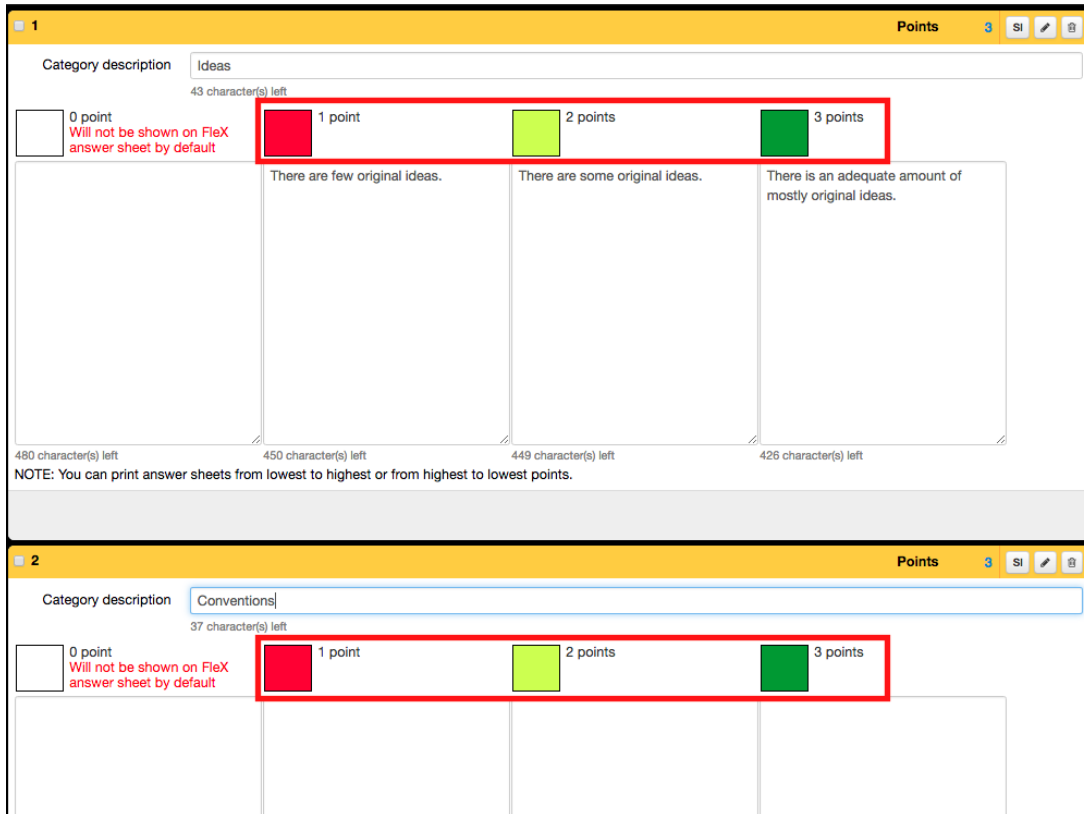


It is also possible to color-code each category level by clicking in the box next to the point value.



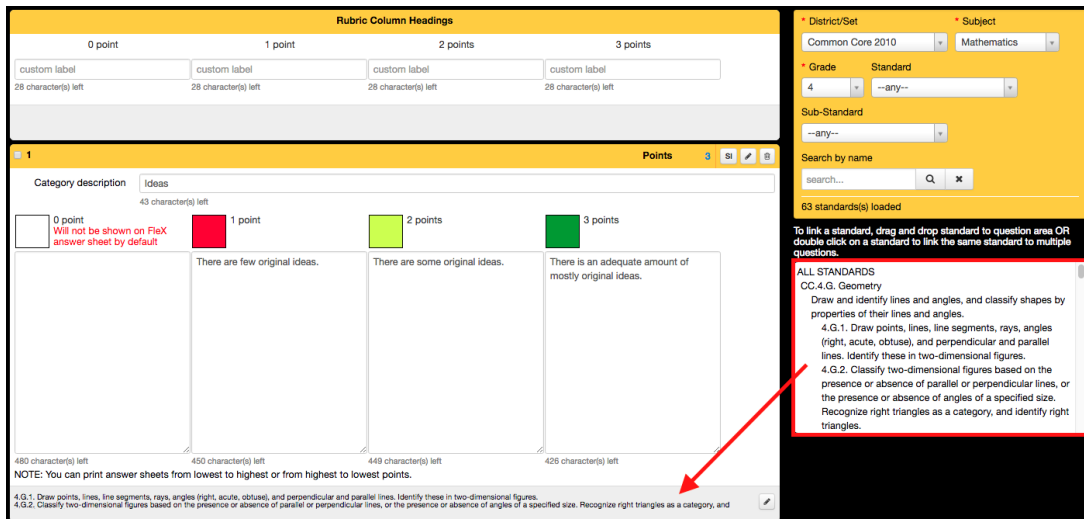
Upon selection of a color for a specific category, the user will be prompted, via pop-up, to choose the same color for that point value in each rubric category.

