

You might like to create a rubric in Excel and then import it to your Turnitin rubric library. Only qualitative rubrics can be made in Excel, but the type can be changed to add scoring after it is imported.

Create an Excel file

Create an Excel file containing your rubric using the following rules:

- a. The file must be .xls or .xlsx
- b. Only one rubric per Excel file
- c. The rubric must have the scales as the first row – up to 20 scale item columns
- d. The rubric must have the criteria as the first column – up to 50 criteria rows
- e. Criteria descriptions should be in the same cells as the criteria titles and separated by a line break
- f. Criteria titles must be 13 characters or fewer
- g. Scale titles must be 25 characters or fewer
- h. You can change the rubric type after it is imported - from qualitative to custom or standard scoring

Shown below is an example of the rubric in Excel. An Excel ‘template’ of a rubric can be obtained from the import function in Turnitin (see below).

	A	B	C	D
1		Scale 1 title	Scale 2 title	Scale 3 title
	Criterion 1 title	Text describing what meets this scale for this criterion. This text is optional.	Text describing what meets this scale for this criterion. This text is optional.	Text describing what meets this scale for this criterion. This text is optional.
	Criterion 1 description. Description text is optional			
2				
	Criterion 2 title	Text describing what meets this scale for this criterion. This text is optional.	Text describing what meets this scale for this criterion. This text is optional.	Text describing what meets this scale for this criterion. This text is optional.
	Criterion 2 description. Description text is optional			
3				
	Criterion 3 title	Text describing what meets this scale for this criterion. This text is optional.	Text describing what meets this scale for this criterion. This text is optional.	Text describing what meets this scale for this criterion. This text is optional.
	Criterion 3 description. Description text is optional			
4				
	Criterion 4 title	Text describing what meets this scale for this criterion. This text is optional.	Text describing what meets this scale for this criterion. This text is optional.	Text describing what meets this scale for this criterion. This text is optional.
	Criterion 4 description. Description text is optional			
5				

Import the Excel file

After creating your rubric in Excel, the next step is to import the rubric to your Turnitin rubric library.

Turnitin rubrics are imported through Turnitin's 'Rubric/Form Manager'. This can be launched when the assignment is created or edited.

Rubric/Form Manager can also be launched through Turnitin Assignments under Blackboard Unit Tools (choose Libraries then Rubric/Form Manager) or through a student submission in Feedback Studio. Please be aware that there are some slight differences when Rubric/Form Manager is launched through Feedback Studio – the rubric can be uploaded (the equivalent to imported).

Launch Rubric/Form Manager through an assignment

- One of the 'Optional settings' when you create or edit a Turnitin assignment is Online grading.
- Click on **Launch Rubric/Form Manager**.

The screenshot shows the 'Update Paper Assignment' form. The 'Optional settings' section is expanded to show 'Online grading'. A red circle highlights the 'Optional settings' link, and another red circle highlights the 'Launch Rubric/Form Manager' button in the 'Attach a rubric/form to this assignment' dropdown menu.

Update Paper Assignment

Assignment title [?](#)
Research Essay Submission Box

Point value [?](#)
40
Optional

Allow only file types that Turnitin can check for similarity
 Allow any file type [?](#)

Start date [?](#)
15-Aug-2019
at 10 : 22 AM

Due date [?](#)
20-Sep-2019
at 11 : 59 PM

Post date [?](#)
26-Sep-2019
at 1 : 30 PM

NOTE: In Blackboard, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Blackboard Grade Center.

Expand Optional settings and scroll down to Online grading

Online grading

Attach a rubric/form to this assignment [?](#)
Note: students will be able to view the attached rubric/form and its content prior to submitting.

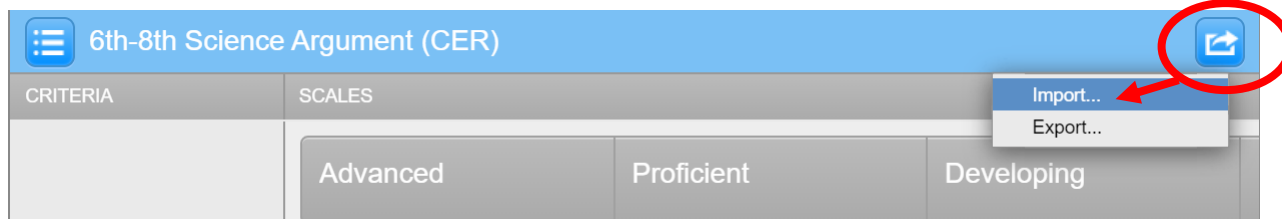
No rubric/form [?](#) **Launch Rubric/Form Manager**

Find a rubric that's right for your assignment in Turnitin Teaching Tools

Submit

Import your rubric

- A default rubric will open.
- Choose Import from the icon on the right-hand side.



You will see:

- a. A summary of the file requirements and the example template download link.
- b. Select your rubric Excel file to import.
- c. **Or** drag and drop to import.
- d. The rubric will be saved in your Turnitin rubric library, and an import complete message will appear.
- e. Clicking View will display the new rubric and you will be able to edit as necessary.

