


Rubrics

You can add more rubrics from **menu -> Academic Settings** (or  icon), then go to “**GRADE TYPE**” tab.

- Use the  button to add a new rubric:

Edit

Grade type: Rubric ▼

Passed 5.0 Minimum value to pass

Name: Exposición Oral

Minimum: 0.0

Maximum: 10.0

Decimals: 2 ▼

Rounding type: Up ▼

CANCEL OK

- Use the  button to edit the rubric:

Oral Presentation ▾

IMPORT



Auto percentages

ON


Long press on cells for more options. Click on text to edit.

	<u>Needs Improvement</u> 1	<u>Fair</u> 2	<u>Good</u> 3	<u>Excellent</u> 4
<u>Delivery</u>	<u>Holds no eye contact with audience, as entire report is read from notes. Speaks in low volume and or monotonous tone,</u>	<u>Displays minimal eye contact with audience, while reading mostly from the notes Speaks in uneven volume with little</u>	<u>Consistent use of direct eye contact with audience, but still returns to notes Speaks with satisfactory variation of volume</u>	<u>Holds attention of entire audience with the use of direct eye contact, seldom looking at notes. Speaks with fluctuation in</u>
<u>Content/ Organization</u>	<u>Does not have grasp of information and cannot answer questions about subject. Does not clearly define</u>	<u>Is uncomfortable with information and is able to answer only rudimentary questions. Attempts to define</u>	<u>Is at ease with expected answers to all questions, without elaboration. Has somewhat clear purpose and</u>	<u>Demonstrates full knowledge by answering all class questions with explanations and elaboration. Provides clear</u>
<u>Enthusiasm/ Audience</u>	<u>Shows no interest in topic presented. Fails to increase audience</u>	<u>Shows little or mixed feelings about the topic being presented.</u>	<u>Shows some enthusiastic feelings about topic. Raises</u>	<u>Demonstrates strong enthusiasm about topic during entire presentation.</u>



- Click on a cell to edit its content.
- The “**IMPORT**” button allows you import rubrics from a CSV file. See [this article](#).
- The option “**Auto percentages**” allows you to enter you custom criteria weights.



- The  button is to add more rows or columns.
- In order to **delete** a row or column do a **long press** on the headers and select “**Delete**” on the context menu.
- To reuse criterias or descriptions, do a **long press** on the cell and select “**More criteria**” or “**More descriptions**”.

After that you can go to main grades window and add a new column of grade type rubric to asses with rubrics.

Import Rubric from CSV file

You can quickly create new rubrics with [LibreOffice Calc](#) or **Excel** in your PC, after that you can import the CSV file to Teacher Gradebook. I suggest you to use LibreOffice Calc, it is free and multiplatform, and as good as Excel.

Steps to import rubrics:

1. Download this rubric sample to your PC:

▪ Rubric class participation ([rubric_class_participation_csv](#))

2. Edit in your PC the download CSV file. You can use any text editor or [LibreOffice Calc](#) or Excel (suggested LibreOffice). This example is saved with UTF8 charset and “;” separator.

3. Once edited save it and upload it to your device

4. Go to the app, then go to menu -> **Academic Settings**, o

directly from the upper-right icon  .

5. Go to the “**GRADE TYPE**” tab. Press on “+” button to create a new rubric.

6. Edit the rubric by clicking on the button .

7. Press the “**IMPORT**” button.

8. Pick the CSV file previously copied to your device (“**SEARCH FILE**” button).

9. Press the “**Ok**” button to finish.