

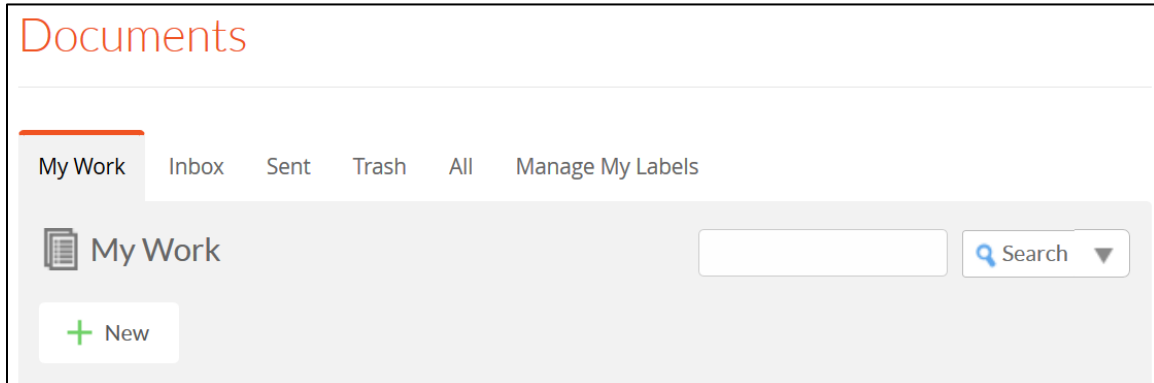
# Creating Rubrics

## Create an Assessment Rubric

### Create a Rubric

To Create an Assessment Rubric:

1. Click the **LiveText Docs** tab located toward the top of the screen.
2. From within the **My Work** tab, click the **New** button.



3. Next, under the heading **LiveText**, choose the **folder** from the drop-down menu called **Assessments**.



4. Choose a document template called **Design-Your-Own (DYO) Assessment**.

5. Click **Create Document** button located on the lower right side of template outline.

**Title:** Design-Your-Own (DYO) Assessment

**Author:** LiveText University


**Created on:** April 12, 2007

**Modified on:** August 11, 2009

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Template Outline

Design-Your-Own (DYO) Assessment

 Assessment

- Text & Image
- Standards
- Rubric

[Create Document](#)

6. Enter a Title and click the **OK** button. The document will open and is ready for use.

## Definitions and Vocabulary

	Performance Level	Performance Level	Performance Level	Performance Level
Element Language (Alignment to component)	Performance Descriptor	Performance Descriptor	Performance Descriptor	Performance Descriptor
Element Language (Alignment to component)	Performance Descriptor	Performance Descriptor	Performance Descriptor	Performance Descriptor
Element Language (Alignment to component)	Performance Descriptor	Performance Descriptor	Performance Descriptor	Performance Descriptor
Overall Assessment Language (Alignment to Outcome)	Performance Descriptor	Performance Descriptor	Performance Descriptor	Performance Descriptor

**Element:** The row of an assessment rubric, aligned to one of the specific, measurable components of the learning outcome being measured.

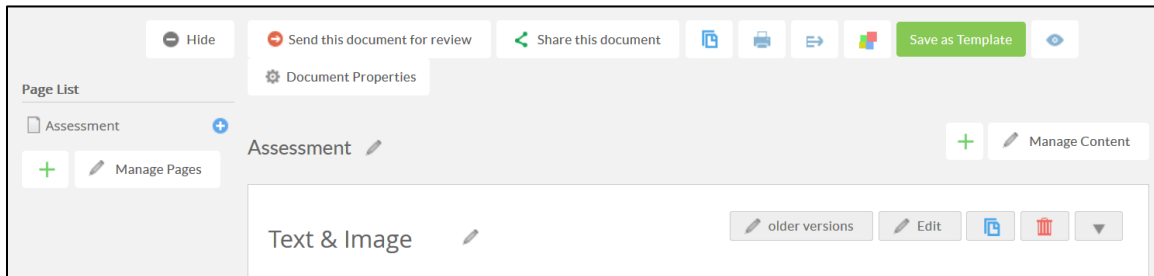
**Performance Levels:** The columns of the rubric. Each column should have a general descriptor of the level of performance (e.g. Exemplary, Satisfactory, Unsatisfactory). Collectively, performance levels are referred to as the “scale” of the rubric.

