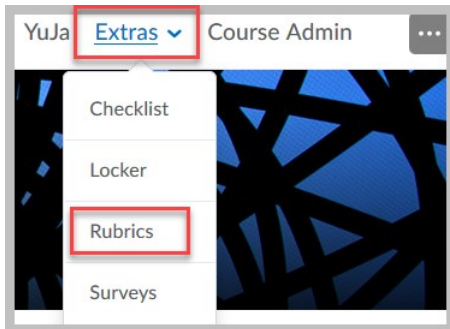


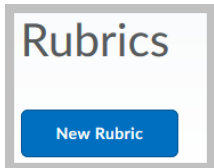
Rubrics

The rubrics tool is an excellent way to standardize and streamline your grading. It is located underneath the **Extras tool**.

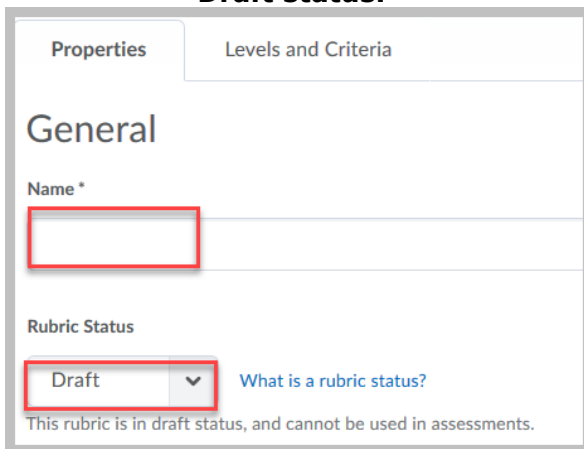


Creating a Rubric

1. Click on **New Rubric**



2. Type in Name
3. Keep the rubric in **Draft** status until you are certain it is ready to be associated with a tool such as Discussions or Assignments. **Once the rubric is published** and associated with a tool and you want to make changes, **it cannot be edited**. A new rubric would then need to be created.
 - a. Best practice is to **make a copy of your rubric before you publish it and keep this in Draft status**.

A screenshot of the 'Properties' tab in the Rubric tool. The 'General' section is visible. There is a 'Name *' field with a red rectangular box around it. Below it, there is a 'Rubric Status' dropdown menu with 'Draft' selected and a red rectangular box around it. To the right of the dropdown is a link that says 'What is a rubric status?'. At the bottom of the form, there is a note: 'This rubric is in draft status, and cannot be used in assessments.'

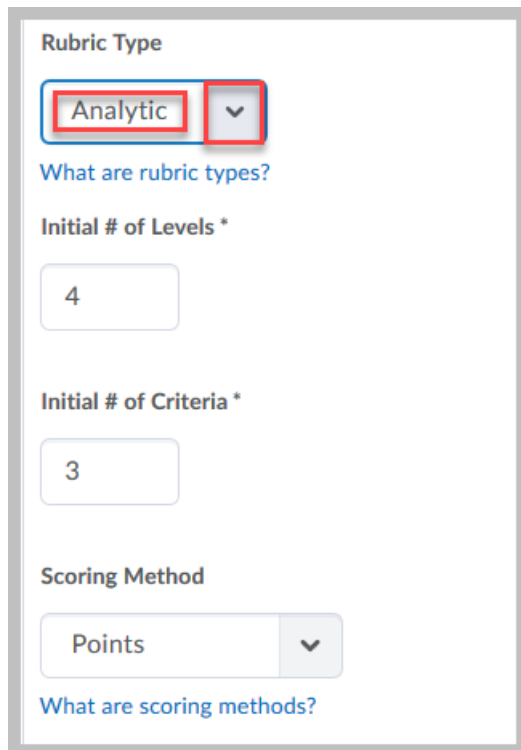
As you scroll down in the **Properties tab of Rubrics**, you will have the option of choosing the type of rubric.

Two Types from which to Choose:

An **Analytic Rubric** breaks performance down into multiple criteria. Each criterion is then assessed separately, resulting in an overall assessment score. For example, an analytic rubric for assessing essays could have the criteria of Content, Organization, Formatting, and Grammar. Each of these criteria could be assessed with a level of Excellent, Very Good, Fair, and Poor.

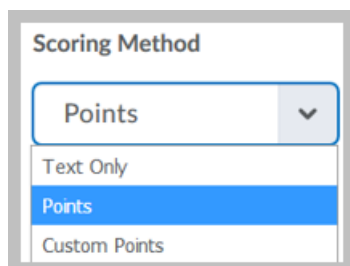
A **Holistic Rubric** does not break performance down into separate criteria, but rather the instructor considers the whole of an assignment and ultimately provides only one assessment. A holistic rubric might be used by an art instructor to assess a student's progress in making ceramics over the course of the semester.

