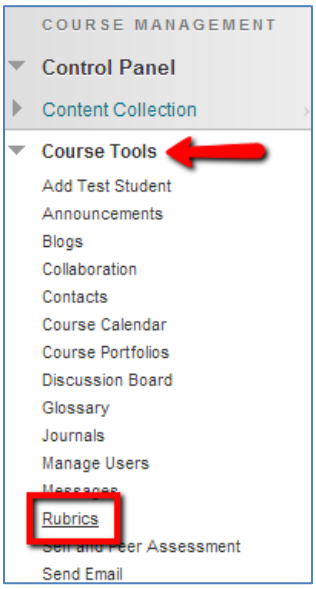
Creating Rubrics

A Rubric is a tool that lists evaluation criteria for an assignment or exam, especially those containing essays or other types of written response. Rubrics can help students organize their efforts to meet the requirements of an assignment. Instructors can use rubrics to explain their evaluations to students based on the established criteria.

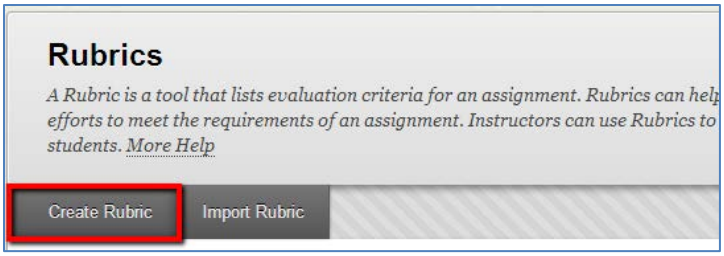
Newly created rubrics default to three rows and three columns, but more of each can be added. Generally, each row represents an aspect or content required; each column represents a level of quality for the aspects.

To create a Rubric:

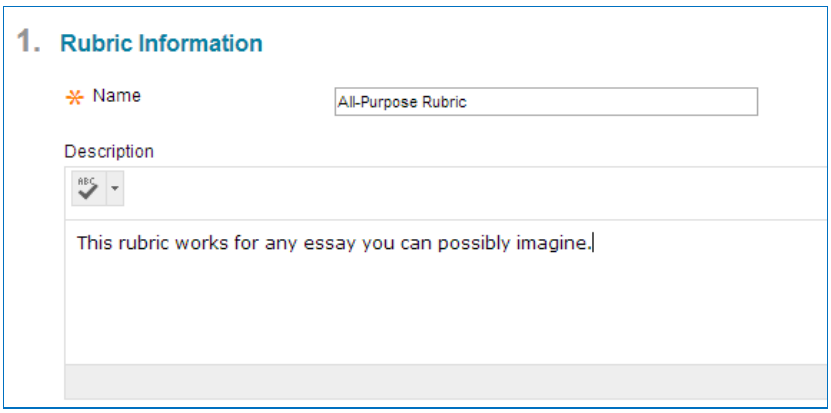
1. Under Control Panel, click **Course Tools**, then **Rubrics**.



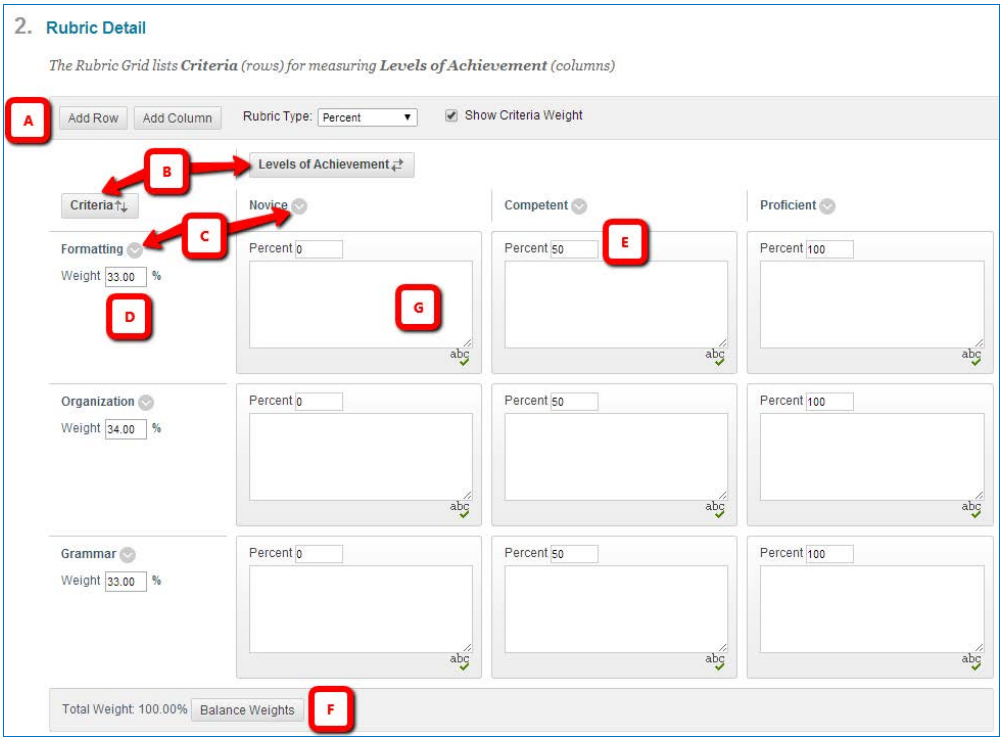
2. Click **Create Rubric**.



