

How to build a Rubric Question on your Data Director Bubble Sheets

1. Make sure you select “Rubric Score” when you are building your bubble sheet. (see below)
You will **not** be able to go back to this screen later. You will have to rebuild your test. **It is always a good idea to click this – just in case you might go back later and need to include a rubric!**

Will you be using the ItemBank to create this exam? Yes No

Will you be using clusters (also known as strands or question groups) on this exam? Yes, order sequentially by item. Yes, order sequentially by cluster. Yes, order by cluster. No

[Click Here for more information on how clusters are used in Data Director.](#)

What type of questions will you have on this exam? Multiple Choice Alternating Multiple Choice True/False Rubric Score Short Answer Number Grid

Will you align your questions to standards Yes No

Would you like to modify your performance bands from the standard 0-20, 20.01-40, 40.01-60, 60.01-80, 80.01-100? Yes No

2. Format the bubble sheet properly. (see below)
 - Name the appropriate cluster “Essay” (or whatever you’d like to call it)
 - Identify the number of questions you’ll be having students respond to in writing
 - Select “Yes” for “Filled in by teacher”
 - Make sure you have the correct numbers of bubbles - based on your question(s).

Cluster Name	Cluster Description	Sort Order	Number of Questions	Filled By Teacher	Type	Set of Answers	
Multiple Choice		1	50	No	Mult. Choice	A,B,C,D	<input type="checkbox"/>
True / False		2	20	No	True/False	True: T False: F	<input type="checkbox"/>
Essay		3	2	Yes	Rubric Score	0,1,2,3,4,5	<input type="checkbox"/>

Remove

3. **When building the answer key:** Make sure to leave the spot BLANK for the essays. The computer will calculate the students' points based on what they earn. This is critical to proper scoring of the bubble sheets! (see below) Entering in a score will ONLY award students with that particular number (like only those who get a 5 – everyone else will be penalized, even if they earn partial credit).

64	T/F14	<input type="text" value="T"/>	<input type="text" value="1"/>	No Affiliated Standard
65	T/F15	<input type="text" value="F"/>	<input type="text" value="1"/>	No Affiliated Standard
66	T/F16	<input type="text" value="F"/>	<input type="text" value="1"/>	CE 1.1.1 (9,10,11,12)
67	T/F17	<input type="text" value="T"/>	<input type="text" value="1"/>	CE 4.2.4 (9,10,11,12)
68	T/F18	<input type="text" value="T"/>	<input type="text" value="1"/>	CE 2.3.7 (9,10,11,12)
69	T/F19	<input type="text" value="F"/>	<input type="text" value="1"/>	CE 3.3.1 (9,10,11,12)
70	T/F20	<input type="text" value="F"/>	<input type="text" value="1"/>	CE 4.1.1 (9,10,11,12)
71	E1	<input type="text"/>	<input type="text" value="5"/>	CE 1.1.5 (9,10,11,12)
72	E2	<input type="text"/>	<input type="text" value="5"/>	CE 3.3.4 (9,10,11,12)



4. Make sure your clusters are set up properly – to accept numeric responses. You can verify this by clicking on “Modify Questions / Items” in blue on the far left side of the DD options.

T/F18	Text - Response (5)	True / False	68	<input type="text" value="1"/>	<input type="checkbox"/>
T/F19	Text - Response (5)	True / False	69	<input type="text" value="1"/>	<input type="checkbox"/>
T/F20	Text - Response (5)	True / False	70	<input type="text" value="1"/>	<input type="checkbox"/>
E1	Numeric - Integer	Essay	71	<input type="text" value="5"/>	<input type="checkbox"/>
E2	Numeric - Integer	Essay	72	<input type="text" value="5"/>	<input type="checkbox"/>



5. You will bubble in their corresponding points based on their achievement. (see below)

True / False														
51	<input type="radio"/>	<input type="radio"/>	55	<input type="radio"/>	<input type="radio"/>	59	<input type="radio"/>	<input type="radio"/>	63	<input type="radio"/>	<input type="radio"/>	67	<input type="radio"/>	<input type="radio"/>
52	<input type="radio"/>	<input type="radio"/>	56	<input type="radio"/>	<input type="radio"/>	60	<input type="radio"/>	<input type="radio"/>	64	<input type="radio"/>	<input type="radio"/>	68	<input type="radio"/>	<input type="radio"/>
53	<input type="radio"/>	<input type="radio"/>	57	<input type="radio"/>	<input type="radio"/>	61	<input type="radio"/>	<input type="radio"/>	65	<input type="radio"/>	<input type="radio"/>	69	<input type="radio"/>	<input type="radio"/>
54	<input type="radio"/>	<input type="radio"/>	58	<input type="radio"/>	<input type="radio"/>	62	<input type="radio"/>	<input type="radio"/>	66	<input type="radio"/>	<input type="radio"/>	70	<input type="radio"/>	<input type="radio"/>
Essay (For Teacher Use Only)														
71	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	72	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

