Understanding Rubrics

Analytic Rubric

You will find analytic rubrics in your online courses. Each row in the rubric contains grading criteria. The grading criteria are described in four columns of the rubric, which are the levels of achievement.

- In CBE courses, you will see the levels listed as Mastery, Proficiency, Competence, No Pass, and Not Submitted.
- In 5.5wk and 11wk courses, you will see the levels listed as Mastery, Proficiency, Competence, Emerging, and Not Submitted.

Levels of Achievement

- **Mastery** Demonstration of the criteria was advanced/exceeds and received 100% of the points for that individual criteria.
- **Proficiency** Demonstration of the criteria was clear/effective and received a B level of points for that individual criteria.
- Competence Demonstration of criteria was adequate/basic and received a C level of points for that individual criteria.
- **Emerging /No Pass** Demonstration of criteria was limited/growing and received a D/F level of points for that individual criteria.
- Not Submitted No demonstration of criteria was submitted and received zero points for that individual criteria.

**Please see the course syllabus for specific requirements for course completion, as programs have varying grading scales and requirements.

Holistic Checklist

You may see a holistic checklist in your online courses. Each row in the rubric contains grading criteria. The grading criteria are described in two columns of the rubric, which are the levels of achievement.

• In 5.5wk and 11wk courses, you will see the levels listed as Demonstration of Criteria and No Demonstration of Criteria.

Levels of Achievement

- **Demonstration of Criteria** Demonstration of criteria was achieved and received 100% of the points for that individual criteria.
- **No Demonstration of Criteria** Demonstration of criteria was not achieved and received zero points for that individual criteria.

**Please see the course syllabus for specific requirements for course completion, as programs have varying grading scales and requirements.

Adapted Analytic Rubric

You may see an adapted analytic rubric in your online courses. Each row in the rubric contains grading criteria. The grading criteria are described in four columns and two columns within the rubric, which are the levels of achievement.

• In 5.5wk and 11wk courses, you will see the levels listed as Mastery, Proficiency, Competence, Emerging, and Not Submitted.

• And in the description spaces for Proficiency and Competence for at least one of the criteria rows, you will find a description that reads: The achievement of this criteria is assessed at either the Emerging or Mastery levels. Demonstration of this action or skill is either achieved or not achieved.

**Please see the course syllabus for specific requirements for course completion, as programs have varying grading scales and requirements.

Analytic Rubric - 5.5wk and 11wk

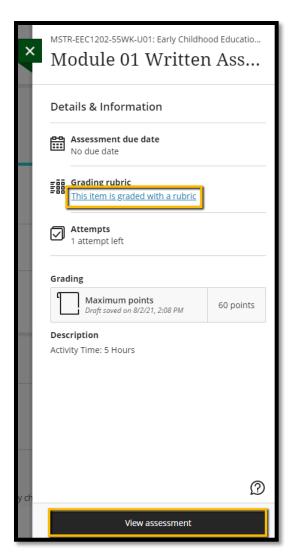
Levels of Achievement					
Criteria	Mastery Advanced/exceeds achievement	Proficiency Clear/effective achievement	Competence Adequate/basic achievement	Emerging Limited/growing achievement	Not Submitted
Criterion 1	100% of points for criterion 1	B level of points (based on program grading scale) for criterion 1	C level of points (based on program grading scale) for criterion 1	D/F level of points (based on program grading scale) for criterion 1	0%
(% of total grade)	Description of criterion 1 at the mastery level.	Description of criterion 1 at the proficiency level.	Description of criterion 1 at the competence level.	Description of criterion 1 at the emerging level.	Did not submit.
Criterion 2	100% of points for criterion 2	B level of points (based on program grading scale) for criterion 2	C level of points (based on program grading scale) for criterion 2	D/F level of points (based on program grading scale) for criterion 2	0%
(% of total grade)	Description of criterion 2 at the mastery level.	Description of criterion 2 at the proficiency level.	Description of criterion 2 at the competence level.	Description of criterion 2 at the emerging level.	Did not submit.

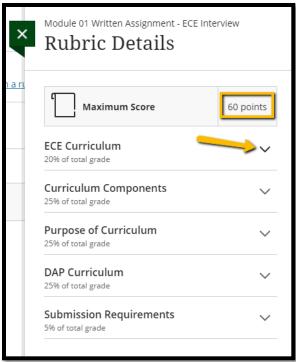
Criterion 3	100% of points for criterion 3	B level of points (based on program grading scale) for criterion 3	C level of points (based on program grading scale) for criterion 3	D/F level of points (based on program grading scale) for criterion 3	0%
(% of total	Description of	Description of	Description of	Description of	Did not
grade)	criterion 3 at the	criterion 3 at the	criterion 3 at the	criterion 3 at the	submit.
	mastery level.	proficiency level.	competence level.	emerging level.	
Criterion 4	100% of points for criterion 4	B level of points (based on program grading scale) for criterion 4	C level of points (based on program grading scale) for criterion 4	D/F level of points (based on program grading scale) for criterion 4	0%
(% of total	Description of	Description of	Description of	Description of	Did not
grade)	criterion 4 at the	criterion 4 at the	criterion 4 at the	criterion 4 at the	submit.
	mastery level.	proficiency level.	competence level.	emerging level.	

Accessing Rubrics

You can access the rubrics in your online course two ways: 1) by entering the module and then assignment or 2) through the gradebook and then assignment.

