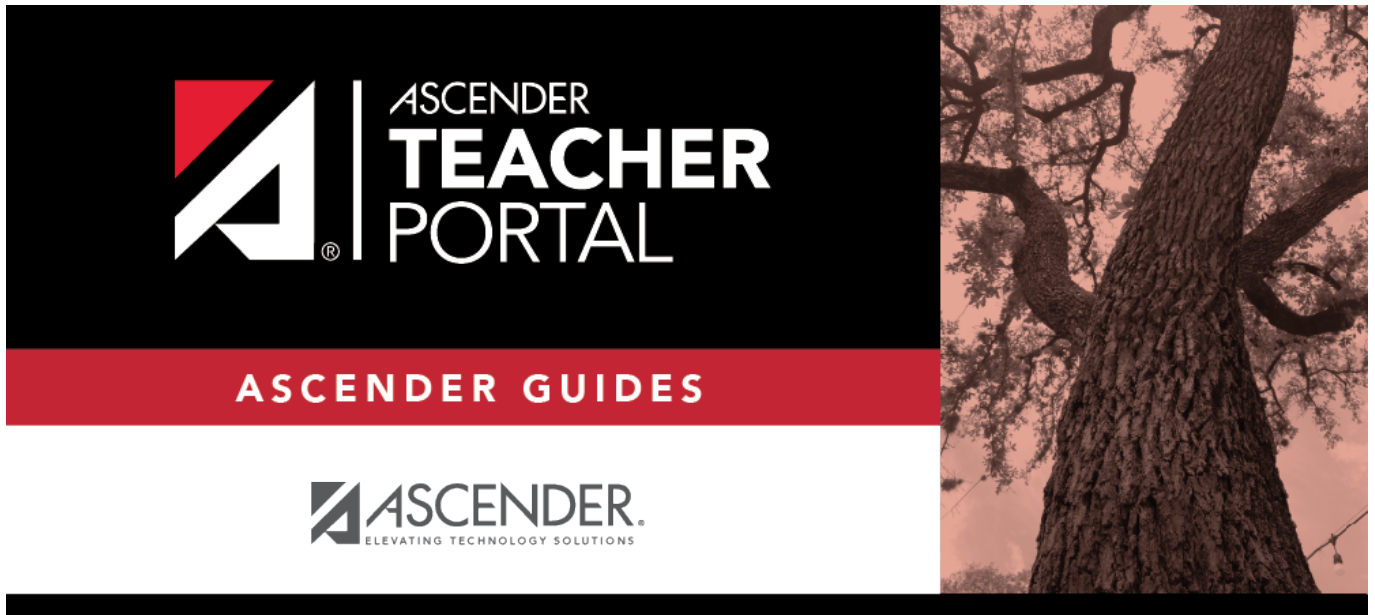




**rubric\_setup\_body**



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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' page. 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 that, another 'No rubrics found' message is visible. A 'Print' button is in the top right corner.

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

The screenshot shows the 'Set Up Rubrics' page with the 'Available Rubrics' list on the left and the 'Edit Rubric' form on the right. The 'Available Rubrics' list has a table with columns 'Options' and 'Rubric Name'. The 'Options' column contains a search icon and a close icon. The 'Rubric Name' column contains 'Essay'. Below the table is an 'Add Rubric' button and a message 'To add a rubric, enter the name and click Add Rubric.' The 'Edit Rubric: Essay' form on the right has a 'Save As' button and a text input field. Below this is an 'Add Score' button and a 'Scores' section with two input fields for 'Low Points' and 'High Points', both containing '0'. There is also an 'Add Skill' button and a 'Skills' section with two input fields. At the bottom right, it says 'Total Points: 0' and a 'Save' button.

Click for the new rubric chart.

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 text input field with the word '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, it says 'Total Points: 0'.

Continue adding skills as needed.

| Scores                                    |            |             |
|-------------------------------------------|------------|-------------|
|                                           | Low Points | High Points |
| Skills                                    | 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 |
| Skills           | 0          | 0           |
| Below Average    |            |             |
| Organization     |            |             |
| Focus and Detail |            |             |

Continue adding scores as needed.

| Add Score    |                      |                      |                      |                      |                      |                      |                      |                      |
|--------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Scores       |                      |                      |                      |                      |                      |                      |                      |                      |
|              | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|              | Below Average        |                      | Average              |                      | Above Average        |                      | Exceeds Expectations |                      |
|              | Low Points           | High Points          | Low Points           | High Points          | Low Points           | High Points          | Low Points           | High Points          |
|              | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 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       |                      |                      |                      |                      |                      |                      |                      |                      |
|              | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|              | Below Average        |                      | Average              |                      | Above Average        |                      | Exceeds Expectations |                      |
|              | Low Points           | High Points          | Low Points           | High Points          | Low Points           | High Points          | Low Points           | High Points          |
|              | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 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.

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☐ 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.

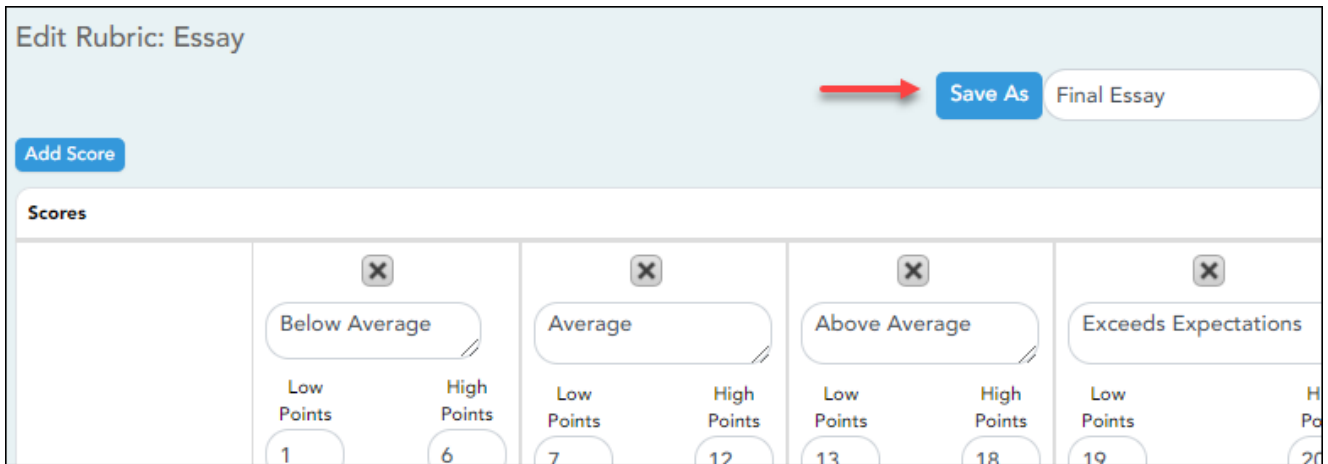
**TIP:** You can expand the size of the fields by dragging the bottom-right corner of the field to the desired size. When you save the note, the field will return to its original size.

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.

|                  |   |                   |
|------------------|---|-------------------|
| 2026/07/18 18:58 | 6 | rubric setup body |
|------------------|---|-------------------|



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: {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:

- 
- ☐ 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).