



## Manage Rubric Charts



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# Manage Rubric Charts

## Settings > Manage Rubric Charts

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

### Create a rubric chart:

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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Manage Rubric Charts

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. At the bottom left is a blue 'Add Skill' button with a red arrow pointing to it. At the bottom right is a 'Total Points: 0' label and a blue 'Save' button.

Continue adding skills as needed.

The screenshot shows the 'Add Score' interface with multiple skills added. The 'Skills' section has a yellow background and contains five skill entries, each in a rounded rectangle with a small 'x' icon to its left: 'Organization', 'Focus and Detail', 'Sentence Structure, Grammar, and Spelling', 'Word Choice', and 'Citations'. The 'Scores' section remains the same with 'Low Points' and 'High Points' fields both set to '0'. The 'Add Skill' button is still present at the bottom left, and the 'Total Points: 0' label and 'Save' button 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 lists two skills: 'Organization' and 'Focus and Detail'. Each skill has a corresponding empty input field to its right.

Continue adding scores as needed.

The screenshot shows the 'Add Score' interface with multiple scores. The 'Scores' section now 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'. The 'Skills' section lists 'Organization' with an empty input field to its right.

#### ☐ 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
	1	6	7	12	13	18	19	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.

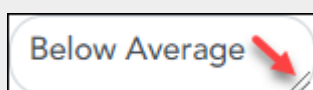
☐ Enter a score note:

(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				
	<div>Below Average</div> <div>Low Points: 1</div> <div>High Points: 6</div>	<div>Average</div> <div>Low Points: 7</div> <div>High Points: 12</div>	<div>Above Average</div> <div>Low Points: 13</div> <div>High Points: 18</div>	<div>Exceeds Expectations</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>The introduction states the main topic. A conclusion is included.</div>	<div>The introduction states the main topic. The body is developed. A conclusion is included.</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.



The screenshot shows a light blue interface with a header bar containing 'Add Skill' and 'Rubric saved successfully.' buttons. Below the header is a table with five columns, each containing a '2.0' score. A red arrow points from the 'Total Points: 100' text to the 'Save' button in the bottom right corner.

☐ 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 screenshot shows the 'Edit Rubric: Essay' interface. At the top, there is a 'Save As' button and a text field containing 'Final Essay'. Below this is an 'Add Score' button. The main section is titled 'Scores' and contains a table with four columns: 'Below Average', 'Average', 'Above Average', and 'Exceeds Expectations'. Each column has a 'Low Points' and a 'High Points' field. The 'Low Points' values are 1, 7, 13, and 19, and the 'High Points' values are 6, 12, 18, and 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:**

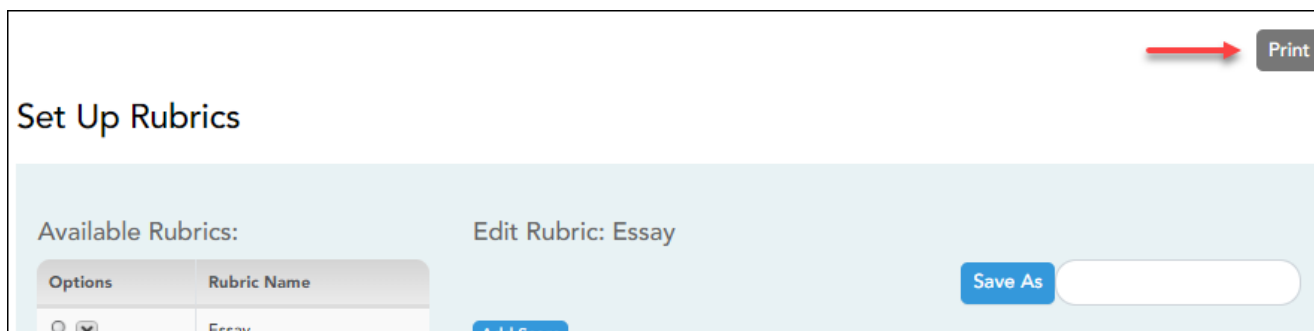
☐ Under **Available Rubrics** (left), click  to delete an existing rubric chart.

☐ 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).

**Print the rubric chart:**

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



Set Up Rubrics

Available Rubrics:

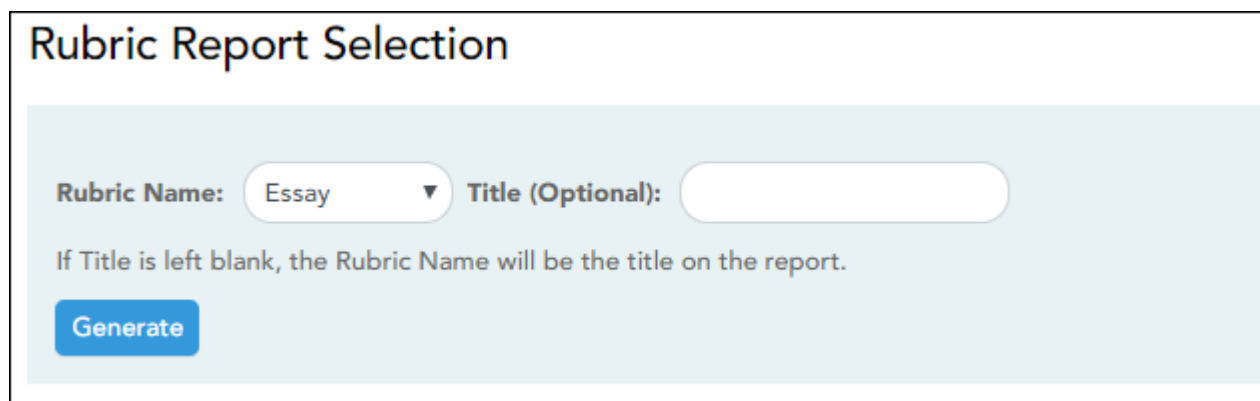
Options	Rubric Name
<input type="checkbox"/>	Essay

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:  Title (Optional):

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

Generate

☐ Specify report options:

<b>Rubric Name</b>	Select the rubric chart you want to print. Only rubric charts that have skills and scores already set up are listed.
<b>Title</b>	(Optional) Type a title for the report, up to 50 characters. If blank, the rubric chart name is used as the title.

<b>Print with grades</b>	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.		
	<b>course-section</b>	Once you select a course-section, another field is displayed allowing you to select the assignment that was graded with a rubric chart.	
		<b>assignment</b>	Once you select an assignment, a list of students in the course-section is displayed, along with their grade for the assignment.
		<b>This Student</b>	Select for the students you want to print the rubric for. You can select <b>Check all</b> 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.