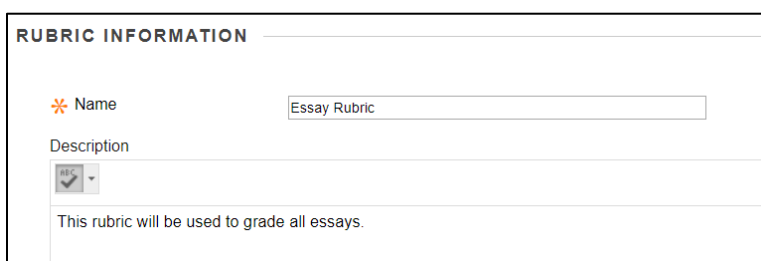


Course Content – Rubrics – Creating

Rubrics are an assessment tool used to evaluate course work. Instructors can utilize rubrics to evaluate student course work with an accurate and unbiased method of grading. A rubric can provide a more definitive breakdown of the criteria and levels of achievement needed to complete the course work successfully. Students can better meet the requirements of the assignment if they are allowed the option to view the rubric while completing and before submitting their work.

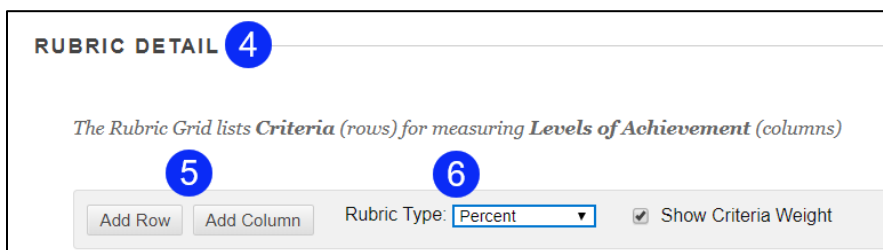
Creating a Rubric

1. Select **Course Tools** and choose **Rubrics** from the list.
2. On the *Rubrics* page, select **Create Rubric**.
3. Enter a name for the rubric. Optionally, enter a description (only the instructor will see the description).



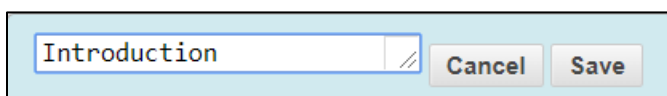
The screenshot shows the 'RUBRIC INFORMATION' form. It has a title bar 'RUBRIC INFORMATION'. Below it, there is a field for 'Name' with a star icon and a text input containing 'Essay Rubric'. Below that is a 'Description' section with a small icon and a text input containing 'This rubric will be used to grade all essays.'

4. In the *Rubric Detail* section, enter the requirements.
5. Select **Add Row** to add additional criteria. Select **Add Column** to add additional levels of achievement.
6. Select a **Rubric Type** from the menu. The options are:
 - a. **No Points** – Only feedback is provided. No points are given.
 - b. **Points** – Points are assigned for each level of achievement.
 - c. **Points Range** – Each level of achievement is graded using a range of points.
 - d. **Percent** – Percentages are given for each level of achievement. Select the **Show Criteria Weight** checkbox to show the weight for each criterion.
 - e. **Percent Range** – Each level of achievement is graded using a percent range. Select the **Show Criteria Weight** checkbox to show the weight for each criterion.



The screenshot shows the 'RUBRIC DETAIL' form. It has a title bar 'RUBRIC DETAIL' with a blue circle containing the number 4. Below the title bar, there is a text description: 'The Rubric Grid lists *Criteria* (rows) for measuring *Levels of Achievement* (columns)'. Below this, there are two buttons: 'Add Row' (with a blue circle containing the number 5) and 'Add Column' (with a blue circle containing the number 6). To the right of these buttons is a 'Rubric Type' dropdown menu set to 'Percent' and a checked checkbox labeled 'Show Criteria Weight'.

7. Change the name of the criteria and/or levels of achievement. Select the drop-down menu next to the criteria name or the level of achievement and select **Edit**.
8. Enter the name and select **Save**.



The screenshot shows a text input field containing the word 'Introduction'. To the right of the input field are two buttons: 'Cancel' and 'Save'.

9. Enter a point or percentage value for each field.
10. Enter a description in each field to describe the requirement for the criteria and the associated level of achievement.

RUBRIC DETAIL

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

Buttons: Add Row, Add Column, Rubric Type: Percent, Show Criteria Weight (checked)

Criteria: Introduction (Organization) Weight: 20.00 %

Levels of Achievement:

- Below Requirements** (Percent 25): There is no clear introduction of the main topic, position or structure of the... (Annotation 9 points to the percentage field, 10 points to the description field)
- Minimal Requirements** (Percent 75): The introduction states the main topic or position, but does not adequately preview the structure of...
- Meets Requirements** (Percent 100): The introduction is inviting, states the main topic and position and preview the...