3. In the Rubric Information section, type a Name and (optionally) a Description for the rubric.

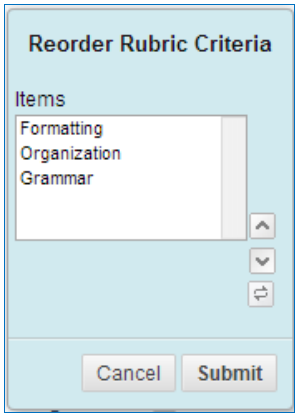


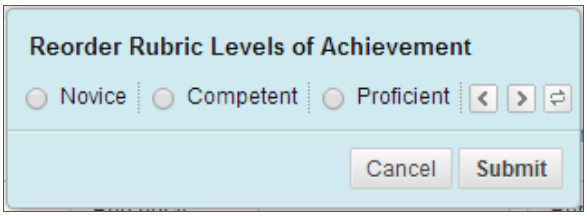
4. In the Rubric Detail section, set up the Rubric Grid so it corresponds to the type of feedback and scoring desired. Note that the basic grid provides three criteria and three levels of achievement, with corresponding percentages and weights.



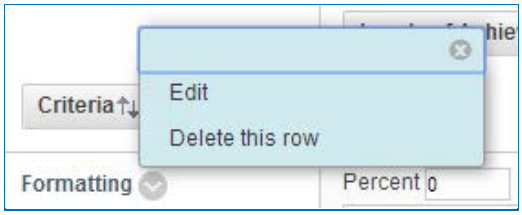
A. Click the **Add Row** button to specify another criterion, the **Add Column** button to add a level of achievement. New rows and columns begin with all values set to zero. The Rubric Type can be expressed as **No Points, Points, Point Range, Percent,** or **Percent Range**. The ranges allow for scaled grading of criteria rather than a set amount. Also, you can show or hide the criteria weighting, especially if the weights are balanced; this does not turn weighting off, but merely hides the associated boxes and buttons.

B. Click the **Criteria** reorder button to reposition the rows or the **Levels of Achievement** reorder button to reposition the columns. Select the row or column to move, and use the up and down or left and right arrows to change the order. Click **Submit** to save the changes.





C. Click the contextual arrows to edit the names of criteria or levels of achievement, or to delete them entirely.



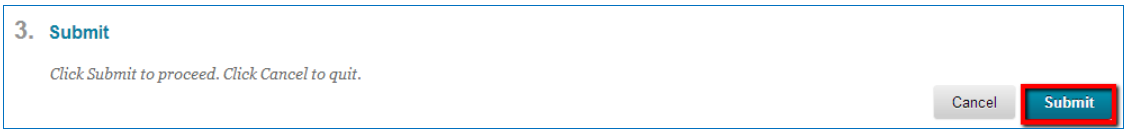
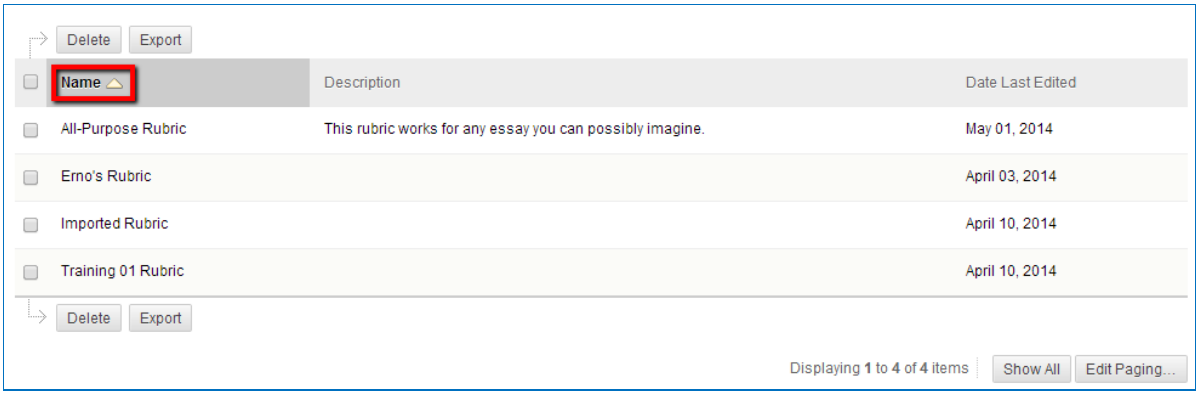
D. Edit the point or percentage values for individual criteria in the Weight text boxes. Percentages must add up to 100%.

E. Edit the point or percentage values for individual levels of achievement in the text boxes for each cell in the grid.

F. Click the **Balance Weights** button to apportion equal or approximately equal value to each row. The percentages will be rounded to integer values, so with three criteria, one will be weighted at 34% and two at 33% to add up to 100%.

G. Enter brief explanations of what a Novice, Competent, or Proficient performance on any element might include—e.g., no grammatical mistakes or clear separation of subpoints.

5. Click **Submit** to save the Rubric.



The Rubric will appear listed on the Rubrics page. You can click the column headers to sort the Rubrics in this table by Name, Description, or Date Last Edited.