

# Rubrics

A rubric is an assessment tool listing evaluation criteria for an assignment, and provides a means to convey to students your expectations for the quality of completed assignments. Rubrics can help students organize their efforts to meet the requirements of an assignment, and you can use them to explain evaluations to students. Rubrics can help ensure consistent and impartial grading.

Rubrics are made up of rows and columns:

- The rows correspond to the various criteria of an assignment.
- The columns correspond to the level of achievement expressed for each criterion.
- A description and point value for each cell in the rubric defines the evaluation and score of an assignment.
- Each cell has a 1000-character limit. You can reorder rows and columns by clicking the reordering functions located above the labels.
- After you use a rubric for grading, you cannot edit it. You can copy the rubric to create a duplicate rubric that you can edit.

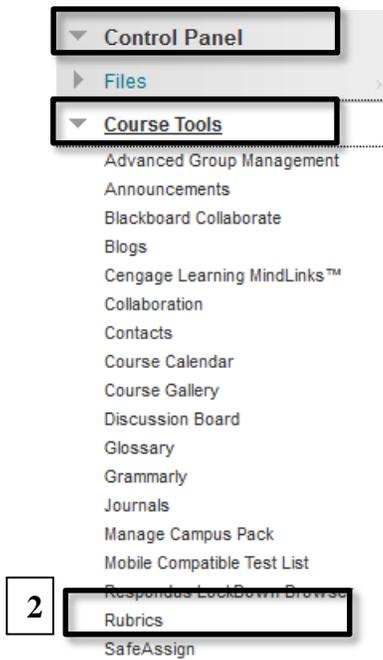
*The Rubric Grid lists Criteria (rows) for measuring Levels of Achievement (columns)*

The screenshot shows a rubric grid interface. At the top, there are controls for 'Add Row', 'Add Column', 'Rubric Type: Percent', and a checked 'Show Criteria Weight' option. Below this, the grid is organized into three rows of criteria and three columns of achievement levels. The criteria are 'Formatting' (Weight: 33.00%), 'Organization' (Weight: 34.00%), and 'Grammar' (Weight: 33.00%). The achievement levels are 'Novice', 'Competent', and 'Proficient'. Each cell in the grid contains a 'Percent' input field (0, 50, or 100) and a text area for notes. A 'Total Weight: 100.00%' and 'Balance Weights' button are visible at the bottom.

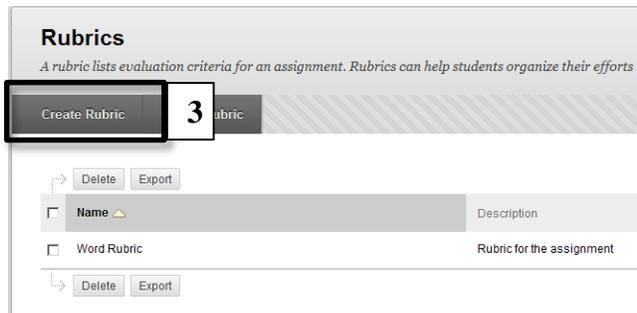
## Create a Rubric

New rubrics default to three rows and three columns.

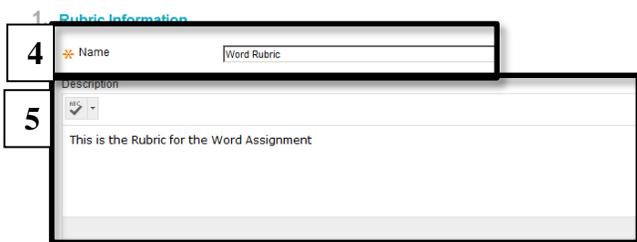
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1. On the **Control Panel**, expand **Course Tools**
2. Select **Rubrics**.



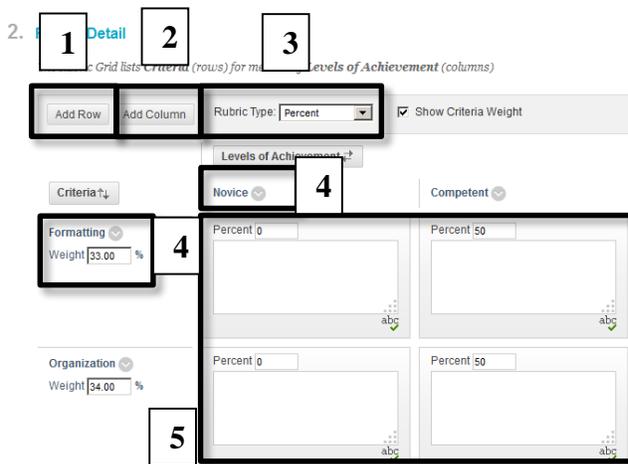
3. On the Rubrics page, click **Create Rubric**.



4. On the following screen, **Name** the rubric.
5. Optionally, provide a **description of the rubric** to make it easier to associate it to relevant assignments

## Edit the Rubric Grid

Edit the rubric grid so it corresponds to the type of feedback and scoring appropriate for the assignment.



1. Click **Add Row** to add a new criterion at the bottom of the grid.
2. Click **Add Column** to add a new level of achievement to the grid.
3. Choose a **Rubric Type** from the drop-down list:
  - No Points: Feedback only.
  - Points: Single point value for each Level of Achievement.
  - Point Range: Range of values for each Level of Achievement.
  - Percent: Based on each assignment's possible points.
  - Percent Range: Range of values for each Level of Achievement.
4. Click **Edit** from a label's contextual menu to change the **Criteria** and **Level of Achievement** labels.
5. Type a **point or percentage value** for each row.
6. Click **Submit**

## Copy and Edit a Rubric

Copying a rubric is helpful if you have similar assignments for your students that will follow the same criteria. This allows you to keep the settings, and you can rename the rubric. You can also copy a rubric when you want to edit a rubric that was already used for grading.

## Associate a Rubric

Associated rubrics are visible in the grading and rubrics sections for:

- Assignments
- Essay, Short Answer, and File Response test questions
- Blogs and journals
- Wikis
- Discussion board forums and threads

To associate a rubric during the editing or creation process, point to Add Rubric to access the drop-down list and choose one of the options:

- Select Rubric associates a rubric that you created in the Rubrics area of Course Tools.
- Create New Rubric opens a pop-up window to allow immediate creation of a new associated rubric.
- Create From Existing uses a previously created rubric as a template to create a new associated rubric.

When associating a points-based rubric, the option to use the rubric's points value as the Points Possible are available after clicking Submit on the rubric creation or selection page