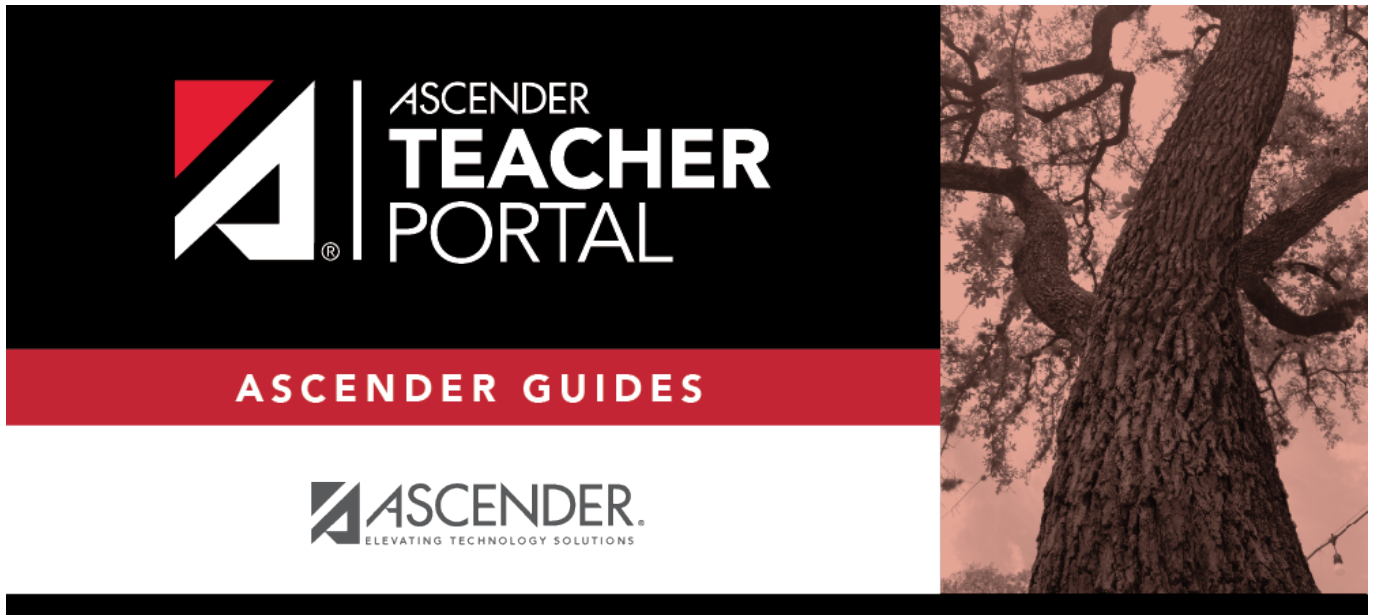




rubric_setup_body

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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 screenshot shows the 'Set Up Rubrics' interface. On the left, under 'No rubrics found', there is a text input field containing 'Essay' and an 'Add Rubric' button. Below this, a message says 'To add a rubric, enter the name and click Add Rubric.' On the right, under 'Edit Rubric:', there is a 'Save As' button and an empty text input field. Below this, another 'No rubrics found' message is visible. A 'Print' button is located in the top right corner.

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

Scores

Low Points 0	High Points 0

Skills

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Total Points: 0

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 a web interface for editing a rubric. At the top left is a blue button labeled 'Add Score'. Below it is a section titled 'Scores' containing a large empty grid. To the right of the grid are two input fields labeled 'Low Points' and 'High Points', both containing the number '0'. Below the grid is a yellow highlighted section titled 'Skills' containing a single input field with the text 'Organization'. At the bottom left is a blue button labeled 'Add Skill' with a red arrow pointing to it. At the bottom right is a blue button labeled 'Save'. In the center bottom, the text 'Total Points: 0' is displayed.

Continue adding skills as needed.

Scores		
	Low Points	High Points
	0	0
Organization		
Focus and Detail		
Sentence Structure, Grammar, and Spelling		
Word Choice		
Citations		

Total Points: 0

□ 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.

Scores		
	Low Points	High Points
Below Average	0	0
Organization		
Focus and Detail		

Continue adding scores as needed.

Add Score								
Scores								
	Below Average		Average		Above Average		Exceeds Expectations	
	Low Points	High Points	Low Points	High Points	Low Points	High Points	Low Points	High Points
Skills								
Organization								

☐ 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	High Points	Low Points	High Points	Low Points	High Points	Low Points	High Points
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.