If "Yes" is selected, each category will be assigned identical colors for the corresponding point values.



These color codes can help easily identify strengths and weaknesses of one or many students.

Continue to set up the rubric assessment by linking standards via double click or drag and drop.



Users also have the option of constructing a grade conversion table for the rubric assessment.

Grade Conversion Table

Grade table type: Standard, percent based

+ Add row Copy grade conversion table from Show/hide additional attributes

	Min Percent	Max Percent	Grade	Name	Color	Font Style	RTI Target
	0.00	65.00	F+			Bold	
	65.00	70.00	D-			Italic	
	70.00	74.00	C-				
	74.00	77.00	C+				
	77.00	80.00	Ci+				
	80.00	84.00	B-				
	84.00	87.00	B+				
	87.00	90.00	B+				
	90.00	94.00	A-				
	94.00	97.00	A+				
	97.00	100.00	A+				

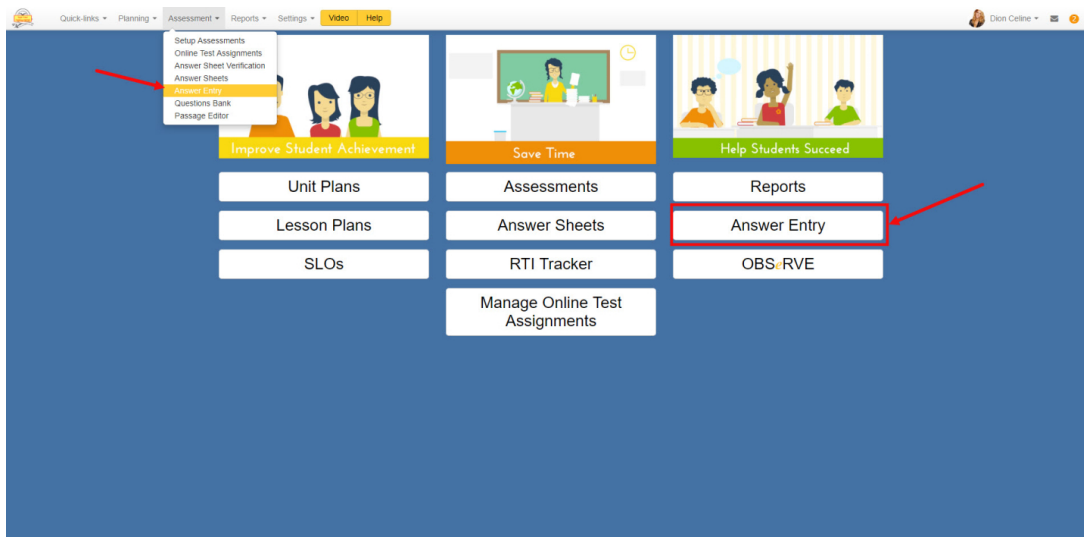
When finished, click **Save** or **Save & Close**.

## Collecting Data

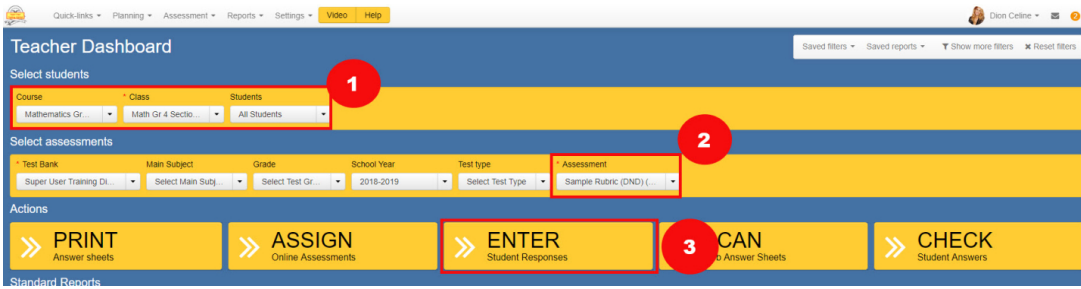
There are two primary ways to collect data for performance-based rubric assessments: **FLeX Rubric Answer Sheets** or direct data entry using the **Teacher Completed Screen**.

