Rubric Dashboard Template for Excel

This template helps you arrange signature assignment rubric scores in Excel in order to produce the following dynamic scorecards:

* Individual Faculty Scorecard
* Aggregated Program Outcome Scorecard
* Outcome scorecard by Course

Very simply, you will record student scores per rubric criteria on separate rows in an Excel spreadsheet. The spreadsheet can then be referenced by Tableau to create dynamic dashboards. These dashboards can be viewed by downloading the free Tableau Reader or produced in hard copy as pdf documents. Images from the dashboard can also be copy and pasted into other reporting documents.

**Setting up Excel:**

1. Establish 8 columns with the following headers in order
	1. Column A: Student Name (formatted as text)
	2. Column B: Faculty Name (formatted as text: Last, First)
	3. Column C: ID or Student Identifier (formatted as text, can use Banner or other identifier)
	4. Column D: Division (formatted as text: NS, SS, FA, BT, HU)
	5. Column E: Class (formatted as SUBJ CourseNumber—MATH 1010). You can add a section number if desired (MATH 1010 002).
	6. Column F: Grade (this is grade given for the assignment)
	7. Column G: Criterion (this is a text box of the criterion typed out)
	8. Column H: Criterion Score (this is the score given for the specific criterion).

**Note: A student will have an entry on succeeding rows given the criterion and criterion score. See the following example.**

In this example, “Joe Student” has information on 5 rows each row representing a different criterion and associated criterion score.