The analytic rubric is the most commonly used.



The screenshot shows a form titled "Rubric Type". At the top, there is a dropdown menu with "Analytic" selected and a downward arrow. Below this is a link "What are rubric types?". Underneath is a field for "Initial # of Levels *" with the number "4" entered. Below that is a field for "Initial # of Criteria *" with the number "3" entered. At the bottom is a dropdown menu for "Scoring Method" with "Points" selected and a downward arrow. Below this is a link "What are scoring methods?".

4. Choose **scoring method**. The default scoring is **Points** and if another selection is not chosen, **this cannot be edited once you navigate away from this screen**, even if your rubric is saved in Draft status.



The screenshot shows a dropdown menu titled "Scoring Method". The menu is open, showing three options: "Text Only", "Points", and "Custom Points". The "Points" option is highlighted with a blue background.

5. **Rubric Visibility** – keep the default setting of rubric is always visible to learners.

Rubric Visibility

Rubric is always visible to learners

Rubric is hidden until feedback published

Rubric is never visible to learners

Hide Scores

Hide scores from student views

If you have chosen the **Analytic rubric**, you will then need to click on the **Levels and Criteria tab**.

Edit Rubric - Rubric ▾

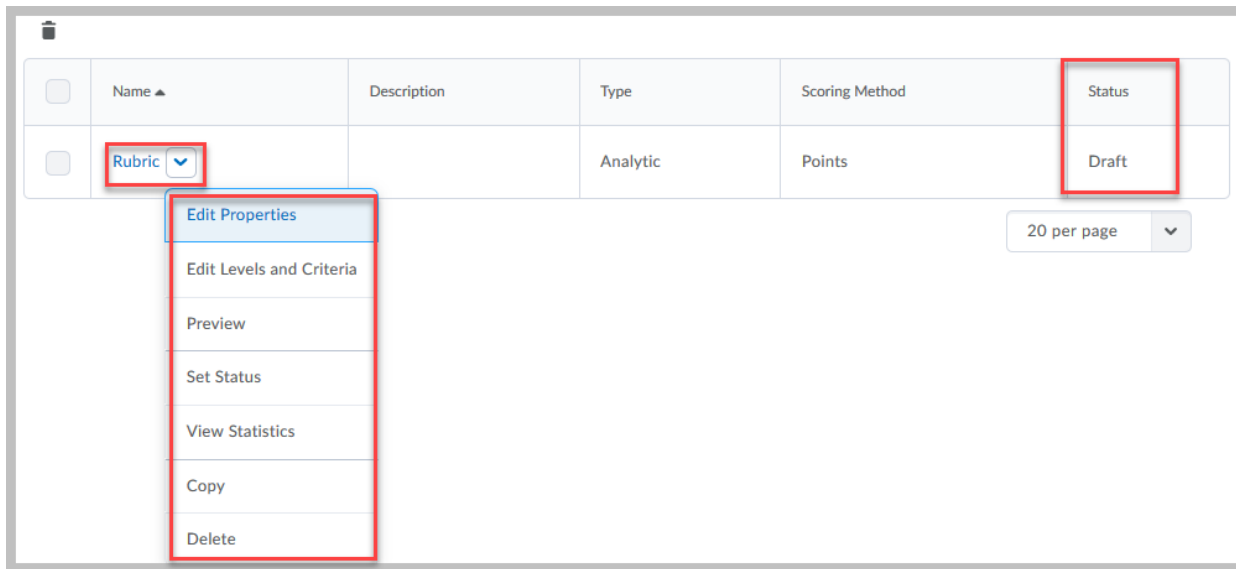
Properties **Levels and Criteria**

+ 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 ▾				
Overall Score ▾	Level 4 11 or more ▾	Level 3 8 or more ▾	Level 2 5 or more ▾	Level 1 0 or more ▾

6. Select the Levels and Criteria tab. Both the criteria and the levels can be **edited** by clicking on the drop-down menu to the right of the name of the criteria or the level. **Criteria and levels can also be added or deleted as needed as long as you are in Draft status.**

7. To **edit** your rubric, simply click on the drop-down menu next to its name.



<input type="checkbox"/>	Name ▲	Description	Type	Scoring Method	Status
<input type="checkbox"/>	Rubric ▼		Analytic	Points	Draft

- Edit Properties
- Edit Levels and Criteria
- Preview
- Set Status
- View Statistics
- Copy
- Delete

20 per page ▼

8. **Save**