



teacher-rubric

Table of Contents

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**.

[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
<input type="checkbox"/> <input type="checkbox"/>	Essay

Add Rubric

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

Edit Rubric: Essay

Save As

Add Score

Scores

	<input style="width: 100%; border: none;" type="text"/>
	Low Points High Points
	<input style="width: 40px; border: 1px solid #ccc;" type="text" value="0"/> <input style="width: 40px; border: 1px solid #ccc;" type="text" value="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**:

2026/04/04 18:49

2

teacher-rubric

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 form titled "Add Score" with a "Scores" section containing two input fields for "Low Points" and "High Points", both set to 0. Below this is a "Skills" section with a yellow background, containing a single skill "Organization" in a rounded rectangle. At the bottom left is an "Add Skill" button with a red arrow pointing to it, and at the bottom right is a "Save" button. The text "Total Points: 0" is displayed in the bottom right corner.

Continue adding skills as needed.

This screenshot shows the same "Add Score" form but with five skills listed in the "Skills" section, each in a rounded rectangle with a small 'x' icon to its left. The skills are: "Organization", "Focus and Detail", "Sentence Structure, Grammar, and Spelling", "Word Choice", and "Citations". The "Scores" section and "Total Points: 0" status remain the same as in the previous screenshot.

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 left, there is a blue button labeled 'Add Score' with a red arrow pointing to it. Below the button is a 'Scores' section with a yellow button labeled 'Below Average'. Underneath this button are two input fields: 'Low Points' and 'High Points', both containing the number '0'. Below the 'Scores' section is a 'Skills' section with two rows. The first row has a skill named 'Organization' and an empty input field. The second row has a skill named 'Focus and Detail' and an empty input field.

Continue adding scores as needed.

The screenshot shows the 'Add Score' interface with a grid of four scores. The 'Scores' section contains four yellow buttons: 'Below Average', 'Average', 'Above Average', and 'Exceeds Expectations'. Each button has a close icon (X) in the top right corner. Below each button are two input fields: 'Low Points' and 'High Points', all containing the number '0'. Below the 'Scores' section is a 'Skills' section with one row containing the skill 'Organization' and four empty input fields corresponding to the four scores.

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.

	Below Average	Average	Above Average	Exceeds Expectations
Low Points	1	7	13	19
High Points	6	12	18	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.

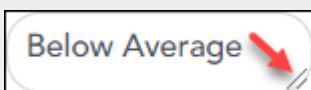
Enter a score note:

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

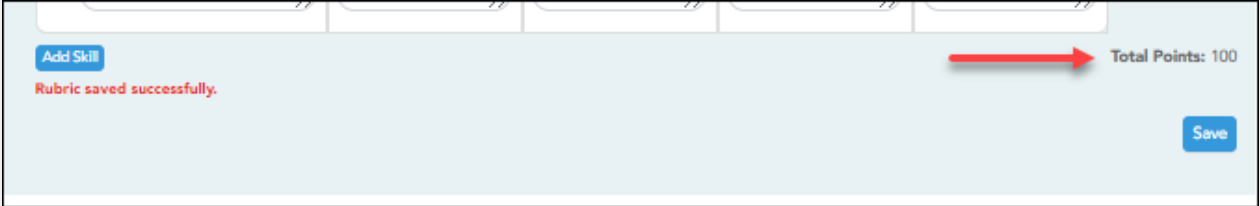


Scores must be entered in ascending order from left to right.

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

Add Score

Scores

	Below Average	Average	Above Average	Exceeds Expectations
	<input type="text" value="Below Average"/>	<input type="text" value="Average"/>	<input type="text" value="Above Average"/>	<input type="text" value="Exceeds Expectations"/>
Low Points	1	7	13	19
High Points	6	12	18	20

Save As Final Essay

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: Save

Delete	Assignment Name	Category	Date Assigned	Date Due	Total Points	Extra Credit	Rubric	Do Not Drop	Notes
<input type="checkbox"/>	<input type="text" value="Human Populations Essay"/>	Major Tests/Projects	Date: 11/07/2020	Date: 11/13/2020	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text" value="Australia Cause of Fire Summary"/>	Daily work/Homework	Date: 11/09/2020	Date: 11/09/2020	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

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
<input type="checkbox"/>	No Rubric
<input type="checkbox"/>	Essay
<input type="checkbox"/>	Final Essay

Assign Selected Rubric Cancel

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
<input type="checkbox"/>	No Rubric
<input checked="" type="checkbox"/>	Essay ←
<input type="checkbox"/>	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: Save

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

Use a rubric to grade an assignment:

[Grades > Assignment Grades](#)

Once a rubric chart has been associated with the assignment, you can use the rubric for determining the student's assignment grade.