**Best Practice:** The performance scale should range from three to six levels. Both the number of levels and their titles should be consistent among different rubrics for measuring a unit’s learning outcomes.

**Performance Descriptors:** In the cells where elements and levels intersect, include a qualitative or quantitative description of what a learner must achieve in order to attain a score at a designated performance level. To enhance the statistical reliability of the rubric, make performance descriptors along the row substantively different from one another. If the performance descriptors in an element are identical with the exception of a single adjective, then the instructor’s assessment will rest only on their subjective definition of that one word.

## Add Text Instructions, Description or Definitions to a Document

1. From within the document view, click the page title in the **Page List** to be edited.
2. Click **Edit** button next to the section to edit.



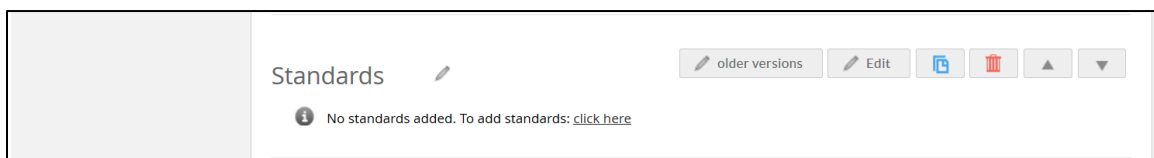
3. Edit/Modify the content within the section.
4. Click the **Save & Finish** to view the document.



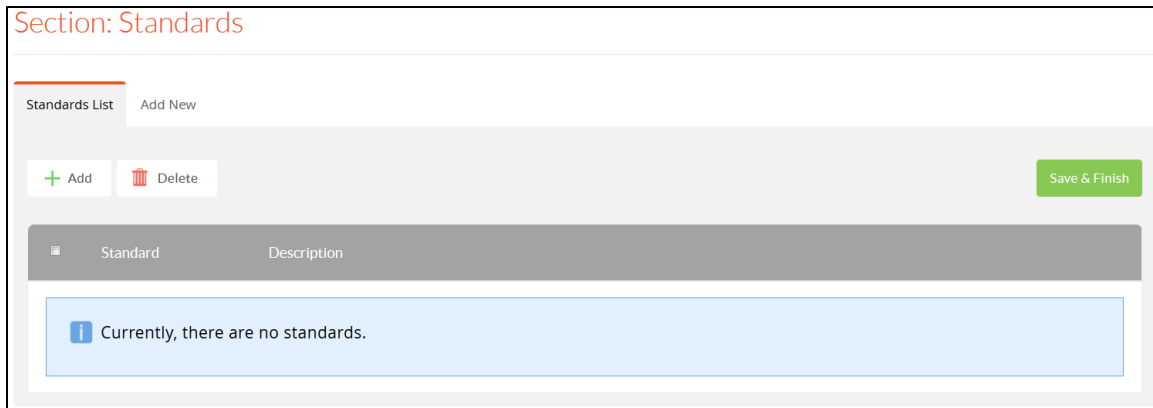
## Add Standards to a LiveText Assessment

Users can add standards to an assessment document to indicate the learning goals in the *Standards* section that will be measured and can also link selected standards to the rubric within the document.

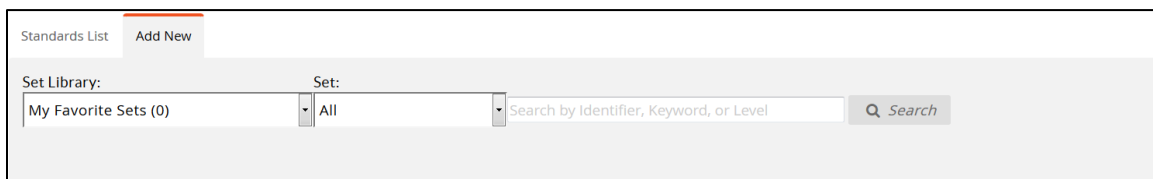
1. From within the document, click the **Edit** button that corresponds with the Standards section you wish to edit. The **Edit** button is located to the right of each section.



