



## teacher-rubric



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## Settings > Set Up Rubrics

This page allows you to create rubric charts that can be used for grading assignments. A rubric chart is a set of criteria (i.e., skills) used for assessing a student's work or performance and includes levels of potential achievement (i.e., scores) for each criterion.

Once a rubric is created, you can associate the rubric chart with an assignment on [Settings > Manage Assignments](#). Then, the rubric will be available for the assignment on [Grades > Assignment Grades](#).

Print

### Set Up Rubrics

No rubrics found  
To add a rubric, enter the name and click Add Rubric.

Add Rubric

To add a rubric, enter the name and click Add Rubric.

Edit Rubric:

Save As

No rubrics found

Your existing rubric charts (i.e., rubric charts created by you) are listed. Otherwise, the message “No rubrics found” is displayed.

### Add a rubric chart:

In the field next to the **Add Rubric** button, type a unique name for the new rubric chart, then click **Add Rubric**.

[Print](#)

## Set Up Rubrics

No rubrics found

To add a rubric, enter the name and click Add Rubric.

Add Rubric

To add a rubric, enter the name and click Add Rubric.

Edit Rubric:

Save As

No rubrics found

The new rubric chart is added to the **Available Rubrics** list.

Available Rubrics

Click for the new rubric chart.

### Set Up Rubrics

Available Rubrics:

Options	Rubric Name
	Essay

Add Rubric

To add a rubric, enter the name and click Add Rubric.

Edit Rubric: Essay

Save As

Add Score

Scores

Low Points

0

High Points

0

Skills

Add Skill

Total Points: 0

Save

The rubric opens on the right side under **Editing Rubric: {Rubric Name}**, where {Rubric Name} is the name you entered.

☐ Under **Editing Rubric: {Rubric Name}**:

A grid is displayed allowing you to enter criteria (i.e., skills) and scores for each criterion.

☐ Add **Skills**:

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teacher-rubric

To add skills to the rubric chart, type the first skill name, up to 50 characters, and click **Add Skill**. The skill is added to the grid, and a blank field is displayed allowing you to add another skill.

The screenshot shows a web interface for creating a rubric. At the top left is a blue button labeled 'Add Score'. Below it is a section titled 'Scores' with a large empty text area. To the right of this area are two input fields labeled 'Low Points' and 'High Points', both containing the number '0'. Below the 'Scores' section is a yellow box labeled 'Skills'. Inside this box is a single skill entry: 'Organization' in a rounded rectangle. Below the 'Skills' box is a blue button labeled 'Add Skill' with a red arrow pointing to it. To the right of the 'Add Skill' button is the text 'Total Points: 0' and a blue button labeled 'Save'.

Continue adding skills as needed.

This screenshot shows the same interface as the previous one, but with five skills added to the 'Skills' list. Each skill is in a yellow box with a small 'x' icon to its left. The skills are: 'Organization', 'Focus and Detail', 'Sentence Structure, Grammar, and Spelling', 'Word Choice', and 'Citations'. To the right of each skill box is an empty rounded rectangle for scoring. The 'Add Skill' button, 'Total Points: 0' text, and 'Save' button are still visible at the bottom.

#### ☐ Add **Scores**:

Each rubric chart must have at least one column under **Scores**.

Establish a set of score names. For example, you could create the following set of five score names: Not Attempted, Below Average, Average, Above Average, and Exceeds Expectations.

To add a score, type the first score name (e.g., Not Attempted), up to 50 characters, and then click **Add Score**. The score is added to the grid, and a blank field is displayed allowing you to add another score.

Continue adding scores as needed.

#### ☐ Enter **Low/High Points**:

For each score, use the **Low Points** and **High Points** fields to establish a range of possible points within each score. Or, you can assign a single point value for each score.

The fields can have up to three digits.



Add Score				
Scores				
	Below Average	Average	Above Average	Exceeds Expectations
	Low Points: 1, High Points: 6	Low Points: 7, High Points: 12	Low Points: 13, High Points: 18	Low Points: 19, High Points: 20
Skills				
Organization				

### Example 1 (with score ranges):

Within each score, you can establish a range of possible points:

The *Not Attempted* score may have **Low Points** and **High Points** both set to 0, because 0 points would be awarded if the student did not attempt the skill.

The *Below Average* score may have **Low Points** set to 1, and **High Points** set to 10, so a student who performed below average on the skill can earn between 1 and 10 points.

The *Average* score may have **Low Points** set to 11, and **High Points** set to 20, so a student who had average performance on the skill can earn between 11 and 20 points.

The *Above Average* score may have **Low Points** set to 21, and **High Points** set to 30, so a student who had above average performance on the skill can earn between 21 and 30 points. The highest score a student could receive would be 30.

The *Exceeds Expectations* score may have **Low Points** set to 31, and **High Points** set to 40, so a student who had above average performance on the skill can earn between 31 and 40 points. The highest score a student could receive would be 40.

In this example, if 10 skills were scored, the student could earn a maximum of 400 points for the assignment.

### Example 2 (without score ranges):

To assign a specific number of points to each score, type the number of possible points in the **Low Points** field and leave the **High Points** field blank. When you save, the **High Points** field will automatically be set to the value in the **Low Points** field.