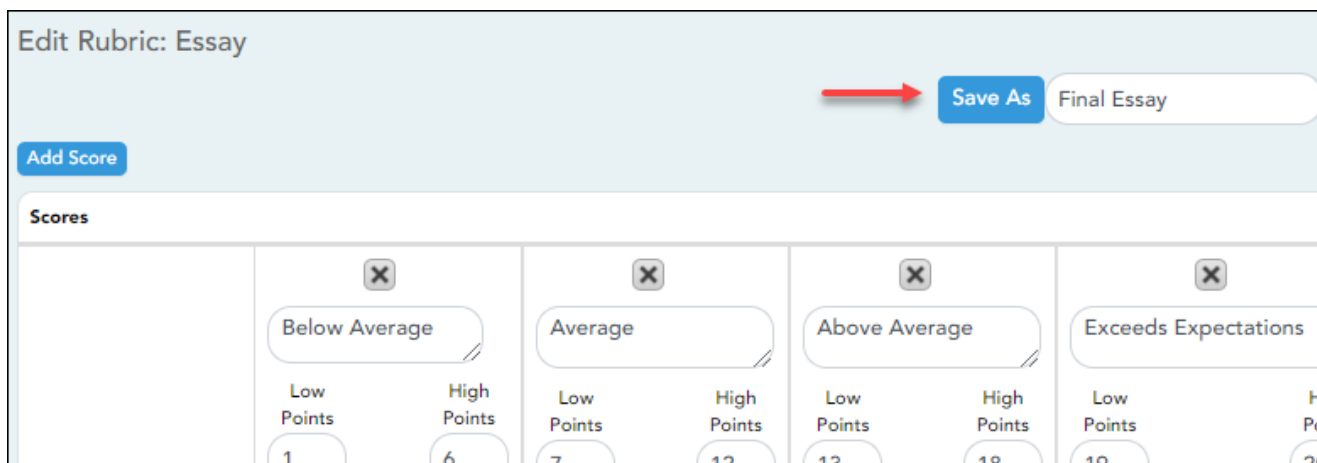
TIP: You can expand the size of the fields by dragging the bottom-right corner of the field to the desired size. When you save the note, the field will return to its original size.

A screenshot of a single-line text field containing the text "Below Average". A red arrow points to the bottom-right corner of the field, indicating that this corner can be dragged to expand the field's size. The field has a thin border and rounded corners.

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

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.

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Edit Rubric: Essay

Save As Final Essay

Add Score

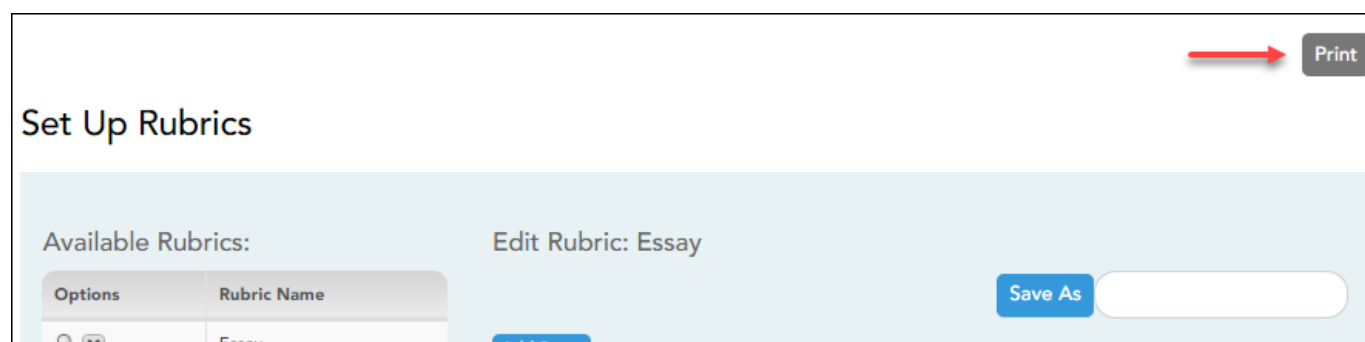
Scores

	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.

Print the rubric chart:

Click **Print** to print a report of the displayed rubric chart.



Set Up Rubrics

Print

Available Rubrics:

Options	Rubric Name
☐	Essay

Edit Rubric: Essay

Save As

The [Rubric Report Selection](#) page opens allowing you to make selections for printing the report.

This report prints a rubric chart which has been set up on [Settings > Manage Rubric Charts](#). You can print only the rubric chart (i.e., blank), or you can print the rubric chart with student grades for a particular assignment.

Rubric Report Selection

Rubric Name: Essay ▼

Title (Optional):

If Title is left blank, the Rubric Name will be the title on the report.

Generate

☐ Specify report options:

Rubric Name	Select the rubric chart you want to print. Only rubric charts that have skills and scores already set up are listed.		
Title	(Optional) Type a title for the report, up to 50 characters. If blank, the rubric chart name is used as the title.		
Print with grades	Select to print the report with student grades. This field is only displayed if the selected rubric chart has already been used to grade an assignment. If selected, an additional field is displayed allowing you to select a course-section. Only course-sections that have a rubric chart set up are listed.		
	course-section	Once you select a course-section, another field is displayed allowing you to select the assignment that was graded with a rubric chart.	
		assignment	Once you select an assignment, a list of students in the course-section is displayed, along with their grade for the assignment.
		This Student	Select for the students you want to print the rubric for. You can select Check all at the top of the column to select all students in the course-section.

☐ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.
- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Edit a rubric chart:

☐ Click  for the rubric chart you want to change.

The rubric chart opens under **Editing Rubric: {Rubric Name}**, where *Rubric Name* is the name of the rubric chart. 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:

☐ 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).