

Creating and Using Rubrics in My.Seneca

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There are many advantages to using rubrics for evaluative purposes. A well-designed rubric clearly lays out the criteria and levels of achievement expectations (in a table/grid format) for any given assessment. Students benefit by knowing the expectations beforehand and can clearly see in a visual way, after grading, which expectations they are achieving and which ones they need to work on. Faculty benefit by providing consistent, criterion-referenced scoring, and saving time grading.

Here is a three-step process you can follow to start using rubrics in My.Seneca:

1. **Create a rubric.** Start by looking at one of the assessments in your course. Determine the criteria and levels of achievement you expect in order for students to show they have met the learning outcomes intended for that assessment. Search the internet for some rubric exemplars (there are many, but use reputable sources) that you can use as guides to create your own rubric. Then add your rubric to your course in My.Seneca. To see how to do this, check out the [Creating Rubrics in My.Seneca video](#).
2. **Associate a rubric.** Once your rubric has been added to My.Seneca, you can then associate it with (or attach it to) the appropriate assessment in My.Seneca. To see how to do this, check out the [Associating Rubrics in My.Seneca video](#).
3. **Grade using a rubric.** Once the rubric has been associated with an assessment in My.Seneca, you can then grade the assessment online. To see how to do this, check out the [Grading Using a Rubric in My.Seneca video](#).

As you go through the process, questions might pop up. Don't worry; [The Teaching & Learning Centre](#) is here to help. If you would like more information or assistance, please

email us at teaching@senecacollege.ca.

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