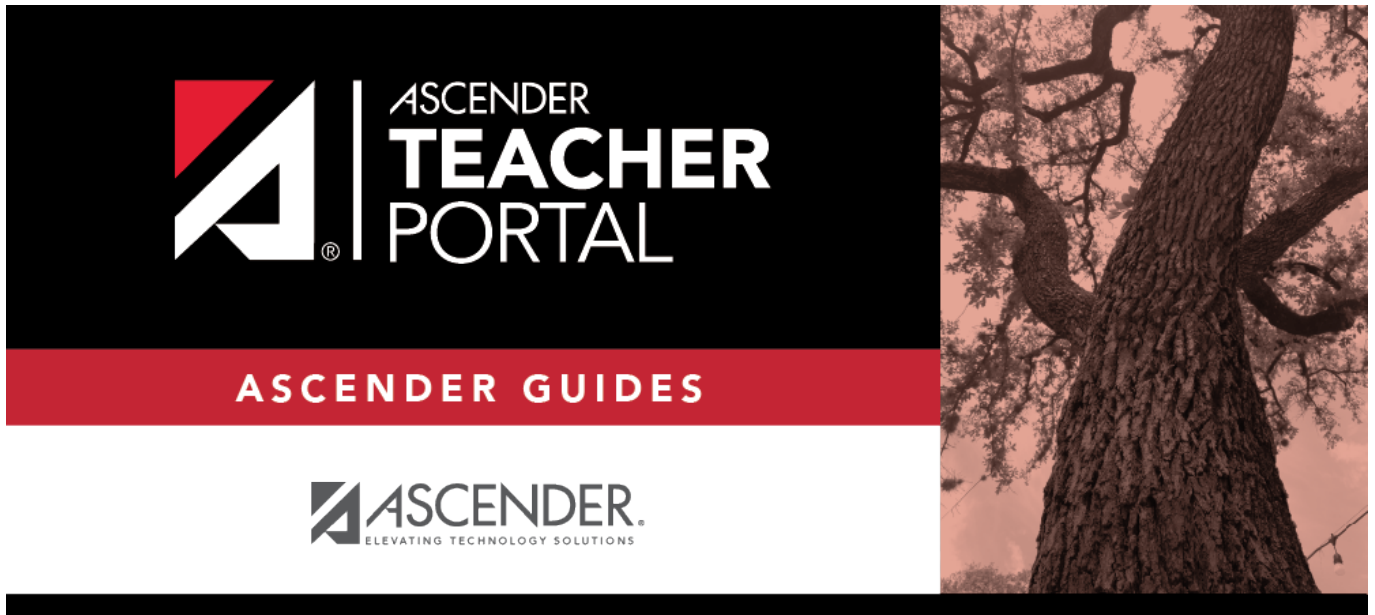




teacher-rubric

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The rubric feature is only available if enabled by the campus.

To use a rubric for grading an assignment, you must first create the rubric, and then associated the rubric with a particular assignment.

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.

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

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

Edit Rubric: Essay

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**:

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 the 'Add Score' interface. At the top is a blue 'Add Score' button. Below it is a 'Scores' section with a large empty text area and two input fields labeled 'Low Points' and 'High Points', both containing the number '0'. To the left of these is a 'Skills' section with a yellow background. It contains a single skill entry 'Organization' in a rounded rectangle. Below the 'Skills' section is a blue 'Add Skill' button, which is highlighted with a red arrow pointing to it. To the right of the 'Add Skill' button is the text 'Total Points: 0' and a blue 'Save' button.

Continue adding skills as needed.

The screenshot shows the 'Add Score' interface after adding multiple skills. The 'Skills' section now contains five entries: 'Organization', 'Focus and Detail', 'Sentence Structure, Grammar, and Spelling', 'Word Choice', and 'Citations'. Each entry is in a rounded rectangle with a small 'X' icon to its left. The 'Add Skill' button is still present at the bottom left, and the 'Total Points: 0' and 'Save' buttons are at the bottom right.

☐ 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.

