

Rubrics

Rubrics communicate your expectations of quality and ensure activities and items are evaluated fairly and consistently.

You can use Rubrics to evaluate:

- Discussions
- Dropbox
- Quizzes

Help Topics:

- How to access Rubrics
- How to create an analytic rubric
- How to create a holistic rubric
- How to edit a rubric
- How to copy a rubric
- How to preview a rubric
- How to publish a rubric
- How to delete a rubric



How to access the Rubrics tool

1. In your **Course Home** area, click on the **Other Tools** menu and select **Rubrics**.

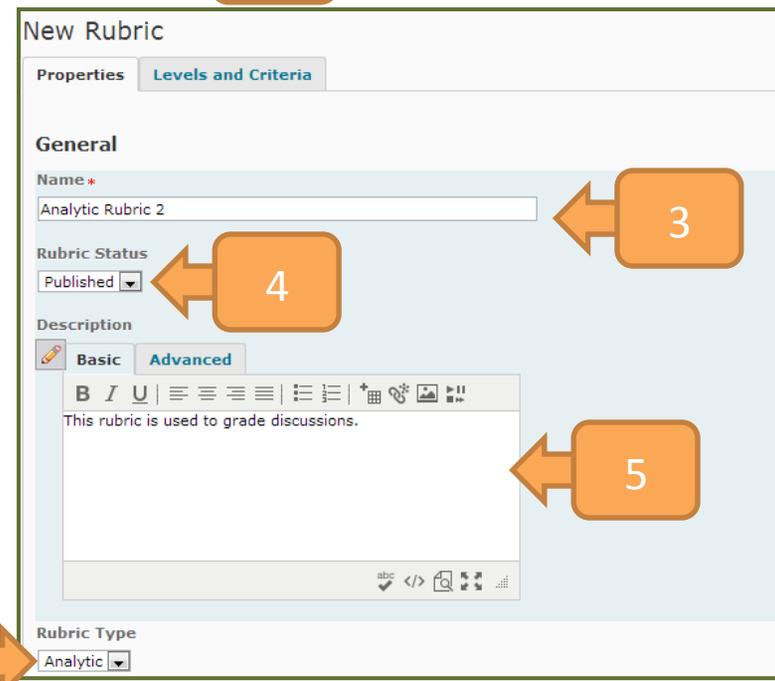
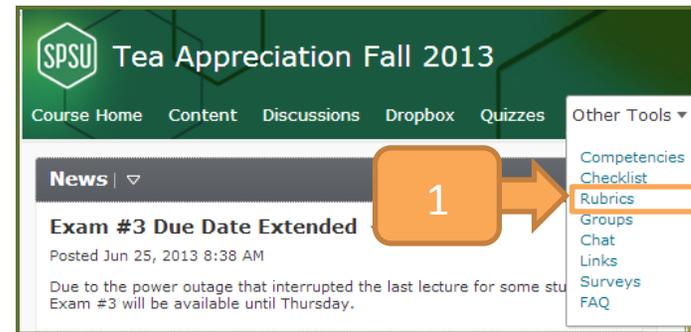


How to create an analytic rubric

1. In your **Course Home** area, click on the **Other Tools** menu and select **Rubrics**.
2. In the **Rubrics** tool, click the **New Rubric** button.
3. In the **Properties** tab, enter a name for the rubric.
4. Select one of the options from the **Rubric Status** drop-down menu.

NOTE: A rubric can only be to assess when the status is set to **Published**.

4. Enter a description of the rubric in the **Description** field.
5. Select **Analytic** from the **Rubric Type** drop-down menu.



How to create an analytic rubric (cont.)

7. Decide how many performance levels you want the rubric to have and enter the number in the **Initial # of Levels** field.
8. Decide how many criteria you want to break down your evaluation and enter the number in the **Initial # of Criteria** field.
9. Select one of the **Scoring Methods** from the drop-down menu. Points are the most commonly used method for analytic rubrics.
10. Click the **Levels and Criteria** tab.