The *Not Attempted* score may have **Low Points** set to 0, because 0 points would be awarded if the student did not attempt the skill. Leave **High Points** set to 0 or blank.

The *Below Average* score may have **Low Points** set to 1, because 1 point would be

awarded if the student had below average performance for the skill. Leave **High Points** set to 0 or blank.

The *Average* score may have **Low Points** set to 2, because 2 points would be awarded if the student had average performance for the skill. Leave **High Points** set to 0 or blank.

The *Above Average* score may have **Low Points** set to 3, because 3 points would be awarded if the student had above average performance for the skill. Leave **High Points** set to 0 or blank. The highest score a student could receive would be 3.

The *Exceeds Expectations* score may have **Low Points** set to 4, because 4 points would be awarded if the student had above average performance for the skill. Leave **High Points** set to 0 or blank. The highest score a student could receive would be 4.

In this example, if 10 skills were scored, the student could earn a maximum of 40 points for the assignment.

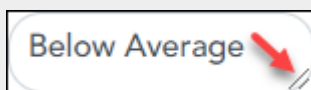
☐ Enter a score note:

(Optional) For each skill, type a note about the score as it relates to the specific skill, up to 255 characters. The note is used to further clarify the requirements for awarding points for the skill.

Add Score				
Scores				
	Below Average	Average	Above Average	Exceeds Expectations
	<div>Low Points: 1</div> <div>High Points: 6</div>	<div>Low Points: 7</div> <div>High Points: 12</div>	<div>Low Points: 13</div> <div>High Points: 18</div>	<div>Low Points: 19</div> <div>High Points: 20</div>
Skills	<div>Organization</div> <div>The essay lacks a clear introduction, body, and conclusion.</div>	<div></div> <div>The introduction states the main topic. A conclusion is included.</div>	<div></div> <div>The introduction states the main topic. The body is developed. A conclusion is included.</div>	<div></div> <div>The introduction is inviting and states the main topic. Information is relevant and presented logically. The conclusion is strong.</div>

See [Notes on Special Characters](#) and [Copy/Paste From Other Documents](#).

**TIP:** You can expand the size of the fields by dragging the bottom-right corner of the field to the desired size. When you save the note, the field will return to its original size.

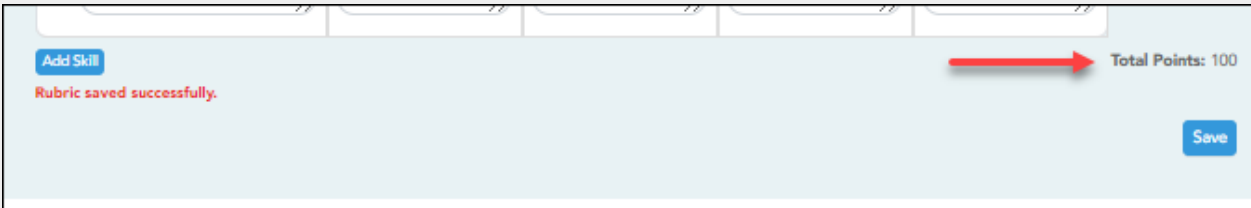


Scores must be entered in ascending order from left to right.

Scores cannot be out of sequence; however gaps can exist.

☐ Click **Save**.

**Total Points** The highest possible number of points a student can earn for this assignment is calculated and displayed in the bottom-right corner. The number changes every time you save changes that affect the total possible points for the rubric chart.



☐ To save a copy of the displayed rubric chart with another name (e.g., to use the rubric chart as a template for another rubric chart), type the new name in the field next to the **Save As** button, then click **Save As**.

**Edit Rubric: Essay**

**Save As** Final Essay

**Add Score**

**Scores**

	Below Average	Average	Above Average	Exceeds Expectations
Low Points	1	7	13	19
High Points	6	12	18	20

The new rubric chart is added to the **Available Rubrics** list. The new rubric chart can be modified as needed.

## Edit a rubric chart:

☐ Under **Available Rubrics** (left), click  for the rubric chart you want to change.


The rubric chart opens under **Editing Rubric** (right). Modify the chart as needed, and then click **Save**.

**NOTE:**

If you attempt to edit a rubric chart that is in use, a message is displayed indicating the number of assignments using the rubric chart; however, you are not prevented from modifying some parts of the rubric chart:

- The skills cannot be changed.
- You cannot add a skill; the **Add Skill** button is not displayed.
- You must keep at least one column under **Scores**.
- The score note field can be modified.
- You can add scores, but you must maintain the same **Total Points**.

**Delete a rubric chart:**

- ☐ Under **Available Rubrics** (left), click  to delete an existing rubric chart.
- ☐ You are prompted to confirm that you want to delete the rubric chart. Click **OK**.





**NOTE:** You cannot delete a rubric chart that is in use (i.e., associated with any assignment).

**Associate a rubric with an assignment:**



[Settings > Manage Assignments](#)

- ☐ Click **Add new assignment** to add a new assignment.