### Teacher Completed Screen

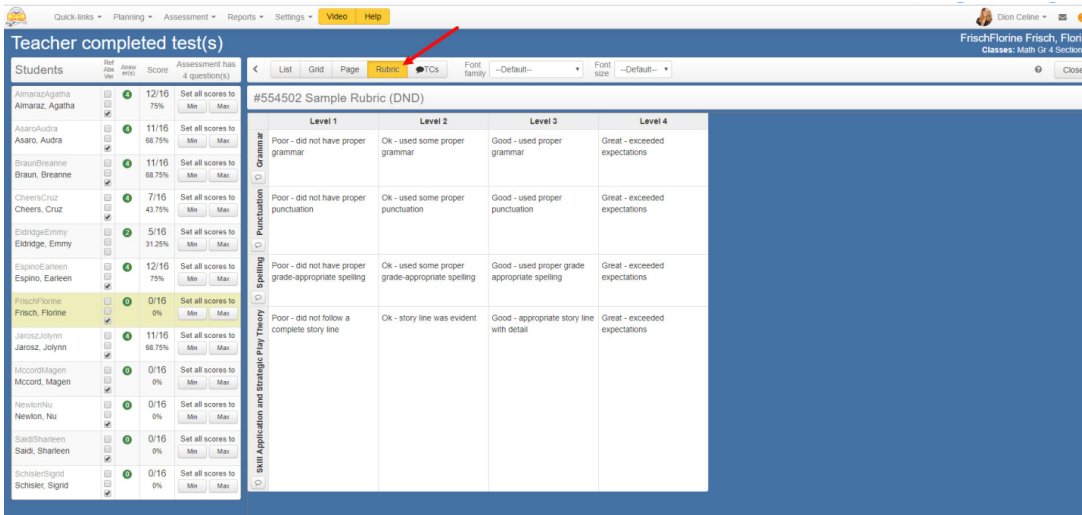
Rubric data for performance-based assessments can be entered directly into eDoctrina using the Teacher Completed screen. The data is auto-saved and reports are available immediately. To access this screen, users should click on the "Answer Entry" button from the home screen or navigate to Assessments>Answer Entry from the menu bar at the top of the screen.



The user will be routed to the Teacher Dashboard. Here, the user will filter of the course(s), class(es), student(s), test bank, and assessment. Then, users should select "Enter Student Responses."

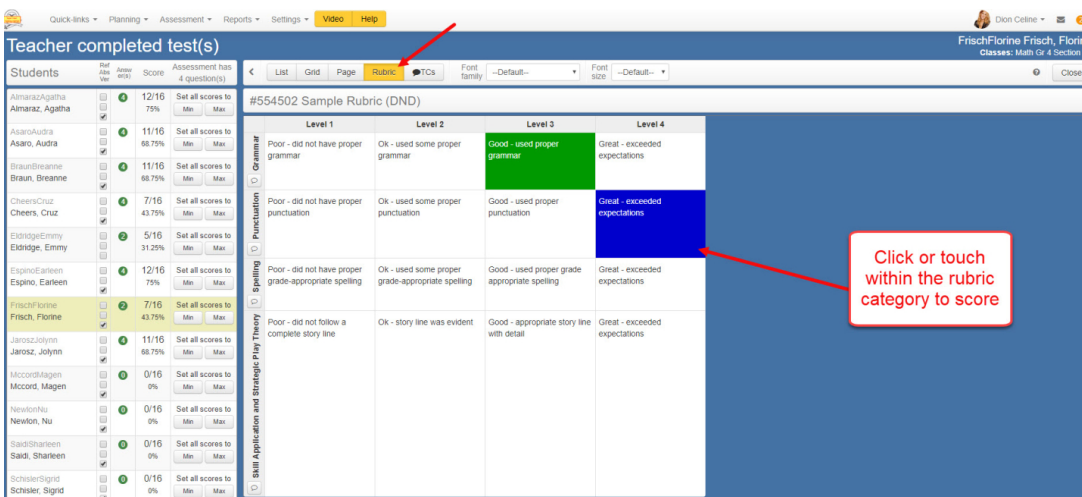


The user will be routed to the Teacher Completed screen:



A list of students in the class will be shown to the left of the screen. The student for whom grades are being entered will be highlighted in yellow.