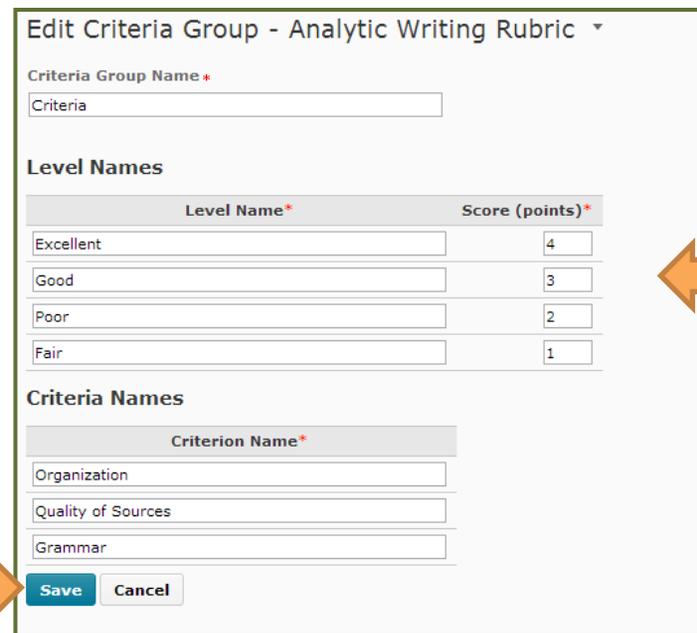
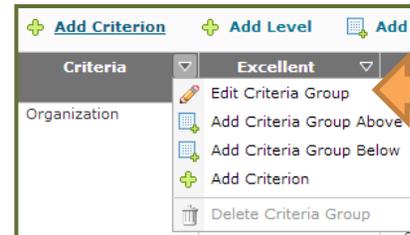
A screenshot of a form with three fields. The first field is labeled 'Initial # of Levels *' and contains the number '4'. An orange callout box with the number '7' has an arrow pointing to this field. The second field is labeled 'Initial # of Criteria *' and contains the number '3'. An orange callout box with the number '8' has an arrow pointing to this field. The third field is labeled 'Scoring Method' and has a dropdown menu with 'Points' selected. An orange callout box with the number '9' has an arrow pointing to this dropdown menu. Below the dropdown menu is a link that says 'What are scoring methods?'.

A screenshot of the 'Edit Rubric - Analytic Rubric 2' interface. The 'Levels and Criteria' tab is selected. There are two buttons: '+ Add Criterion' and '+ Add Level'. Below these is a table with columns for 'Criteria', 'Level', and 'Points'. The table has two rows: 'Criterion 1' and 'Criterion 2'. The first row has 'Level 4' and '4 points' in the 'Level' column, and 'Level 3' and '3 points' in the 'Points' column. An orange callout box with the number '10' has an arrow pointing to the 'Levels and Criteria' tab.

Criteria	Level	Points
Criterion 1	Level 4 4 points	Level 3 3 points
Criterion 2		

How to create an analytic rubric (cont.)

11. Click the drop arrow next to **Criteria**, and select **Edit Criteria Group**.
12. Customize the level names criteria names as necessary. Change the scores if desired.
13. Click the **Save** button.



A screenshot of the 'Edit Criteria Group - Analytic Writing Rubric' form. The form has three main sections: 'Criteria Group Name', 'Level Names', and 'Criteria Names'. The 'Criteria Group Name' field contains 'Criteria'. The 'Level Names' section is a table with two columns: 'Level Name' and 'Score (points)'. The 'Criteria Names' section has three text input fields: 'Organization', 'Quality of Sources', and 'Grammar'. At the bottom, there are 'Save' and 'Cancel' buttons. An orange arrow labeled '12' points to the 'Level Names' table, and another orange arrow labeled '13' points to the 'Save' button.

