CREATING EFFECTIVE RUBRICS USING CHAT-GPT: A FACULTY GUIDE

Rubrics are essential tools for clear and consistent grading of assignments. By using Chat-GPT, you can streamline the process of developing robust rubrics that provide a solid framework for assessing student work.

STEP 1: DEFINE YOUR ASSIGNMENT

Before you start using Chat-GPT, ensure you have a well-defined assignment prompt. The prompt should be concise, specific, and inclusive of all expectations for the assignment. Consider the following aspects:

- **Task Description**: Clearly outline the task or question students need to address in their work.
- **Criteria**: Identify the key dimensions you want to assess. Break down the assignment into distinct criteria (e.g., analysis, organization, evidence).
- **Achievement Levels**: Determine the different levels of performance for each criterion (e.g., Excellent, Good, Fair, Needs Improvement).

STEP 2: ENGAGE WITH CHAT-GPT

To use Chat-GPT, you need to sign up for an account on the OpenAI platform. Follow these steps:

1. **Sign Up**: Visit the [OpenAI website](#) and navigate to the sign-up page. Provide the required information to create your account.
2. **Access Chat-GPT**: Once you have an account, log in to the OpenAI platform. Access the Chat-GPT interface, where you can initiate conversations with the model.
3. **Introduction**: Start by introducing your assignment and its purpose to Chat-GPT. For example, "I'm designing a rubric for an essay assignment on [topic]. Can you help me generate criteria and achievement levels?"
4. **Criterion Generation**: Ask Chat-GPT to suggest specific criteria that can be used to evaluate the assignment. Phrase your query like, "What are some key aspects I should assess in this assignment?"
5. **Achievement Levels**: Ask Chat-GPT to propose different levels of achievement for each criterion. You can say, "Could you provide different achievement levels for the criterion [specific criterion]?"
6. **Regenerate**: If any of the suggestions are unclear, ask Chat-GPT to elaborate or clarify. This will help ensure that you have a deep understanding of the suggested criteria and levels.

STEP 3: ORGANIZE YOUR RUBRIC

Once you have gathered the information, format it into a table for clarity. Prompt Chat-GPT with:
"Please help me structure this information into a table with criteria on the leftmost column and achievement levels as the top row."
See the OTL guide: [Document Accessibility: Core Skills](#) for help with accessibility.

STEP 4: CUSTOMIZE AND REFINE

Review the rubric generated by Chat-GPT and customize it to align with your specific assignment and course context. You may need to:

- Combine or rephrase criteria for clarity.
- Adjust achievement levels to reflect your grading scale.
- Add any specific guidelines or examples that are relevant to your assignment.

STEP 5: TEST AND REVISE

Apply the rubric to a few sample assignments to ensure it works effectively. Make note of any adjustments that might be necessary based on your experience.
Remember that rubrics are flexible tools, and refining them over time will enhance their effectiveness in guiding both students and you through the grading process.

If you need any help, please contact the Office of Teaching and Learning (OTL) at otl@du.edu