



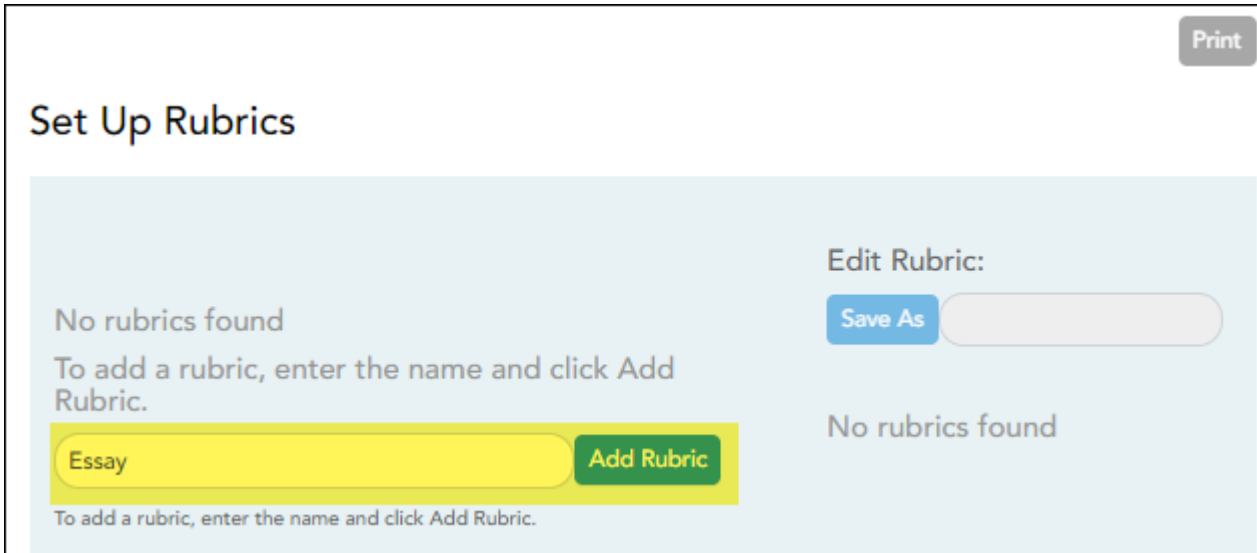
rubric_setup_body

Table of Contents


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 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="text" value=""/> <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

Low Points

High Points

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.

2026/04/04 13:38

1

rubric_setup_body

☐ 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" 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.

The screenshot shows a web interface for adding scores 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 input field. To the right of this field are two columns: "Low Points" and "High Points", each with a small input field containing the number "0". Below the "Scores" section is a "Skills" section with a yellow highlight. It contains five rows, each with a skill name in a rounded rectangle and a small "X" icon to its left. The skills listed are "Organization", "Focus and Detail", "Sentence Structure, Grammar, and Spelling", "Word Choice", and "Citations". To the right of the skills is another large empty input field. At the bottom left is a blue button labeled "Add Skill". At the bottom right is a blue button labeled "Save". In the bottom right corner, the text "Total Points: 0" is displayed.

□ 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.

This screenshot shows the same interface as the previous one, but with a score added. A red arrow points to the "Add Score" button. In the "Scores" section, the large input field now contains the text "Below Average" in a yellow box. Below this, the "Low Points" and "High Points" input fields are still present and contain "0". In the "Skills" section, the "Organization" and "Focus and Detail" skills are visible, but the "Sentence Structure, Grammar, and Spelling" skill is no longer present. The "Add Skill" button is still at the bottom left, and the "Save" button is at the bottom right. The "Total Points: 0" text is also present.

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

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	6	7	12	
High Points	6	7	12	13	
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.



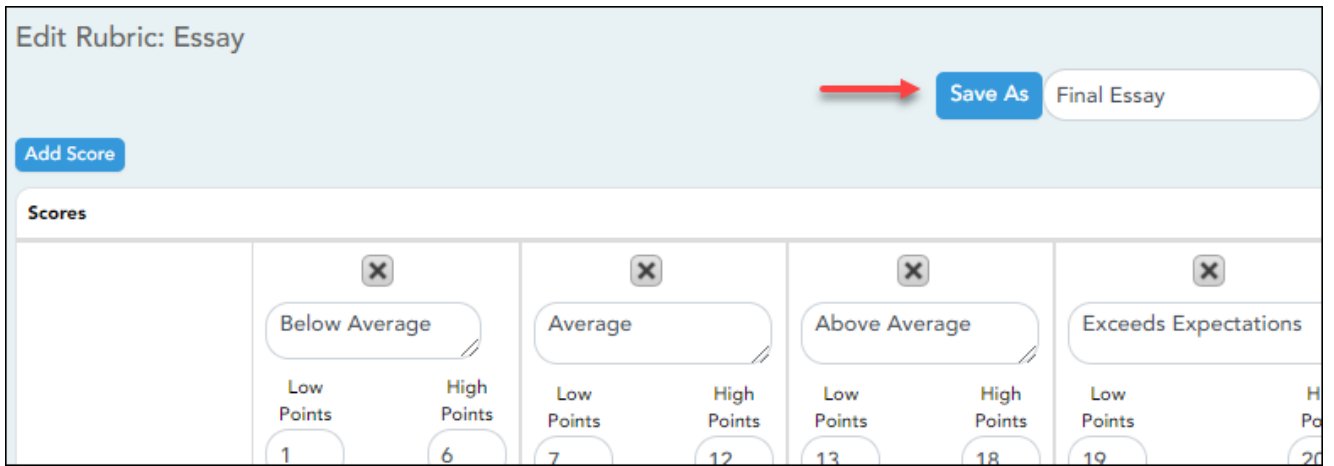
Scores must be entered in ascending order from left to right.

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.

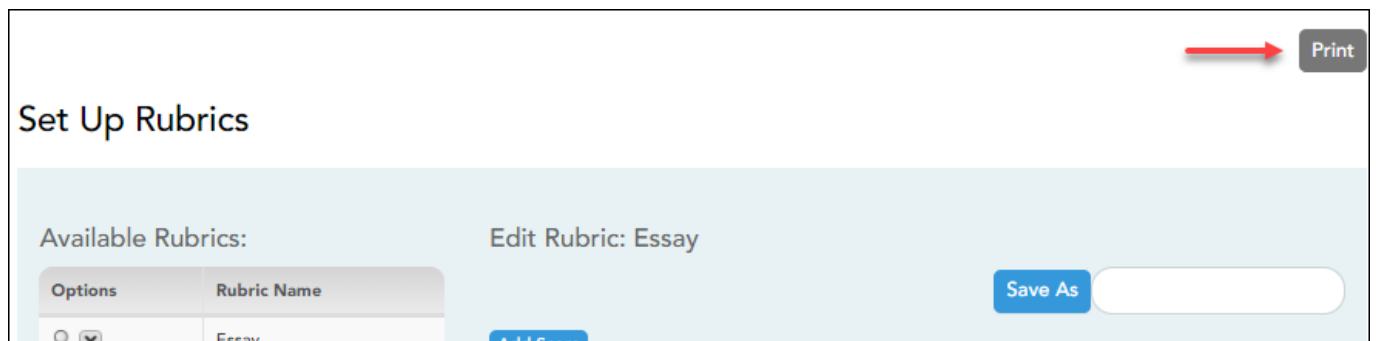
To save a copy of the displayed rubric chart with another name (e.g., to use the rubric chart as a template for another rubric chart), type the new name in the field next to the **Save As** button, then click **Save As**.



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** 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**.

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:

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).



Back Cover