Level Name*	Score (points)*
Excellent	4
Good	3
Poor	2
Fair	1

Criteria Names

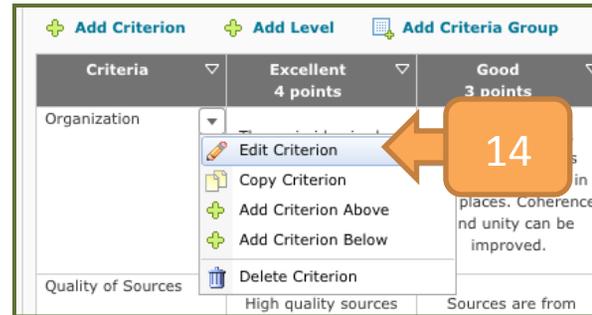
Organization
Quality of Sources
Grammar

Save Cancel



How to create an analytic rubric (cont.)

- Next, let's edit the **description** for the performance levels of each criterion. To do so, click the drop arrow next to a criterion and select **Edit Criterion**.
- Enter the **description** for each of the performance levels of this criterion.
- Enter the **feedback** for each of the performance levels of this criterion.
- Click **Save**.



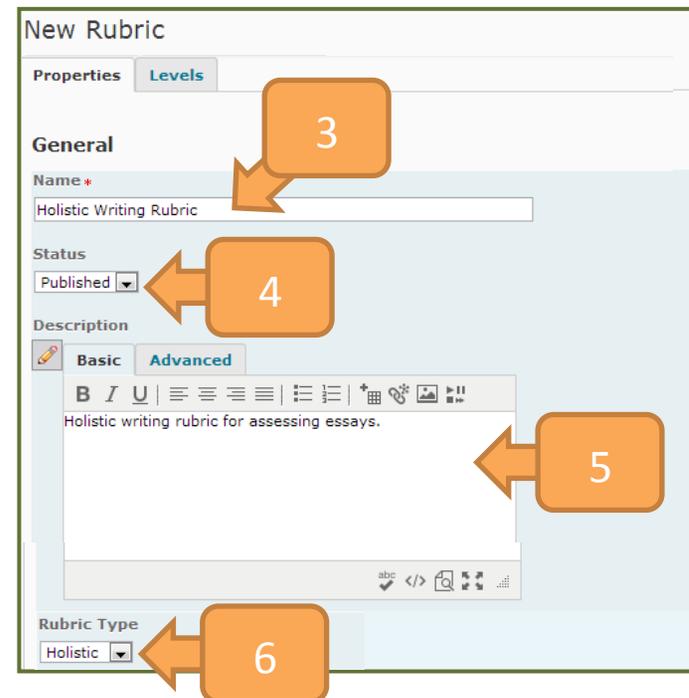
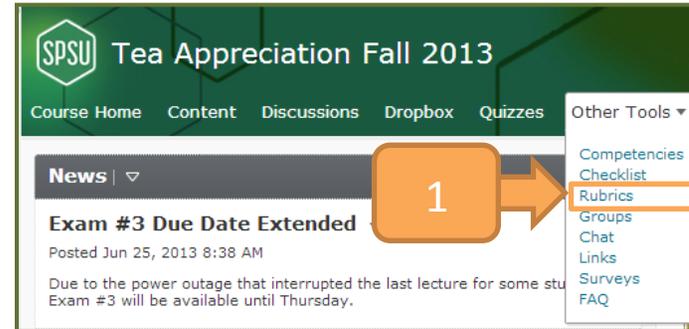
A screenshot of the 'Description and Feedback' editor for the 'Excellent 4 points' level. The interface has a header 'Criterion Name *' and a sub-header 'Show Editor for Excellent Description'. Below this is a section titled 'Description and Feedback' with a note: 'Descriptions for each performance level can be added to each criterion. Additional feedback can be added for each of the levels.' The main area is a table with columns for 'Level', 'Score', 'Description', and 'Feedback'. The 'Excellent 4 points' row is highlighted. The 'Description' cell contains the text: 'The main idea is clear and presented in an effective order. The writing has unity and coherence.' The 'Feedback' cell contains the text: 'Excellent.' An orange arrow labeled '15' points to the 'Description' cell, and another orange arrow labeled '16' points to the 'Feedback' cell. Below the table, there are 'Save' and 'Cancel' buttons. An orange arrow labeled '17' points to the 'Save' button.

