



## 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, there is a text area that says 'No rubrics found' and 'To add a rubric, enter the name and click Add Rubric.' Below this is a search input field containing the text 'Essay' and an 'Add Rubric' button. On the right, there is an 'Edit Rubric:' section with a 'Save As' button and an empty input field. Below that, it says 'No rubrics found'. 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.

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 table contains one row with a search icon and a close icon in the 'Options' column, and 'Essay' in the 'Rubric Name' column. Below the table is an 'Add Rubric' button and a text prompt: 'To add a rubric, enter the name and click Add Rubric.' The 'Edit Rubric: Essay' form has a 'Save As' button and an empty input field. Below that is an 'Add Score' button and a 'Scores' section with two input fields for 'Low Points' and 'High Points', both containing the value '0'. There is also an 'Add Skill' button and a 'Skills' section with two empty input fields. At the bottom right, it says 'Total Points: 0' and a 'Save' button.

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 user interface for adding skills to a rubric. At the top left is a blue button labeled "Add Score". Below it is a section titled "Scores" with a large empty text input field. To the right of this field are two input fields for "Low Points" and "High Points", both containing the number "0". Below the "Scores" section is a section titled "Skills" with a yellow background. Inside this section is a rounded rectangular input field containing the text "Organization". Below the "Skills" section is a blue button labeled "Add Skill" with a red arrow pointing to it from the right. To the right of the "Add Skill" button is the text "Total Points: 0" and a blue button labeled "Save".

Continue adding skills as needed.

□ 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.

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 |
|              | 0             | 0           | 0          | 0           | 0             | 0           | 0                    | 0           |
| 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 |
|              | 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

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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.

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### **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.

| Add Score    |   |   |  |  |
|--------------|---|---|--|--|
| Scores       | Below Average   | Average   | Above Average  | Exceeds Expectations   |
| Skills       | Low Points: 1<br>High Points: 6                             | Low Points: 7<br>High Points: 12                                  | Low Points: 13<br>High Points: 18  | Low Points: 19<br>High Points: 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. |

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.

Click **Save**.

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**.

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 Selected Rubric** to print a report of the displayed rubric chart. The [Rubric Report Selection](#) page opens allowing you to make selections for printing the report.

### 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**.

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).



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