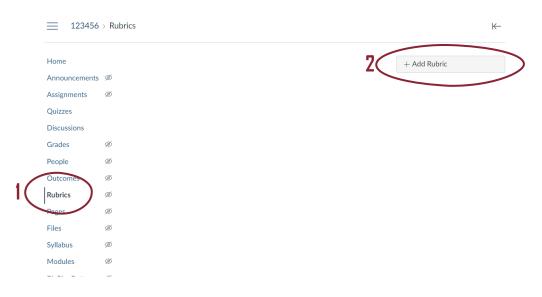# CREATING RUBRICS FOR ASSIGNMENTS

CREATE NEW RUBRIC
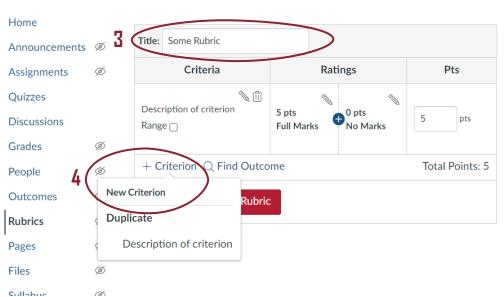
☐ **1** Go to the **'Rubrics'** tab on the far left-hand side.

☐ **2** Click on the **'+ Add Rubric'** button in the upper-right corner.

IDENTIFY CRITERIA, POINTS, AND RATINGS

☐ **3** Give your rubric a name in the **'Title'** window

☐ **4** To add criteria to your rubric, click on the **'+ Criterion'** button and select the **'New Criterion'** option.

3 Title: Some Rubric

Criteria	Ratings		Pts
Description of criterion Range ☐	5 pts Full Marks	0 pts No Marks	5 pts

4 + Criterion 🔍 Find Outcome   Total Points: 5

New Criterion

Duplicate

Description of criterion

Rubric

Navigation menu: Home, Announcements, Assignments, Quizzes, Discussions, Grades, People, Outcomes, Rubrics, Pages, Files, Syllabus
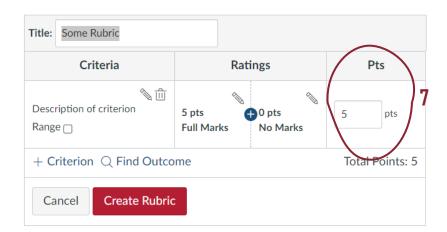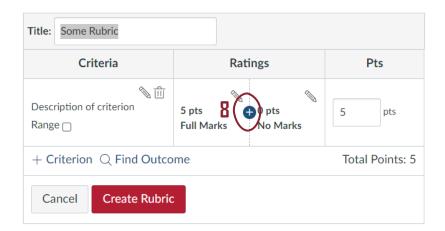
123456 › Rubrics

☐ **5** For each criterion, provide a brief description in **'Description'** window. (An optional **'Long Description'** window for longer explanations.)

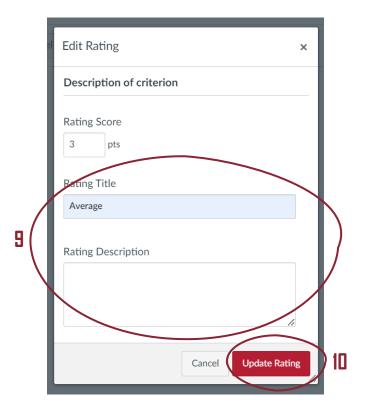☐ **6** Click the **'Create Criterion'** button.

Add Criterion ✕

5 Description

Long Description

6 Cancel | Create Criterion

☐ **7** Give each criterion a point value.

Title: Some Rubric

Criteria	Ratings	Pts
Description of criterion Range ☐	5 pts Full Marks ⊕ 0 pts No Marks	5 pts **7**

+ Criterion 🔍 Find Outcome   Total Points: 5

Cancel   **Create Rubric**

☐ **8** Creating a rating scale. Add rating levels by clicking on the blue '**+**' button.

Title: Some Rubric

Criteria	Ratings	Pts
Description of criterion Range ☐	5 pts **8** ⊕ 0 pts Full Marks No Marks	5 pts

+ Criterion 🔍 Find Outcome   Total Points: 5

Cancel   **Create Rubric**

☐ **9** Give each new rating level a name in the '**Rating Title**' window (and if you like a description in the '**Rating Description**' window). Note that the point value for each new level will be calculated automatically.

☐ **10** Click the '**Update Rating**' button.

Edit Rating

Description of criterion

Rating Score

3   pts

9

Rating Title

Average

Rating Description

Cancel   **Update Rating**   **10**

☐   **11** When done configuring criteria, points, and ratings, click the **'Create Rubric'** button on the bottom.

Title: Some Rubric

Criteria	Ratings		Pts
Description of criterion Range ☐	5 pts Full Marks	⊕ 0 pts No Marks	5 pts
+ Criterion Q Find Outcome			Total Points: 5
Cancel **Create Rubric** **11**			

ADD RUBRIC TO ASSIGNMENT

☐   **12** Go into the relevant assignment and click on the **'+ Rubric'** button on the bottom.

Example Assignment ⊘ Publish   ✎ Edit   ⋮

No additional details were added for this assignment.

Points   0
Submitting   a file upload

Due	For	Available from	Until
-	Everyone	-	-

12   + Rubric

☐   **13** Find and select the accompanying rubric via the **'Find a Rubric'** search bar.

☐   **14** Click the **'Create Rubric'** button.

Due	For	Available from	Until
-	Everyone	-	-

Title: Some Rubric   **13**   🔍 Find a Rubric

Criteria	Ratings		Pts
Description of criterion ✎ 🗑 Range ☐	5 pts Full Marks	⊕ 0 pts No Marks	5 pts

+ Criterion   🔍 Find Outcome   Total Points: 5

☐ I'll write free-form comments when assessing students
☐ Remove points from rubric
☐ Don't post Outcomes results to Learning Mastery Gradebook
☐ Use this rubric for assignment grading
☐ Hide score total for assessment results

Cancel   **Create Rubric**   **14**