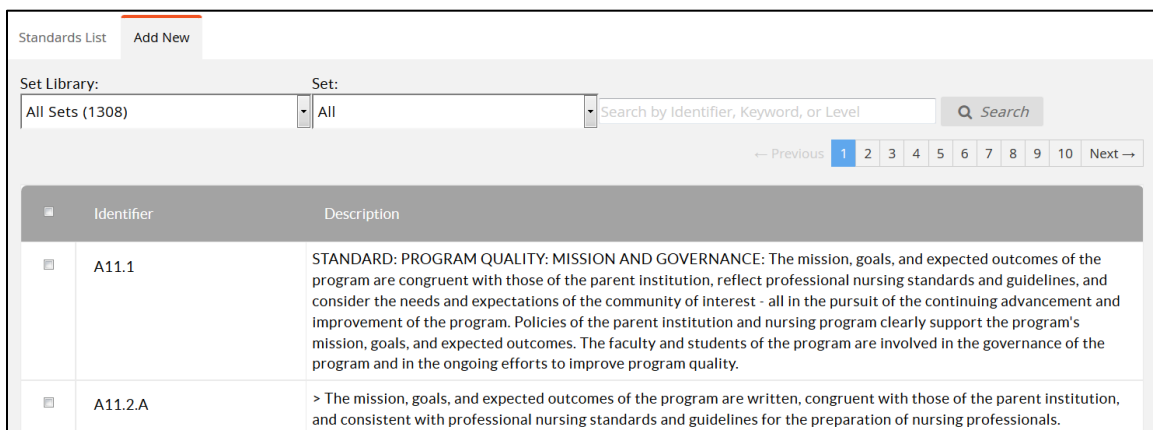
2. Click the **Add button**.



3. Select a library from the **Set Library** dropdown menu.
4. Choose a standard set from the **Set** dropdown menu. Alternatively, choose the “All” option to search within all standard sets in the selected set library.



5. In the textbox, enter a statement identifier, standard level or statement keywords then click the **Search** button. If nothing is entered into the search field then all statements from the selected set will be displayed.
6. Select the checkbox next to any statements which are to be included.



7. Click the **Add** button which is located at the bottom of the page to attach the selected standards.

<input checked="" type="checkbox"/>	AACN-BACC-ESS-2008.8.4	Demonstrate professionalism, including attention to appearance, demeanor, respect for self and others, and attention to professional boundaries with patients and families as well as among caregivers.
<input type="checkbox"/>	AACN-BACC-ESS-2008.8.5	Demonstrate an appreciation of the history of and contemporary issues in nursing and their impact on current nursing practice.

[+ Add](#)

- The added standards can be viewed in the **Standards List** tab. Repeat these steps for any additional standards from other sets that may be needed.
- Click the **Save & Finish** button located in the top right corner of the Edit Section screen to view the document with the standards listed.

Section: Standards

Standards List [Add New](#)

[+ Add](#) [Delete](#) [Save & Finish](#)

Showing 1-1 of 1 1

Standard	Description
<input type="checkbox"/> AACN-BACC-ESS-2008.8.4	Demonstrate professionalism, including attention to appearance, demeanor, respect for self and others, and attention to professional boundaries with patients and families as well as among caregivers.

### Edit a Rubric Section

- From within the document, click the **Edit** button that corresponds with the Rubric section. The **Edit** button is located on the right of each section.

Rubric [older versions](#) [Edit](#) [Share](#) [Delete](#) [Up](#)

Rubric

- Rename the Rubric section (optional) in the Section title text box.

### Add/Edit Rubric Levels (Columns)

- Select from the predefined set of levels in the dropdown menu, or click the corresponding Add button located on the right side of the screen for each additional level (or column).

Section: Rubric

Save Changes Cancel Save & Finish

Section title Rubric

Choose a set of levels... Add

Add

4. To edit a level, click its title to open an edit window.
  - i. Edit the name of the Level.
  - ii. Adjust the level's Points value, if applicable.
  - iii. Position the level in relation to the other levels. By default, the level's present position is listed.
  - iv. To delete a level, click the **delete** button.
  - v. Insert a new level by clicking the **insert** button (which will shift existing levels to the right).
  - vi. To add a level, click the **Add** button.
5. Continue editing the rubric levels, elements, and cells. When finished, click the **Save & Finish** button.

Section: Rubric

Save Changes Cancel Save & Finish

Section title Rubric

	Mastery (4 pts)	Accomplished (3 pts)	Developing (2 pts)	Beginning (1 pt)	Add
Add					

Level Mastery

Points 4

Position 1 move

delete this level

insert new level here

#### Add/Edit Rubric Elements/Objectives (Rows)

6. To add an element, click the **Add** button on the left side of the screen.
7. To edit an element, click its title to open an edit window.