How to create a holistic rubric

1. In your **Course Home** area, click on the **Other Tools** menu and select **Rubrics**.
2. In the **Rubrics** tool, click the **New Rubric** button.
3. In the **Properties** tab, enter a name for the rubric.
4. Select one of the options from the **Rubric Status** drop-down menu.

NOTE: Rubric can only be used for assessment when the status is set to **Published**.

5. Enter a description of the rubric in the **Description** field.
6. Select **Holistic** from the **Rubric Type** drop-down menu.



How to create a holistic rubric (cont.)

7. Decide how many performance levels you want the rubric to have and enter the number in the **Initial # of Levels** field.
8. Select one of the **Scoring Methods** from the drop-down menu. Percentage is the most commonly used method for holistic rubrics.
9. Click the **Save** button.
10. Click the **Levels** tab.
11. Click the **Edit Levels** button.
12. Change the level names as you wish.

The screenshot shows the 'Edit Rubric' interface for a 'Holistic Writing' rubric. It is divided into two main sections: configuration and editing levels.

Configuration Section (Top):

- Initial # of Levels:** A text input field containing the number '4', with callout 7 pointing to it.
- Scoring Method:** A dropdown menu set to 'Percentages', with callout 8 pointing to it.
- Hide Scores:** A checkbox labeled 'Hide scores from student views' which is currently unchecked.
- Advanced Availability:** A section with a chevron icon and the text 'Expand advanced availability options'.
- Buttons:** 'Save' and 'Close' buttons at the bottom, with callout 9 pointing to the 'Save' button.

Editing Section (Bottom):

- Tab:** The 'Levels' tab is selected, with callout 10 pointing to it.
- Edit Levels Button:** A button with a pencil icon and the text 'Edit Levels', with callout 11 pointing to it.
- Table:** A table with columns for 'Level Name*', 'Start Range*', 'Description', and 'Feedback'.

Level Name*	Start Range*	Description	Feedback
Excellent	80	Very interesting and challenging topic. Argument is very strong and the information cited is very supportive. No grammatical errors.	Excellent work.
Poor	0	Topic is irrelevant. Very poorly written. Argument is weak and lacks support. Many grammatical errors.	Needs a lot of work.

Callout 12 points to the 'Excellent' level name field.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom of the table.

How to create a holistic rubric (cont.)

13. Change the **Start Range** for each level.
14. Enter the **description** for each of the performance levels.
15. Enter the **feedback** for each of the performance levels.
16. Click **Save**.

Edit Levels ▾

Descriptions for each of the performance levels show requirements to meet the level. The feedback for each performance level is optional.

Level Name*	Start Range*	Description	Feedback
Excellent	80	Very interesting and challenging topic. Argument is very strong and the information cited is very supportive. No grammatical errors.	Excellent work.
Poor	0	Topic is irrelevant. Very poorly written. Argument is weak and lacks support. Many grammatical errors.	Needs a lot of work.

