Create a Rubric

Step-by-step

A rubric provides guidance for grading and also provides guidance to students when they are completing assignments and papers.

To get started, locate the grey Course Management menu and click on Course Tools. Then, click the Rubrics link.

Once on the Rubrics page, there are two options: Create Rubric and Import Rubric. For this tutorial, click the Create Rubric tab.

The Create Rubric page will appear. In Rubric Information, click the Name field to provide a name for the rubric. For this tutorial, the name ‘Mid Term’ will be used.
✓ **Click** in the **Description** field to provide additional details of the rubric, such as ‘Guidance on completing the midterm paper’.

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✓ **Locate** Rubric Detail, the first options that appear are the **Add Row** and **Add Column** buttons. A grey, circular symbol with a white downward pointing arrow (which indicates more options) is located next to each row and column title. This row is just a default example of how something could graded, the **Organization** and **Grammar** rows act in this same way and may be changed. The same editing capabilities are possible with the **Levels of Achievement** columns, which are by default for rubrics **Novice**, **Competent** and **Proficient**.

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✓ Back near the top of the **Rubric Detail** area, a rubric type dropdown can be seen, which allows the different rows to add up differently, such as **No Points, Points, Points Range, Percent**, and **Percent Range**.
Once all the options and values have been set, click the Submit button.

To assign a rubric to an assignment, either ‘create’ or ‘edit’ an assignment, and on the page with the assignment options locate and click on the Add a Rubric button. Then, click Select Rubric.

A popup appears that allows the rubric to be selected, such as the one created earlier. Click the checkbox to the left of the name and then click the Submit button.

Rubrics have the option of being/not being shown to students. Over on the right side of the attached rubric listing, click the symbol just below the Show Rubric to Students column title. Three options appear: Yes (With Rubric Scores), Yes (Without Rubric Scores) and After Grading. For this tutorial, Yes (with Rubric Scores) is shown as selected.

Click the Submit button to complete adding a rubric to an assignment.