

iRubric Tool for Sakai 11

Quick Start Guide

1. Add the iRubric tool to your course site.

- Open “Site Info” >> “Manage Tools”
- Tick “iRubric” to add it to the site
- Click **Save**

2. Open the iRubric tool.

3. Open the **Permissions** tab.

- Tick the “Grades” permission for all roles to give everyone access to rubric grades. Other permissions are optional.
- Click **Save**

See “Description of iRubric Tool Tabs” below for more info.

COLLABORATIVE ASSESSMENT
IRUBRIC REPORTS
GRADES
PERMISSIONS

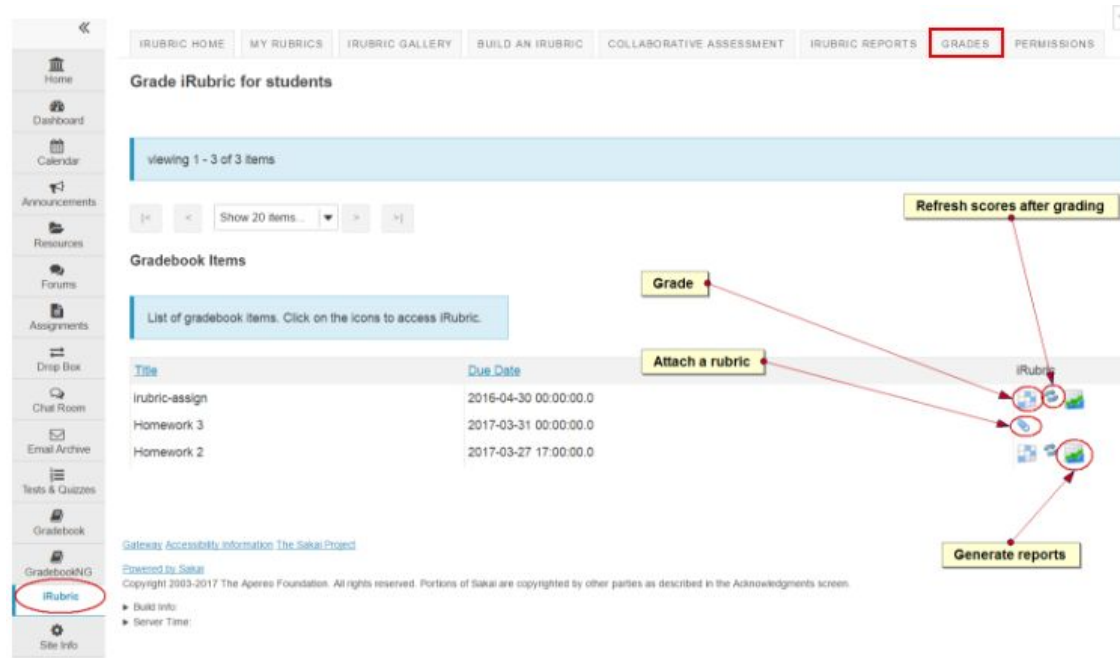
Gradebook
Site Info
GradebookNG
iRubric
Help

| Permission | access | maintain |
|----------------------------------|-------------------------------------|-------------------------------------|
| iRubric Home | <input type="checkbox"/> | <input type="checkbox"/> |
| My rubrics | <input type="checkbox"/> | <input type="checkbox"/> |
| Show a link to iRubric Gallery | <input type="checkbox"/> | <input type="checkbox"/> |
| Build rubrics | <input type="checkbox"/> | <input type="checkbox"/> |
| Enable Collaborative assessments | <input type="checkbox"/> | <input type="checkbox"/> |
| iRubric Reports | <input type="checkbox"/> | <input type="checkbox"/> |
| Grades | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Save
Cancel

4. In the “**Grades**” tab, manage rubrics:

- Click on the **paperclip** (📎) icon to attach a rubric to a grade item
- Click on the **iRubric** (📊) icon to grade students
- Click on the **refresh** (🔄) icon after grading
- Click on the **report** (📈) icon to generate reports for the grade item



Description of iRubric Tool Tabs:

- **iRubric Home:** Direct access to iRubric Home page. Useful if your institution’s iRubric home page includes additional documents for students.
- **My Rubrics:** Direct access to the iRubric’s “my rubrics” page. Enable for faculty if needed.
- **iRubric Gallery:** Direct access to your institution’s iRubric Gallery.
- **Build an iRubric:** Direct access to build an iRubric.
- **Collaborative Assessments:** Special links to iRubric Survey Tool. Only use for special cases as it does not link to gradebook.
- **iRubric Reports:** Direct link to iRubric reports.
- **Grades:** Access to rubric grades. Enable it for all users.
- **Permissions:** Designate which iRubric area can be accessed directly. Note that all areas can be accessed by the user any ways. The word “Permissions” in this context only denotes “direct access”.