- 1. Select the correct module folder to open (or select the gradebook) by clicking or tapping it.
- 2. Next, select the correct assignment to open by clicking or tapping it.
- 3. A pop-up window on the right side of the screen will appear.
 - a. You can select the **Grading rubric** by clicking or tapping on the linked text: "This item is graded with a rubric" to open the rubric.
 - b. Or you can choose to **View assessment** by clicking or tapping on the "View assessment" button then click or tap on the linked text "This item is graded with a rubric" to open the rubric.
- 4. Another pop-up window on the right side of the screen will appear displaying the **Maximum Score** in points and each of the criteria with the percentage of the total grade.





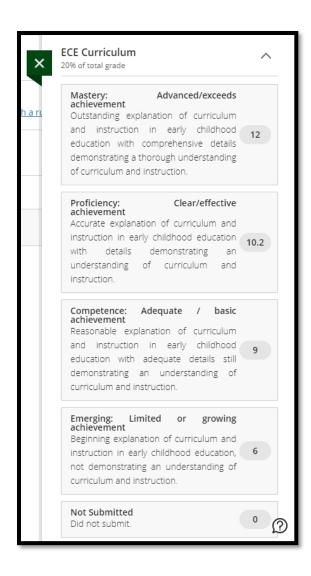
The rubric window shows a maximum score of 60 points. This maximum score is the total number of points awarded for the assignment titled "Module 01 Written Assignment – ECE Interview." Next, each of the criteria is listed with the percentage of the total grade.

• For example, ECE Curriculum is worth 20% of the total grade. A student who received mastery for the criteria level of achievement would receive a total of 12 points.

This rubric contains five criteria for grading, which are:

- ECE Curriculum 20% of total grade
- Curriculum Components 25% of total grade
- Purpose of Curriculum 25% of total grade
- DAP Curriculum 25% of total grade
- Submission Requirements 5 % of total grade

Open each of the criteria descriptions by clicking or tapping on the caret (V symbol) on the right side of each criterion. Once you have opened the criteria window, you will be able to view the descriptions for each level of achievement: Mastery, Proficiency, Competence, Emerging, and Not Submitted.



Below is an example of an analytic rubric from a 5.5wk course

Assignment: Module 01 Written Assignment - ECE Interview

Total Assessment Points: 60

Levels of Achievement						
Criteria	Mastery Advanced/exceeds achievement	Proficiency Clear/effective achievement	Competence Adequate/basic achievement	Emerging Limited/growing achievement	Not Submitted	
ECE Curriculum (20% of total grade)	Outstanding explanation of curriculum and instruction in early childhood education with comprehensive details demonstrating a thorough understanding of curriculum and instruction.	Accurate explanation of curriculum and instruction in early childhood education with details demonstrating an understanding of curriculum and instruction.	Reasonable explanation of curriculum and instruction in early childhood education with adequate details still demonstrating an understanding of curriculum and instruction.	Beginning explanation of curriculum and instruction in early childhood education, not demonstrating an understanding of curriculum and instruction.	0% Did not submit.	
Curriculum Components (25% of total grade)	Outstanding identification of at least four components of curriculum and instruction with comprehensive details on which is the most important to you and why.	85% Accurate identification of at least four components of curriculum and instruction with details on which is the most important to you and why.	75% Reasonable identification of at least four components of curriculum and instruction with adequate details on which is the most important to you and why.	Attempts identification of curriculum components and instruction but does not meet the requirement and/or missing details on which is the most important to you and why.	0% Did not submit.	
Purpose of Curriculum (25% of total grade)	Outstanding articulation of the purpose(s) of curriculum and instruction in early childhood with comprehensive details	85% Accurate articulation of the purpose (s) of curriculum and instruction in early childhood with details	75% Reasonable articulation of the purpose(s) of curriculum and instruction in early childhood with adequate	50% Attempts articulation of the purpose(s) of curriculum and instruction in early childhood, not demonstrating an	0% Did not submit.	

	demonstrating a thorough	demonstrating an	details still	understanding of	
	understanding of	understanding of	demonstrating an	importance.	
	importance.	importance.	understanding of		
			importance.		
	100%	85%	75%	50%	0%
	Outstanding summary of	Accurate summary of	Reasonable summary of	Beginning summary of	Did not submit.
	how to ensure the	how to ensure the	how to ensure the	how to ensure the	
DAP	curriculum is	curriculum is	curriculum is	curriculum is	
Curriculum	developmentally	developmentally	developmentally	developmentally	
(25% of total grade)	appropriate for all children	appropriate for all	appropriate for all	appropriate for all	
	with comprehensive details	children with details	children with adequate	children, not	
	demonstrating a thorough	demonstrating an	details still	demonstrating an	
	understanding of DAP.	understanding of DAP.	demonstrating an	understanding of DAP.	
			understanding of DAP.		
	100%	85%	75%	50%	0%
	Correct professional	Minor error(s) in	Errors in professional	Numerous errors in	Did not submit.
	language, spelling, grammar,	professional language,	language, spelling,	professional language,	
Submission	punctuation, and APA in the	spelling, grammar,	grammar, punctuation,	spelling, grammar,	
Requirements (5% of total grade)	selected format and	punctuation, and APA in	and APA in the selected	punctuation, and APA in	
	reference page with one	the selected format and	format and reference	the selected format (or	
	credible source used to	reference page with one	page with one credible	did not meet	
	inform ideas.	credible source used to	source but still	requirements) that detract	
		inform ideas.	understand the point of	from the audience's ability	
			view.	to comprehend the	
				material.	