The rubric categories will display to the right of the student list (note: please make sure you are in the rubric view of the screen). The name of the student for whom grades are being entered will populate in the top right-hand corner of the screen. Data can be added to each category by simply clicking inside the field to enter the score. If the wrong category is accidentally selected, you can simply click on the correct value and the score will update automatically.



As data is entered for a student, the "answers" box for that student will automatically update, as will

the student's percentage.

For each rubric category, there is an option for a user to add comments. To do so, the user can click on the comment icon for a category:

	Level 1	Level 2	Level 3	Level 4
Grammar	Poor - did not have proper grammar	Ok - used some proper grammar	Good - used proper grammar	Great - exceeded expectations
Punctuation	Poor - did not have proper punctuation	Ok - used some proper punctuation	Good - used proper punctuation	Great - exceeded expectations
Spelling	Poor - did not have proper grade-appropriate spelling	Ok - used some proper grade-appropriate spelling	Good - used proper grade appropriate spelling	Great - exceeded expectations
Skill Application and Strategic Play Theory	Poor - did not follow a complete story line	Ok - story line was evident	Good - appropriate story line with detail	Great - exceeded expectations

A pop-up window will be generated. The left side of the pop-up window houses a scripting area. Here, the user can type their own comments or link pre-made comments about a student's performance. These comments will be available to the students in reports.

Student response and/or teacher comments

**Teacher comment**

You can type your own comment here, or have a pre-set comment added!

A bit sloppy.

**Comments List**

search... Scope --any-- Type --any-- Ownership All

Records 1-10 of 36 | Goto 1 2 3 4 next page 20 36 records per page

- A bit sloppy.
- A little more attention to details with go a long way!
- Able to recall details accurately
- Able to retell narrative in sequence
- Article is a bit outdated.
- Article not attached.
- Description is very short.
- Great annotations.
- Great job restating the question.
- Have a great day

Save Cancel

The user can also generate unique comments.

Users can add comments specifically for an assessment or can make comments available to the entire school.

Users can also create private comments that will be viewable to only that user and district administrators.

Create comment ×

\* Scope to add to

This test Private

Type to add to --any-- New type +

\* Comment

Save
Cancel

Finally, users can create multiple "type" categories, allowing compartmentalization of comments by subject, grade level, etc.

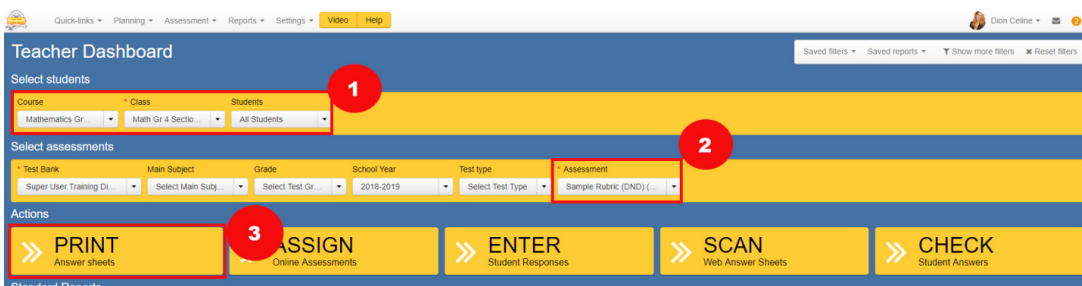
## FLeX Rubric Answer Sheets

To print the FLeX Rubric answer sheets, users should click on the "Answer Sheets" button from the home screen or navigate to Assessments > Answer Sheets from the menu bar at the top of the screen.



The user will use three simple steps to navigate the Teacher Dashboard:

1. Select your students using the "course" and "class" filters.
2. Select your test using the "assessment" filter.
3. Select the action "PRINT" to print bubble sheets.