- a. Set the element's relative Weight.
  - i. Position the element in relation to the other elements. By default, the element's present position is listed. Click the Position field box to view the positions of the elements. To reposition the element, enter a new position number. The other elements in the rubric will shift accordingly.
  - ii. To delete an element, click the **delete** button.
  - iii. Insert a new element by clicking the **insert** button (This will shift existing elements down).
  - iv. If standards are added to the document, a list of available standards will appear. These standards can be associated with the rubric element by highlighting the standard(s) from the Available Standards menu and clicking the **<< add** button. To remove standards from the element, click the standard(s) from the Assigned Standards menu, and click the **remove** button.
8. Continue editing the rubric levels, elements, and cells. When finished, click the **Save Changes** button.

Section: Rubric

Save Changes Cancel Save & Finish

Section title Rubric

	Mastery (4 pts)	Accomplished (3 pts)	Developing (2 pts)	Beginning (1 pt)	Add
<b>Element 1</b> 1/4 (25%) AACN-BACC-ESS-2008.8.4	Element Element 1 Weight 1 Position 1 move				
<b>Element 2</b> 1/4 (25%)	Assigned Standards: AACN-BACC-ESS-2008.8.4				
<b>Element 3</b> 1/4 (25%)	Available Standards: A11.1 A11.2.A A11.2.AB A11.2.AC A11.2.AD AACN-BACC-ESS-2008.8.4				
<b>Element 4</b> 1/4 (25%)	remove				
Add	delete this element insert new element here				

**Edit Rubric Cells**

9. Double click the rubric cell that corresponds with the level and element, and enter text. Text from other sources can be pasted (Ctrl + v) into each rubric cell.
10. Continue editing the rubric elements and cells, and then click the **Save Changes** button.
11. To return to view mode, click the **Save & Finish** button located on the top right.

Section: Rubric

Save Changes Cancel Save & Finish

Section title

	Mastery (4 pts)	Accomplished (3 pts)	Developing (2 pts)	Beginning (1 pt)	Add
<b>Element 1</b> 1/4 (25%) AACN-BACC- ESS-2008.8.4 <input type="button" value="double-click to edit"/>	Double Click				
<b>Element 2</b> 1/4 (25%)					
<b>Element 3</b> 1/4 (25%)					
<b>Element 4</b> 1/4 (25%)					
<input type="button" value="Add"/>					

### Updating and Changing Rubrics

Modifications and changes to assessment documents and forms can be a direct result from an initiative to reorganize a program's or institution's assessment and accreditation strategy or simply based on feedback from faculty or curricular changes as part of the continuous improvement process. Changing assessment documents is part of a healthy assessment system.

### Creating New Rubric Versions

The best practice for implementing substantive changes to an assessment rubric is to create a new version of the rubric by copying the LiveText Document.

1. Click the **LiveText Docs** tab located in the top center of the screen.
2. Click the **Title** of the document.
3. Click the **Copy** button
4. Give the new version of the Document a unique title and click **OK**.

This will create a new version of the document, including any rubric sections within it. The contents of document will be the same as the original, however the new version will also represent a new dataset, and therefore any edits to the rubric will not impact previously collected data. After any changes or updates to the content of the rubric are made, the new version can be used for subsequent assessments.

### Editing Features that are Dis-allowed to Protect Data Validity

To protect the validity of data that has already been collected, LiveText will remove most editing privileges from any version of a rubric that has already been used to collect data. Otherwise, any changes to the structure of the rubric or the language used in the performance levels, performance descriptors, or elements would otherwise invalidate assessments that had been completed before prior to the edits. Edits that can no longer be made to a rubric after it has been used include:

- Adding or deleting rubric levels (columns)
- Adding or deleting rubric elements (rows)
- Correcting semantic errors
- Adding, changing, or deleting milestones
- Changing or deleting level (column) points in a rubric
- Adding, changing, or deleting element (row) weights in a rubric
- Changing performance criteria (cell) in a rubric

### Permitted Changes After a Rubric Has Been Used to Gather Data

These are changes that do not invalidate assessment data or assessment reports. Data-safe changes may be made to an assessment document at any time.

- Adding, changing, or deleting standards in a rubric element (row)
- Changing the title of the rubric (the LiveText Document section)