

Analytic Rubric in Excel

Adding Formulas

These instructions are a summarized version of what appears in Chapter 9. The formula examples are based on the downloadable Excel rubric posted with this pdf file. Remember that all formulas are added to the *Totals* column located on the far right in the rubric.

Row formulas: This formula will multiply the *Criterion value* assigned to the row (indicating performance) times the maximum number typed in by faculty (column scores 2, 3, or 4 in this example).

1. Place the cursor in Totals column for the row where the product of the formula will reside.
2. In the toolbar, click on the dropdown arrow to the right of the Sigma sign - Σ .
3. Click on MAX. You will see =MAX () appear in the formula bar (fx). If numbers appear within the parentheses, erase them.
4. Within the parentheses, type the letters for the columns (E, G, I) associated with the row number (same number for all) separated by a comma. Do not include any extra spaces.
5. The formula will look similar to this: =MAX(E3,G3,I3)

Adding row scores: Since the scoring strategy is based on 100, adding the row scores in the Totals column will automatically create a percentage.

1. Place the cursor in Totals column for the row labeled *Earned percentage*
2. In the toolbar, click on the dropdown arrow to the right of the Sigma sign and choose SUM. Note that =SUM() appears in the fx bar
3. Within the parentheses, type in the column letter for the Totals column and row numbers where the scores for each criterion reside. The formula will look similar to this:
=SUM(K3,K5,K7,K9,K11,K13,K15,K17)

Computing the raw score: This formula will multiply the percentage earned by the student times the potential point value of the assignment to arrive at the actual grade. The point value may change from assignment to assignment in which case faculty will need to type in the appropriate point value in the cell to the right of *Potential points*.

1. Place the cursor in the cell to the right of the cell labeled *Earned points*.
2. In the toolbar, click on the *Formula builder*, fx with a crossed hammer and wrench below it. A dropdown screen will appear. Scroll down to find *PRODUCT* and double click on it. Note that =PRODUCT() appears in the fx bar.
3. Within the parentheses, type the letter for the Totals column and the row numbers for *Earned percentage* and *Potential points* separated by a colon. The formula will look something like this: =PRODUCT(K18:K19)
4. To change the percentage created by that formula to a raw score, divide that product by 100. The final formula will look like this: =PRODUCT(K18:K19)/100

Once you have added the formulas to the main rubric, you will need to repeat the process for the student's feedback rubric.