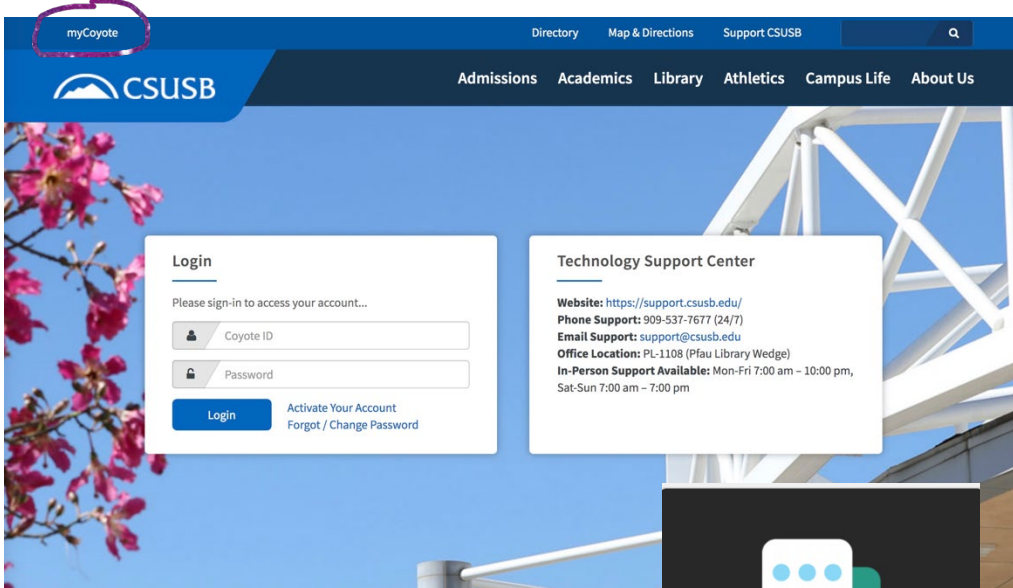**Campus Labs/Anthology**
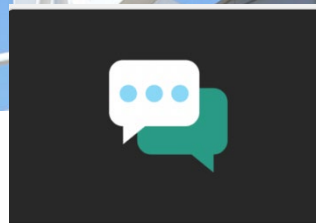**Rubrics User Training Module**
Please contact us at the Assessment Office if you need support
or have questions: assessmentoffice@csusb.edu

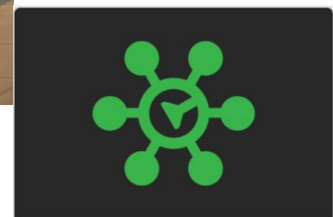**Logging into Rubrics**

Log into **My Coyote**

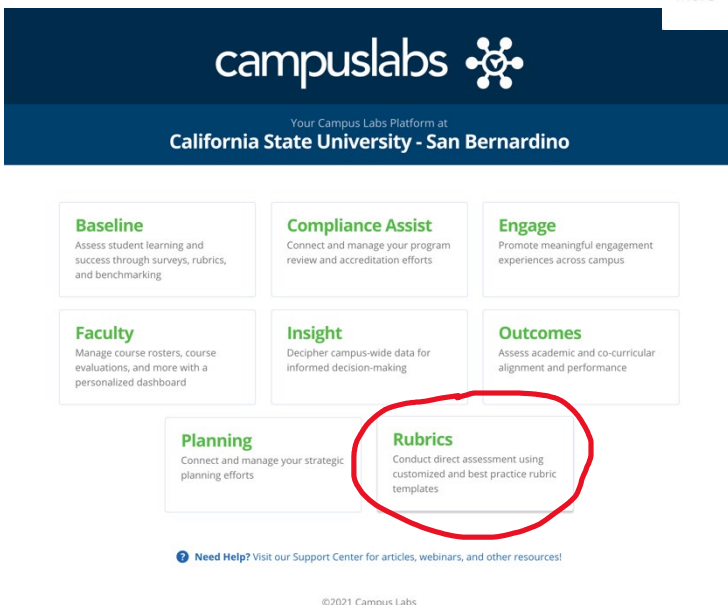Once in My Coyote, click on the **Collaborate** tile; then click on the **Campus Labs** tile

Finally, click on **Rubrics**

The Rubrics tool is intended for both academic and co-curricular settings. It features an intuitive user interface and provides many features including rubric copying, scoring/weighting, and aggregate performance graphs. If you are unable to access Rubrics, please contact the assessment leadership for your program or GE to request the appropriate Campus Labs/Anthology permissions. For any questions or additional assistance, please contact the Assessment Office at AssessmentOffice@csusb.edu.

Please contact your supervisor, department head, or assessment coordinator if you are denied access to Rubrics. If you are not sure who to contact, please send a message to the Assessment Office in the Division of Academic Affairs at assessmentoffice@csusb.edu.

Getting Started with Rubrics

This training will provide an overview of the features of Rubrics and the basics of developing a rubric from a template or from scratch with an overview of the tools available to use the rubric and share them with others.

Topic	Resource
Baseline: Rubric Methodology and the Baseline Rubrics Tool	Video (17 minutes)
How to Create, Print, and Share a Rubric Template	Article
Sharing Rubric Templates	Article
Multiple Evaluations	Article
Limited View for Rubric Evaluators	Article

Follow-up: Log into Rubrics. Practice creating rubrics with different features and share with a colleague.

Assessments

This training will support data collection with the rubric template by adding a new assessment.

Topic	Resource
Assessments, Assignments, and Rubrics: What's the Difference?	Article
How to Create a Rubric Assessment and Add Entries	Article
Self-Evaluations with Rubrics	Article

Follow-up: Create an assessment and add at least two evaluators to the assignment. Follow up with them to male sure they received the e-mail request and were able to enter the assessment and the rubric through their Rubrics Assessment dashboard.

Reporting Results

This training will allow results of data entered into a rubric assessment to be reviewed and shared with appropriate parties.

Topic	Resource
Rubrics: How to Review Rubric Results	Article
Aggregate Reporting with Rubrics	Article
Exporting Rubric Data	Article

Follow-up: Enter fictitious data using an assessment and generate a report.