The screenshot shows the 'Add Score' interface. At the top, there is a blue button labeled 'Add Score' with a red arrow pointing to it. Below this is a section titled 'Scores' which contains a single score entry. This entry has a yellow background and is labeled 'Below Average'. Underneath the label are two input fields: 'Low Points' and 'High Points', both of which contain the number '0'. Below the 'Scores' section is a section titled 'Skills' which contains two input fields: 'Organization' and 'Focus and Detail'. Each input field has a small 'X' icon to its left.

Continue adding scores as needed.

The screenshot shows the 'Add Score' interface with multiple scores. The 'Scores' section displays four scores, each with a yellow background: 'Below Average', 'Average', 'Above Average', and 'Exceeds Expectations'. Each score has 'Low Points' and 'High Points' fields, all of which contain the number '0'. Below the 'Scores' section is a section titled 'Skills' which contains one input field: 'Organization'. Each input field has a small 'X' icon to its left.

☐ 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	Low Points: 7	Low Points: 13	Low Points: 19
	High Points: 6	High Points: 12	High Points: 18	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.

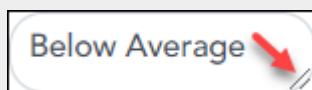
☐ Enter a score note:

(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
	Low Points: 1	Low Points: 7	Low Points: 13	Low Points: 19
	High Points: 6	High Points: 12	High Points: 18	High Points: 20
Skills	Organization The essay lacks a clear introduction, body, and conclusion.	The introduction states the main topic. A conclusion is included.	The introduction states the main topic. The body is developed. A conclusion is included.	The introduction is inviting and states the main topic. Information is relevant and presented logically. The conclusion is strong.

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.

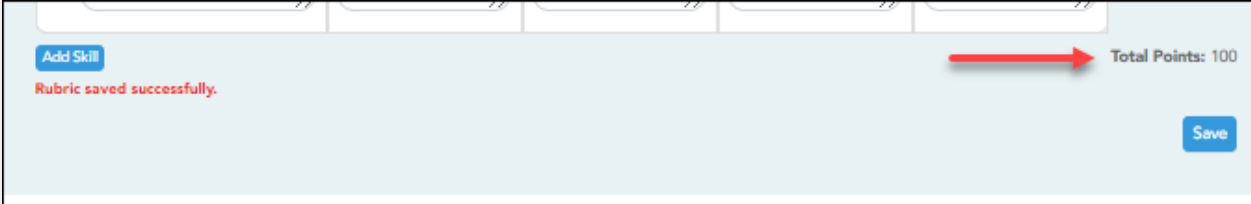


Scores must be entered in ascending order from left to right.

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.

Add new assignment

PIN:

Delete	Assignment Name	Category	Date Assigned	Date Due	Total Points	Extra Credit	Rubric	Do Not Drop	Notes
☐	Human Populations Essay	Major Tests/Projects	Date: 11/07/2020	Date: 11/13/2020	100	☐	■ ■ ■	☐	
☐	Australia Cause of Fire Summary	Daily work/Homework	Date: 11/09/2020	Date: 11/09/2020	100	☐		☐	

☐ In the **Rubric** column:

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

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:

Options	Rubric Name
☐	No Rubric
☒	Essay
☐	Final Essay

Previewing: 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
	1	6	7	12	13	18	19	20
Organization	The essay lacks a clear introduction, body, and conclusion.		The introduction states the main topic. A conclusion is included.		The introduction states the main topic. The body is developed. A conclusion is included.		The introduction is inviting and states the main topic. Information is relevant and presented logically. The conclusion is strong.	
Focus and Detail								
Sentence Structure, Grammar, and Spelling								
Word Choice								
Citation								
Total Points Possible 100								

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).

☐ Click **Save**.

The icon changes to multicolored squares to indicate that a rubric is associated with the assignment.

Add new assignment

PIN:

Delete	Assignment Name	Category	Date Assigned	Date Due	Total Points	Extra Credit	Rubric	Do Not Drop	Notes
	Human Populations Essay	Major Tests/Projects ▼	Date: 11/07/2020 	Date: 11/13/2020 	100	☐		☐	
	Australia Cause of Fire Summary	Daily work/Homework ▼	Date: 11/09/2020 	Date: 11/09/2020 	100	☐		☐	