11. Select **Submit**.

Associate a Rubric

Rubrics can be associated with the following items:

- Assignments
- Essay, Short Answer, and File Response test questions
- Blogs and Journals
- Wikis
- Discussion forums and threads
- Grade Center column that is not calculated

The steps below explain how to associate a rubric with an item.

1. Locate a content item's menu and select **Edit**.
2. Navigate to the *Grading* section and select **Add Rubric**.
3. Choose one of the three options.
 - a. **Select Rubric** – Choose this option to select a rubric from those already created.
 - b. **Create New Rubric** – Choose this option to create a rubric.
 - c. **Create From Existing** – Choose this option to use an existing rubric to create a new one.

GRADING

* Points Possible: 100

Associated Rubrics: Add Rubric

Dropdown menu options:

- Select Rubric
- Create New Rubric
- Create From Existing

4. Underneath “Type”, select **Used for Grading** or **Used for Secondary Evaluation**.

NOTE: If multiple rubrics are associated with an item, only one can be used for grading.

5. Underneath “Show Rubric to Students”, select one of the four options.
 - a. **Yes (With Rubric Scores)** – Students can view the rubric along with scores.
 - b. **Yes (Without Rubric Scores)** – Students can only view the rubric. Scores are not included.
 - c. **After Grading** – Students can only view the rubric after submissions have been graded.
 - d. **No** – Students cannot view the rubric.

Name	4 Type	Date Last Edited	5 Show Rubric to Students
Essay Rubric	Used for Grading	Apr 27, 2018 12:09:21 PM	<div> <input checked="" type="checkbox"/> Yes (With Rubric Scores) <input type="checkbox"/> Yes (Without Rubric Scores) <input type="checkbox"/> After Grading <input type="checkbox"/> No </div>

Manage Associated Rubrics

Rubrics that are associated with an item can be managed using the options below.

- a. **Remove Rubric Association** – This option will delete the rubric association from the item.
- b. **View Rubric** – Opens a preview of the rubric that cannot be edited.
- c. **Edit Rubric** – Opens an editable version of the rubric. Rubrics that have been used for grading cannot be edited.

	Name	Type	Date Last Edited	Show Rubric to Students
<div> <div>a</div> <div>b</div> <div>c</div> </div>	Essay Rubric	Used for Grading	Apr 27, 2018 12:09:21 PM	<input checked="" type="checkbox"/> Yes (With Rubric Scores)

Grading with Rubrics

Rubrics that have been associated with an item can be used for grading.

1. Navigate to the *Grade Center*.
2. Select the drop-down menu for the item. Select **Grade Attempts**.
3. If necessary, expand the *Attempt* section using the down arrow.

Assignment Details

GRADE

LAST GRADED ATTEMPT

ATTEMPT

11/6/17 11:33 AM

4. Select the rubric title to grade inline or select the new window icon to open the rubric in a new window.

The screenshot shows the 'Assignment Details' header with a dropdown arrow. Below it, the 'GRADE' section displays 'LAST GRADED ATTEMPT' and a score of '/100' with an edit icon. The 'ATTEMPT' section shows the date '11/6/17 11:33 AM' and another '/100' score. A blue box highlights the 'GRADE BY RUBRIC' section, which contains a link for 'ESSAY RUBRIC' labeled 'Used for Grading' and a new window icon.

5. Select **Show Descriptions** to view the descriptions for the criteria. Select **Show Feedback** to add feedback to each criterion section.

This screenshot shows the 'GRADE BY RUBRIC' section with the 'ESSAY RUBRIC' link and 'Used for Grading' text. A blue box highlights two checkboxes: 'Show Descriptions' and 'Show Feedback'. Below these are two criteria sections: 'INTRODUCTION (ORGANIZATION)' and 'FOCUS ON TOPIC (CONTENT)', each with a '--' score. Each criterion has three radio button options: 'Below Requirements' (5 (5%) points), 'Minimal Requirements' (15 (15%) points), and 'Meets Requirements' (20 (20%) points).

6. Complete each area of the rubric.
7. A raw total will be calculated as the rubric is completed. The raw total can be manually changed by entering a score into the "Change the number of points out of 100.0 to" field.

8. Enter feedback (optional).

Raw Total: 85.00 (of 100.0)
Change the number of points out of 100.0 to:

Feedback:

abc ✓

9. Select **Save Rubric**.

NOTE: Some items, such as blogs, can be graded from the content item.