

## Adding Rubric Definitions to Courses

Rubric Definitions in Aspen supply the curricular competencies for a course, and allow teachers to attach competencies for assessment within the Standards-Based Gradebook. Definitions are now available for K-12 courses.

**Office staff must attach these definitions to courses, and run a process so that the teachers see the competencies in the gradebook.**

Unlike Transcript Definitions, Rubric Definitions are unique to a single course, and therefore, cannot be mass assigned.

All Yukon schools will be using the **\*05 or \*05FR** versions of the definitions, which embeds the proficiency scale: EMG-DEV-PRF-EXT. If you see any others in your list, such as \*01, change them to \*05.

Locally-developed courses, such as our Yukon First Nations language courses, do not have a Rubric Definition. However, if a teacher of these courses would like to use competencies from another course that may overlap with their course, they may request that Rubric Definition. E.g. Core French.

### Adding Rubric Definitions

1. Schedule TopTab > Courses SideTab
2. Field Set = Yukon Report Card Field Set
3. Options > Modify List
4. Click the pencil icon above the Rubric Definitions column
5. Use the pick list icon (magnifying glass) to select an appropriate Rubric Definition
6. Remember to click the green checkbox at the top of the column to save your work, before moving to a new screen.

### Preparing the Standards-Based Gradebook

1. Grades TopTab > Grade Input SideTab
2. Options > Prepare Curriculum Competencies Grading...
3. This must be repeated if you add a new Rubric Definition to a course.