

# RubiStar

<http://rubistar.4teachers.org/>

## What Is This

RubiStar is a tool to help the teacher who wants to use rubrics, but does not have time to develop them from scratch. RubiStar provides generic rubrics that can simply be printed and used for many typical projects and research assignments. These generic rubrics can also be customized to fit your specific needs, and saved online. Once you have used the rubric for your classroom project, you will be able to analyze the performance of your whole class, and insure that the subject was clearly understood.

## Creating a Rubric

1. RubiStar opens in the English version. If you would like to use the Spanish version, click **Rubrics available en Español**. Choose a customizable rubric from the list. Click on this link to begin making your rubric.
2. Select a rating scale format for your rubric by using the pull-down menu labeled **Select Rating Scale**. Choose either **Descriptive** or **Numerical**.
3. You can edit the rating scale by typing in the textfields on the top row.
4. When creating the rubric, always start at the top and don't skip any rows.
5. Use the pull-down menu in the first row to select the category you want to appear first in your rubric. Then choose the pull-down menu in the second row to select the second category. Continue until all the categories have been added.
6. You don't have to use all the categories. If you wish to exclude categories there should be rows at the bottom of your rubric that still have the pull-down menu set on **Select Category**.
7. You can edit the rubric by making changes (add text, change text, delete text) in the text area boxes in any row. Note, if you change one box, you will probably want to make similar changes in the other boxes in that same row.
8. When you are done customizing your rubric, click **Make a Printable Rubric** at the bottom of the form or if you would like to save your work click **Make and Save a Printable Rubric**.

## Saving a Rubric

1. If you chose to save your rubric, you will be asked to enter your e-mail address and a password. Remember, for future reference, to write down the information exactly as you entered it. After typing in the correct

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High Plains Regional Technology in Education Consortium. (2002). Instructions for Using RubiStar. [www.4teachers.org](http://www.4teachers.org). Reproduction is encouraged with this reference intact.

- information, click **Save** or, if you have changed your mind, click **Do NOT Save**.
2. The following confirmation page lists your rubric number and allows you to view or edit it. Please print this page out. You will need your rubric number the next time you wish to retrieve it.
  3. After you have logged out, try logging back in and searching for your rubric. Do this by returning to the home page of RubiStar. Scroll down and enter your rubric number in the box under the title **View or Edit Saved Rubric**. Click either **View** or **Edit** depending on what you wish to do. If you select **Edit** you will need to enter your password.

## Editing a Rubric

1. Every time you choose to edit a rubric you are asked to enter your rubric number and password. After doing so, click **Continue**.
2. Click on the appropriate command to edit your rubric. Notice, when in the editing mode, you may further customize the rubric by adding or deleting rows. You may also choose to add your own categories or rename the old categories. Once you have made your changes, you must click **Save Changes and View Rubric**.
3. There are two other options at the bottom of the editing page: **Cancel** and **Delete This Rubric**. **Cancel** allows you to cancel the changes you have made, and **Delete This Rubric** gives you the option of erasing the rubric from the database.

## Analyzing a Rubric

1. Go to the home page of RubiStar, and enter your rubric ID number in the box under the section titled **View, Edit, or Analyze Saved Rubric**.
2. Enter your password and click **Continue**.
3. Now begin entering the data you have collected from your rubric. You can either type in the totals you have already figured or you can click the **Update Results** button to tally the rubric section totals one by one.
4. Once all scores are entered, scroll to the bottom of the page and click the **View Results** button.
5. The problem areas of the class are shown in red.
6. To print the data table, go to the **File** menu and select **Print**.