13 **14** **15**

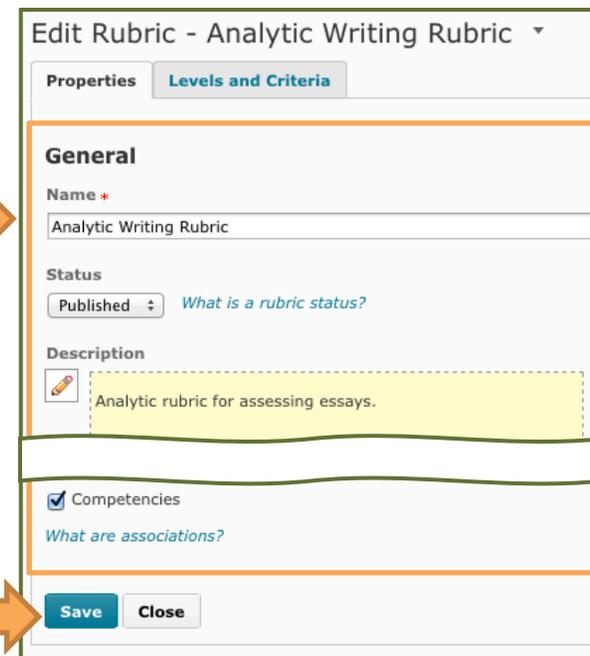
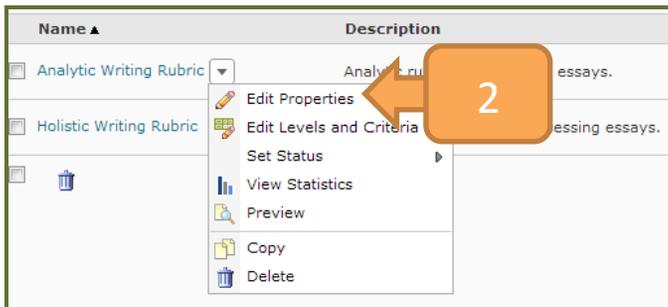
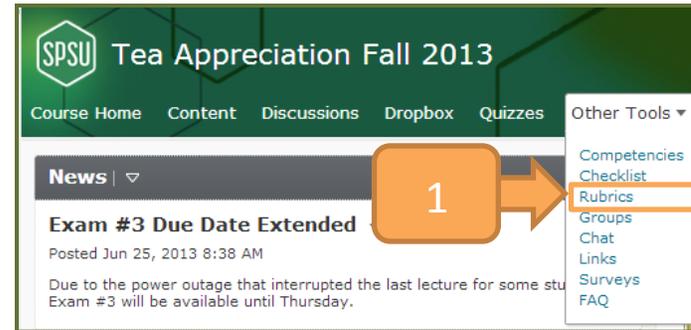
16 →

Save Cancel

How to edit a rubric

1. In your **Course Home** area, click on the **Other Tools** menu and select **Rubrics**.
2. Click the drop-down menu for the rubric you want to edit and select **Edit Properties**.
3. Make edits as necessary.
4. Click the **Save** button when you are done.

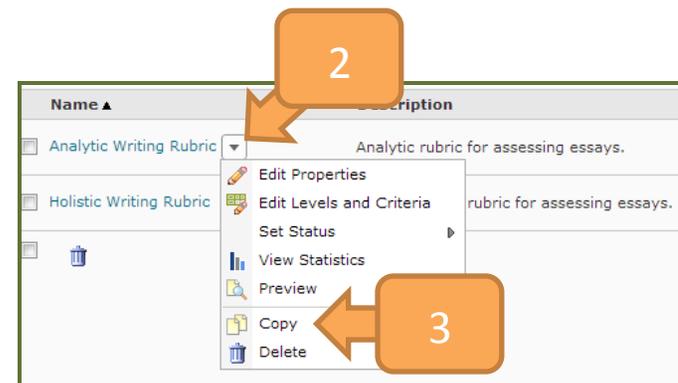
NOTE: You cannot edit a rubric's **Type** or **Scoring Method**.



How to copy a rubric

1. In your **Course Home** area, click on the **Other Tools** menu and select **Rubrics**.
2. Click the drop-down menu for the rubric you want to copy.
3. Select **Copy**.
4. The copy appears.

NOTE: To use the copy in assessment you will need to set the status to published.