Assignment Grades


Category: Major Tests/Projects Assignment: All Assignments Due Date: 05/07/2020 Student: All Students Show Withdrawn


Semester: 2 Cycle: 1 Course-Section: 01 ENVIRONMENT SYS (4216-31)

Student ID	Student Name	Cycle Average	Major Tests/Projects Test Due:01/16/2020 Max:100	Major Tests/Projects Biome Presentation Due:01/23/2020 Max:100	Major Tests/Projects Ch.8 Vocabulary Due:02/12/2020 Max:100	Major Tests/Projects Human Populations Essay Due:02/14/2020 Max:100
994254	BALDERRAMA, DANNA P	80.0	100	100	80	
993037	BURFORD-ZAWAHREH, TRACE	93.0	97	100	100	

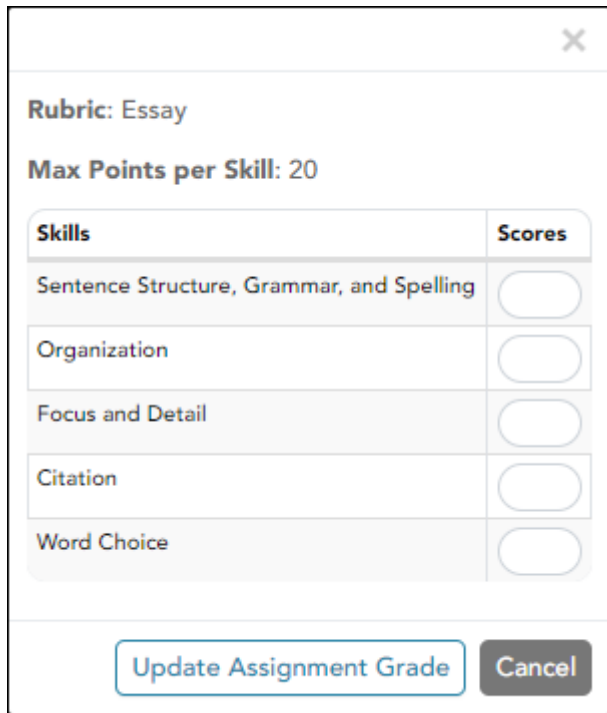
Select the semester, cycle, course section, and any other applicable criteria, and then click **Retrieve**.

The assignment grades table displays all students currently enrolled in the course-section and the assignments according to your selections.

If a rubric chart has been associated with the assignment, the multicolored squares icon  is displayed next to the grade field allowing you to grade the assignment using a rubric chart.

- Click  to open the rubric in a window.

The window opens allowing you to type a score for each skill.



Skills	Scores
Sentence Structure, Grammar, and Spelling	<input type="text"/>
Organization	<input type="text"/>
Focus and Detail	<input type="text"/>
Citation	<input type="text"/>
Word Choice	<input type="text"/>

Update Assignment Grade Cancel

- In the **Scores** field, type the number of points earned by the student for each skill.

For your reference, the **Max Points per Skill** field displays the highest number of points for a skill, as indicated on the Rubric Setup page; however, you are not prevented from entering a score above this number.

- When all scores have been entered, click **Update Assignment Grade**.

The grade (i.e., the sum of all scores entered) is calculated and displayed in the grade field.

- Type your PIN and click **Save**.

<WRAP box>**NOTES:**

- You can type a grade directly into the grade field even if a rubric chart is assigned to the

assignment.

- When entering a score for a skill, you are not limited to the range specified in the rubric chart. For example, if the score range is 0-5, you are not prevented from typing 0 or 6.
- If the grade for the assignment should be zero, you must type 0 for one of the skill scores in the rubric chart.
- If you type a score for some skills but not all skills in the rubric chart, the sum of the scores entered is calculated and displayed in the grade field.



Back Cover