Upon selecting "Print Answer Sheets," a pop-up screen will be generated. Here, users are able to select both a specific answer sheet type and the students for whom to print answer sheets. When working with rubric assessments, it is important that the user select one of the two **FLEx Rubric** answer sheet options.

Print Answer Sheets

Only suitable sheet types All sheet types Print test Print answer sheets Close

FASTeST Small Bubbles FASTeST Big Bubbles FASTeST Small (R) Bubbles Flex Rubric 5 cols Flex Rubric 6 cols 100 Points FASTeST Large Bubble Capital Letters F&P Bench

Search School Year Course Class Show assigned students only  
 UID, First or Last Name 2018-2019 Mathematics Grade 4 Math Gr 4 Section 01 Show SLO students only

Records 1-12 of 12 (12 record(s) selected) Clear selection 12 records per page

ID	UID	Course	Class	First Name	Last Name
1520700	AlmarazAgatha	Mathematics Grade 4	Math Gr 4 Section 01	Agatha	Almaraz
1519964	AsaroAudra	Mathematics Grade 4	Math Gr 4 Section 01	Audra	Asaro
1521834	BraunBreanne	Mathematics Grade 4	Math Gr 4 Section 01	Breanne	Braun
1521033	CheersCruz	Mathematics Grade 4	Math Gr 4 Section 01	Cruz	Cheers
1520766	EldridgeEmmy	Mathematics Grade 4	Math Gr 4 Section 01	Emmy	Eldridge
1521294	EspinoEarleen	Mathematics Grade 4	Math Gr 4 Section 01	Earleen	Espino
1519694	FrischFlorine	Mathematics Grade 4	Math Gr 4 Section 01	Florine	Frisch
1521564	JaroszJolynn	Mathematics Grade 4	Math Gr 4 Section 01	Jolynn	Jarosz
1519424	MccordMagen	Mathematics Grade 4	Math Gr 4 Section 01	Magen	Mccord
1520226	NewlonNu	Mathematics Grade 4	Math Gr 4 Section 01	Nu	Newlon
1519289	SaidiSharleen	Mathematics Grade 4	Math Gr 4 Section 01	Sharleen	Saidi
1520496	SchislerSigrid	Mathematics Grade 4	Math Gr 4 Section 01	Sigrid	Schisler

\* Indicates student already has answers for this assessment

Only print questions to Number of extra blank sheets to print 0 Do not print cover pages Print answer sheets Close

*Note: Answer sheets, by default, will not include a "0 point" column when printed. If a user does want a column with 0 points included, the "include 0 points" option must be selected using the "Customize" icon below the rubric answer sheet option. (If a user chooses to exclude the 0 points column, but a student earns 0 points for a particular category, simply leave the category blank. No bubbles will register as a score of 0.) The option to have the rubric read from high to low as opposed to low to high is also available in these settings.*

Print Answer Sheets

Only suitable sheet types All sheet types Print test Print answer sheets Close

Bubbles Bubbles Bubble Capital Letters

Customize Customize Customize Customize Customize Customize Special Custom

Search School Year Course Class Show assigned students only  
 UID, First or Last Name 2018-2019 Mathematics Grade 4 Math Gr 4 Section 01 Show SLO students only

Records 1-12 of 12 (12 record(s) selected) Clear selection 12 records per page

Customize

- Points High to Low  
Checking the "Points High to Low" box will print points from high to low as opposed to low to high.
- Include 0 pts  
Checking the "Include 0 pts" box will print points starting from 0 instead of 1.
- Black letters/numbers  
Checking the "Black letters/numbers" box will print letters/numbers black instead of light gray.

Apply Cancel

\* Indicates student already has answers for this assessment

Only print questions to Number of extra blank sheets to print 0 Do not print cover pages Print answer sheets Close

Once answer sheets are printed, the user can bubble in a score for each rubric category for each student. The answer sheets would then be scanned to eDoctrina for processing.