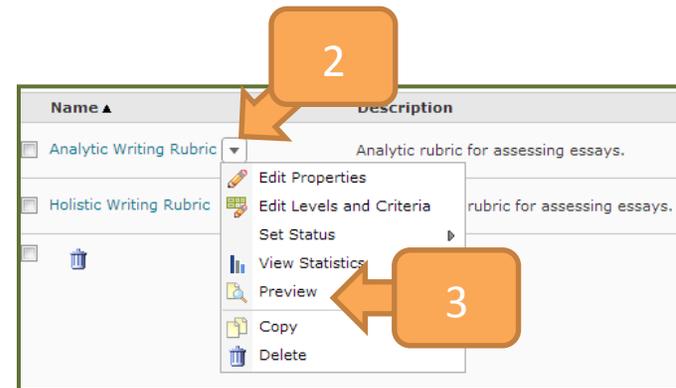
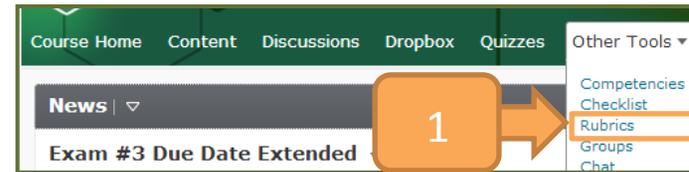


Name ▲	Description	Type	Scoring Method	Status
<input type="checkbox"/> Analytic Writing Rubric ▼	Analytic rubric for assessing essays.	Analytic	Points	Published
<input type="checkbox"/> Copy of Analytic Writing Rubric ▼	Analytic rubric for assessing essays.	Analytic	Points	Draft



How to preview a rubric

1. In your **Course Home** area, click on the **Other Tools** menu and select **Rubrics**.
2. Click the drop-down menu for the rubric you want to preview.
3. Select **Preview**.
4. Your rubric appears. Click the **Close** button when you are done.

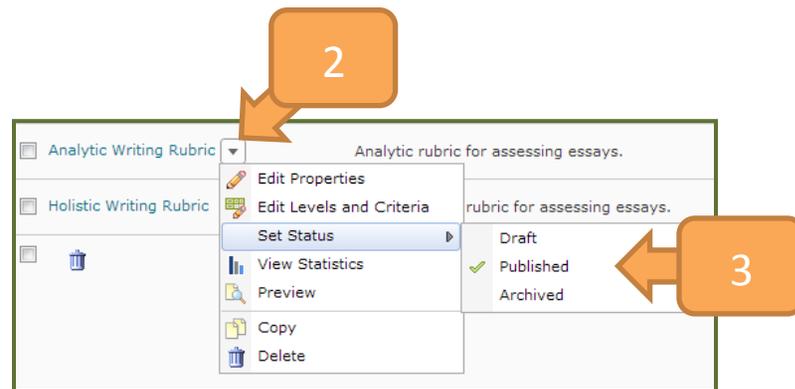


Criteria	Excellent 4 points	Good 3 points	Poor 2 points	Fair 1 point
Organization	The main idea is clear and presented in an effective order. The writing has unity and coherence.	The main idea is presented. Needs effective transitions in a few places. Coherence and unity can be improved.	The main idea is vaguely presented. The writing has some unity and coherence.	There is no main idea. Writing lacks unity and coherence.
Quality of Sources	High quality sources from peer-reviewed academic journals.	Sources are from academic journals, but may not be peer-reviewed.	Sources are relevant but not from academic journals.	Sources are low quality and are not academically related.
Grammar	There are no grammatical errors.	There are few grammatical errors.	There are some grammatical errors.	Full of grammatical errors.
Overall Score	Level 4 11 or more	Level 3 8 or more	Level 2 5 or more	Level 1 0 or more

A screenshot of the 'Close' button at the bottom left of the rubric preview window. An orange arrow labeled '4' points to the 'Close' button.

How to publish a rubric

1. In your **Course Home** area, click on the **Other Tools** menu and select **Rubrics**.
2. Click the drop-down menu for the rubric you want to publish and select **Set Status** from the menu.
3. Select **Published**.



How to delete a rubric

1. In your **Course Home** area, click on the **Other Tools** menu and select **Rubrics**.
2. Select the checkbox in front of the rubric you want to delete.
3. Click the **Delete** icon.
4. A confirmation button appears. Click the **Delete** button.

