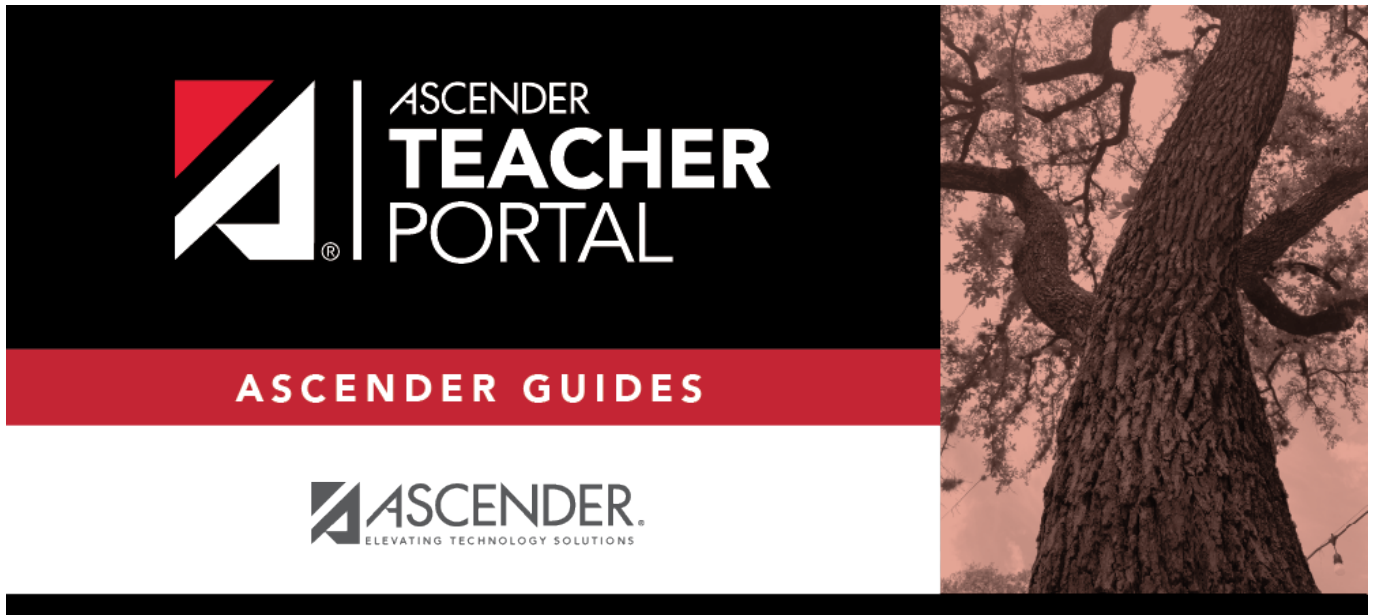




**rubric\_setup\_edit\_scores**



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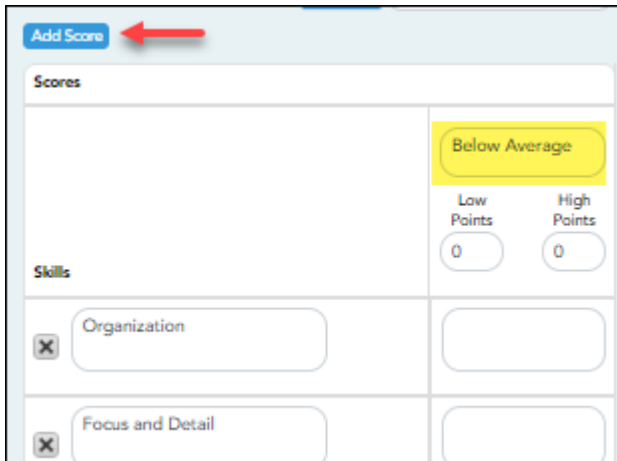
rubric\_setup\_edit\_scores ..... i



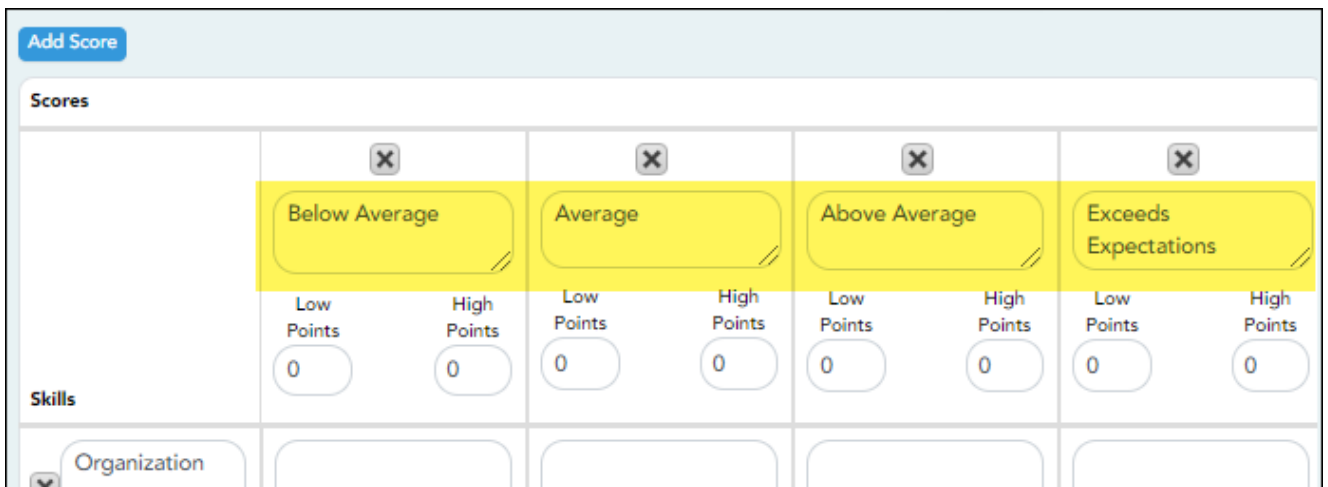
Each rubric chart must have at least one column under **Scores**.

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  | 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.

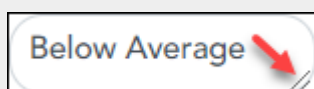
☐ Enter a score note:

(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<br>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.