#		Level 1	Level 2	Level 3	Level 4	Level 5
1	Grammar	Poor - did not have proper grammar	Ok - used some proper grammar	Good - used proper grammar	Great - exceeded expectations	
2	Punctuation	Poor - did not have proper punctuation	Ok - used some proper punctuation	Good - used proper punctuation	Great - exceeded expectations	
3	Spelling	Poor - did not have proper grade-appropriate spelling	Ok - used some proper grade-appropriate spelling	Good - used proper grade appropriate spelling	Great - exceeded expectations	
4	Skill Application and Strategic Play Theory	Poor - did not follow a complete story line	Ok - story line was evident	Good - appropriate story line with detail	Great - exceeded expectations	

121 554502 5 4 FLEX

## Data Reports for Flex Rubrics

Users are able to run data reports for assessments as soon as data is entered into the Teacher Completed Screen. There are three reports that can be run specifically for rubric-based assessments:

- Individual Student
- Student Standards
- RTI Progress

**Individual Student Report** There are a couple of different layouts that can be selected using the Individual Student Report.

The first option is called the "Student Rubric" format. This option will print a fully graded rubric for each student selected on the dashboard. To run this report, select the "Individual Student Report" icon on the Teacher Dashboard and use the following settings:

Individual Student Report Options

Which format?

- Standard
- Standard with Standards Statistics
- Standard with Rubric Text Instead of Standards
- Standard with Question Text Instead of Standards
- Condensed
- Learning (AFL)
- Multi-Part Score Summary
- Student Response Only
- Student Rubric
- Multi Assessment
  - Summary by Standards
  - Summary by Rubric Categories
- Report Orientation
  - Portrait
  - Landscape

Show Excluded Questions for this Assessment  
 Show Excluded Questions for Selected Student  
 Show Rubric Colors  
 Show Proficiency Level Only  
 Include 0 point value column  
 Calculate rubric % based on passing % of:

Note: Users can choose to add Rubric Colors from the assessment or the 0 column

The report will run with one rubric per student, which can be exported to a PDF (either as a whole class, or one particular student at a time). The student's point score, percent score, and proficiency score (if included on the assessment) will appear at the bottom of the rubric.

District Logo Here

Export to PDF

Student Rubric

Export this student to PDF

Student: Almaraz, Agatha  
 Assessment: Sample Rubric (DND) (#554502)  
 Subject: Mathematics Grade Level: 4 Type(s): Grade Level Date: 10/15/2018

	Level 1	Level 2	Level 3	Level 4
Grammar	Poor - did not have proper grammar	Ok - used some proper grammar	Good - used proper grammar	Great - exceeded expectations
Punctuation	Poor - did not have proper punctuation	Ok - used some proper punctuation	Good - used proper punctuation	Great - exceeded expectations
Spelling	Poor - did not have proper grade-appropriate spelling	Ok - used some proper grade-appropriate spelling	Good - used proper grade appropriate spelling	Great - exceeded expectations
Skill Application and Strategic Play Theory	Poor - did not follow a complete story line	Ok - story line was evident	Good - appropriate story line with detail	Great - exceeded expectations
Your Score				12 out of 16
Percent Score				75 %
Proficiency Level				03

A second format of the Individual Student Report is the "Standard with Rubric Text Instead of Standards" option, where teacher comments can also be included on the print out. While the data is the same, the layout of this format is a bit different than the "Student Rubric".

Individual Student Report Options

Which format?

- Standard
- Standard with Standards Statistics
- Standard with Rubric Text Instead of Standards
- Condensed
- Learning (AFL)
- Multi-Part Score Summary
- Student Response Only

Multi Assessment

- Summary by Standards
- Summary by Rubric Categories

Report Orientation

- Portrait
- Landscape

- Hide Student Answer
- Hide Questions and Standards
- Hide Correct Answers
- Show Teacher Comment
- Show Excluded Questions for this Assessment
- Show Excluded Questions for Selected Student
- Show Grade Only
- Show Question Text
- Show Student Response (Constructed Response Items Only)
- Calculate rubric % based on passing % of:
- Show Answer Rationale
- Show Revision History

Ok Cancel

Each rubric line will adhere to the color code that was initially selected in the creation of the rubric assessment.

eDoctrina Helping Students Succeed

Export to PDF

Standard with Rubric Text

Export this student to PDF

Student: Almaraz, Agatha  
 Assessment: Sample Rubric (DND) (#554502)  
 Subject: Mathematics Grade Level: 4 Type(s): Grade Level Date: 10/15/2018

