



Rubrics

You will need to go into your course that you want to create a rubric for and go up to Course Administration in the Nav Bar. Click on Course Administration and the following page will display. Select Rubrics from the Assessment area.

Course Administration

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You will be taken to this page where you can begin to create a new rubric. Select New Rubric.

Rubrics

[New Rubric](#)

Rubrics available to this org unit are listed below. The Status column indicates the status of each rubric and affects how it can be used. [What is a rubric status?](#)

Search For... [Show Search Options](#)

You will be asked to name your rubric, select a status, you can add a description (not required), and continue to scroll down the page.

The screenshot shows the 'New Rubric' form with the 'Properties' tab selected. The 'General' section includes a 'Name' field, a 'Rubric Status' dropdown menu set to 'Draft', and a 'Description' text area with a rich text editor toolbar. The 'Levels and Criteria' tab is also visible.

You will need to select the type of rubric you want to create, Analytic or Holistic. The number of Levels you want in your rubric and the number of Criteria you want in your rubric. You will then need to select the scoring method, the Rubric Visibility, and if you want to hid score from student view. Your rubric must be in the Published status in order to use it in your course.

The screenshot shows the 'Levels and Criteria' section of the 'New Rubric' form. It includes a dropdown menu for 'Analytic' rubric type, input fields for 'Initial # of Levels' (4) and 'Initial # of Criteria' (3), a 'Scoring Method' dropdown menu set to 'Points', and radio button options for 'Rubric Visibility'. There is also a 'Hide Scores' checkbox.

Click Save and then click on the Levels and Criteria tab back at the top of the page. This is where you will assign the Levels and Criterion for your rubric. You can copy and paste from a previously created rubric into these spaces.

Edit Rubric - Test

Properties **Levels and Criteria**

+ Add Criterion + Add Level Add Criteria Group Reorder Criteria Reverse Level Order

Criteria	Level 4 4 points	Level 3 3 points	Level 2 2 points	Level 1 1 point
Criterion 1				
Criterion 2				
Criterion 3				
Criterion 4				
Overall Score	Level 4 15 or more	Level 3 11 or more	Level 2 7 or more	Level 1 0 or more

Close

Each area is editable. Click on the down arrow in each section and select Edit. When you have finished editing, select Close at the bottom of the page.

Properties **Levels and Criteria**

+ Add Criterion + Add Level Add Criteria Group Reorder Criteria Reverse Level Order

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Criterion 1				
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Criterion 3				
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Close