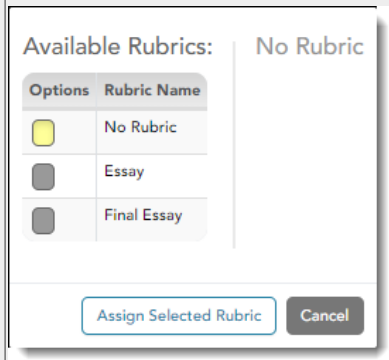
A blank row is added to the grid. Enter the assignment name and other details.

	<input type="text" value="Human Populations Essay"/>	<input type="text" value="Major Tests/Projects"/>	Date: <input type="text" value="11/07/2020"/>	Date: <input type="text" value="05/13/2020"/>	<input type="text" value="100"/>			
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**Rubric** You can assign an existing rubric chart to the assignment, which allows you to grade the assignment using a rubric chart. The rubric charts are created on [Settings > Rubric Setup](#).

- If a rubric chart is not currently associated with the assignment, the  icon (three black squares) is displayed.
- If a rubric chart is currently associated with the assignment, the  icon (four multicolored squares) is displayed.

☐ Click the icon to associate a rubric chart with the assignment or to change the associated rubric chart. The rubric chart window opens.




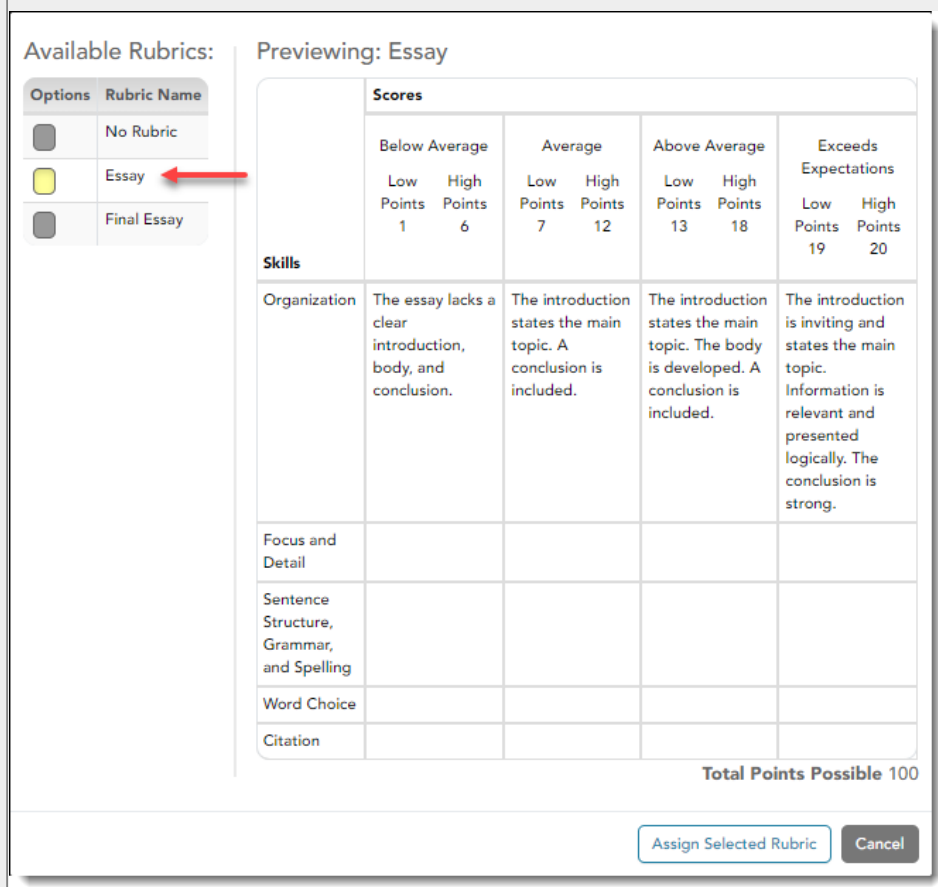
Available Rubrics: No Rubric

Options	Rubric Name
	No Rubric
	Essay
	Final Essay




Assign Selected Rubric Cancel

Under **Available Rubrics**, any rubric charts you have created that have at least one skill and one score are listed.

**Available Rubrics** Click ☐ for the rubric chart you want to use. If the rubric is selected, the box becomes yellow .



Available Rubrics: Previewing: Essay

Options	Rubric Name
	No Rubric
	Essay
	Final Essay

Skills	Scores							
	Below Average		Average		Above Average		Exceeds Expectations	
	Low Points	High Points	Low Points	High Points	Low Points	High Points	Low Points	High Points
Organization	1	6	7	12	13	18	19	20
Focus and Detail								
Sentence Structure, Grammar, and Spelling								
Word Choice								
Citation								

Total Points Possible 100

Assign Selected Rubric Cancel

You can only change the rubric chart assigned to an assignment if no grades exist for the rubric chart.

☐ Click **Assign Selected Rubric**.

The window closes.

**IMPORTANT:** The **Total Points** field for the assignment changes to display the maximum possible points for the rubric chart (maximum possible points x skill count) and is read-only.

**PIN** Type your four-digit personal identification number (PIN).

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☐ Click **Save**.