#	Rubric	Test Answer	Student Answer	Correct	Points Earned	Out Of
1	Grammar	Ok - used some proper grammar			2	4
2	Punctuation	Good - used proper punctuation			3	4
3	Spelling	Great - exceeded expectations			4	4
4	Story	Poor - did not follow a complete story line			1	4
Your Score				10 out of 16		
Percent Score				62.5 %		
Proficiency Level						

\* A Test Answer of "X" indicates that any answer was acceptable. EC Indicates the question was for Extra Credit

## Student Standards Report

The Student Standards Report can be run with settings that will allow the user to see how students did in each category individually, but includes the entire selected class on one report. The options below will give the user the ability to include the rubric text in the generated report.

Just like with the Individual Student Report, the Student Standards will adhere to the color code that was initially selected in the creation of the rubric assessment.



Export to Excel  
Student Standards Report

Assessments: Sample Rubric (DND) (#554502)

District: Super User Training District School: Sandbox School Course: Mathematics Grade 4 Class: Math Gr 4 Section 01

		Grammar	Punctuation	Spelling	Story
		62.50 %	66.42 %	77.08 %	76.83 %
Student Name	Student UID				
Almaraz, Agatha	AlmarazAgatha	OK - used some proper grammar	Good - used proper punctuation	Great - exceeded expectations	Poor - did not follow a complete story line
Asaro, Aadra	AsaroAadra	OK - used some proper grammar	Poor - did not have proper punctuation	Great - exceeded expectations	Good - appropriate story line with detail
Braun, Breanne	BraunBreanne	OK - used some proper grammar	Good - used proper punctuation	Good - used proper grade appropriate spelling	OK - story line was evident
Cheers, Cruz	CheersCruz	Great - exceeded expectations	Good - used proper punctuation	Good - used proper grade appropriate spelling	Great - exceeded expectations
Eldridge, Emmy	EldridgeEmmy	Poor - did not have proper grammar	Good - used proper punctuation	OK - used some proper grade appropriate spelling	OK - story line was evident
Espino, Earlen	EspinoEarlen	OK - used some proper grammar	Poor - did not have proper punctuation	OK - used some proper grade appropriate spelling	Good - appropriate story line with detail
Frisch, Florine	FrischFlorine	Good - used proper grammar	OK - used some proper punctuation	Good - used proper grade appropriate spelling	Great - exceeded expectations
Jarosz, Jolynn	JaroszJolynn	OK - used some proper grammar	Good - used proper punctuation	OK - used some proper grade appropriate spelling	Good - appropriate story line with detail
Mccord, Magen	MccordMagen	Good - used proper grammar	Great - exceeded expectations	Great - exceeded expectations	Great - exceeded expectations
Newton, Nu	NewtonNu	Good - used proper grammar	OK - used some proper punctuation	Great - exceeded expectations	Good - appropriate story line with detail
Said, Shareen	SaidShareen	OK - used some proper grammar	Poor - did not have proper punctuation	OK - used some proper grade appropriate spelling	OK - story line was evident
Schaefer, Signi	SchaeferSigni	Great - exceeded expectations	Good - used proper punctuation	Great - exceeded expectations	Good - appropriate story line with detail

## RTI Summary Report

The RTI Summary Report can be run to show rubric text instead of standards by using the following settings:

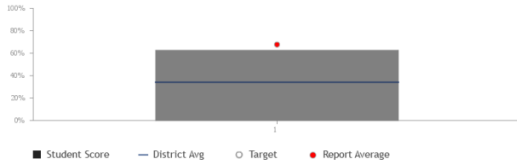
The top of the report with the table and graph will not change, but the data below will show the student's rubric category results as opposed to their standard results:

Student: Agatha Almaraz (AlmarazAgatha)

[Export this student to PDF](#)

Subject: Mathematics

ID	Name	Proficiency Level	Date	Score	Target	District Avg	Percent Score	Target	District Avg
1	Sample Rubric (DND)		2018-10-15	10/16.00	No Data	5.41	62.50 %	No Data	33.81 %



Rubric	Results	
	11 11	12 12
Grammar	OK - used some proper grammar	50.00 %
Punctuation	Good - used some punctuation	75.00 %
Spelling	Good - spelled all operations	100.00 %
Story	Not - did not follow a complete story arc	25.00 %