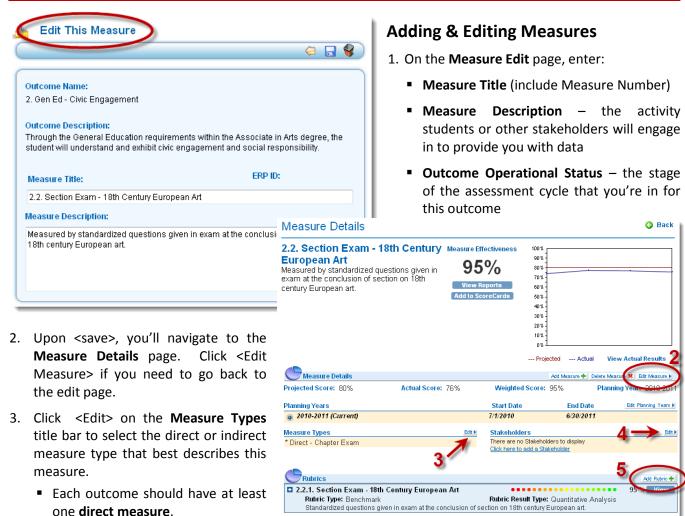


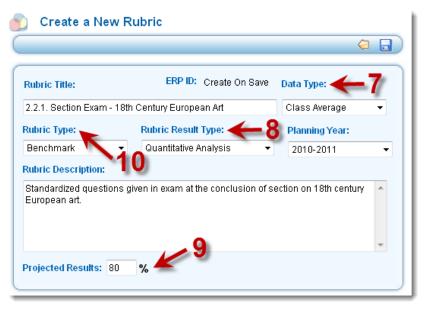
## **SPOL Assessment Basics: Measures & Rubrics**



- 4. Click <Edit> on the **Stakeholders** title bar to select the groups addressed by the measure, such as students, faculty, donors, etc.
- 5. Click <Add **Rubric>** to create the rubric(s) for this measure.
  - Rubrics can represent the grading instrument used for this activity
  - Rubrics create the data entry template for outcomes data

## **Adding Rubrics**

- 6. On the **Rubric Edit** page, enter:
  - Rubric Title the title should be descriptive so that it can be selected from among other rubrics; include a Rubric Number
  - Rubric Description description of the grading or measurement instrument





- 7. Select the **Data Type** you can enter data by class average or scores for individual students.
- 8. Select the **Rubric Result Type** "Quantitative" will allow you to enter numeric scores; "Qualitative" will allow you to enter narrative results.
- 9. If you selected "Quantitative" for your Rubric Result Type, you will be given a field to enter your **Projected Results** as a percentage.
- 10. Select the **Rubric Type**:
  - Benchmark Rubric allows you to enter a single score for the assessment, entered as a percentage
  - Questionnaire Rubric allows you to enter scores on multiple elements; each is entered as a percentage
  - Matrix Rubric allows you to enter Likert-scale scores on multiple elements; each element has a Likert scale, which translates the Likert score into a percentage score
- 11. If you select **Benchmark** (and have also selected Quantitative), you need only enter the **Projected Results**.
- 12. If you select **Questionnaire**, you must enter:
  - Projected Results for the overall assessment (see #11)

Number of Questions – enter a whole number; you will be given that many fields to enter your questions or grading elements

- 13. Enter each **question** or grading element.
- 14. If you select **Matrix**, you must enter:
  - Projected Results for the overall assessment (see #11)
  - Number of Questions enter a whole number; SPOL will provide that many fields to enter your questions or grading elements (see #12)
- 15. Enter each **question** or grading element (see #13).
- 16. To add the Finer Scale (aka Likert scale), click <Add Matrix> to add a single scoring level. Continue to click <Add Matrix> to add more scoring levels.
- 17. Enter the details of the finer scale:
  - Describe a grading standard for each level (with 1 being the lowest and 5 being the highest)
  - Enter the percentage for each scoring level, with 100% being the highest

