



# Manage Rubric Charts



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# Set Up Rubrics

## 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

### Create a rubric:

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="text" value=""/> <input type="text" value="x"/>	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%;" type="text"/>
	Low Points    High Points <input style="width: 30px;" type="text" value="0"/> <input style="width: 30px;" 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**:

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 and a "Skills" section. The "Skills" section has a yellow background and contains a single skill named "Organization". The "Scores" section has two input fields: "Low Points" and "High Points", both containing the number "0". At the bottom left, there is a blue "Add Skill" button with a red arrow pointing to it. At the bottom right, there is a "Total Points: 0" label and a blue "Save" button.

Continue adding skills as needed.

This screenshot shows the same "Add Score" form, but with a list of five skills in the "Skills" section, each 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 the "Add Skill" button are still present.

☐ 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 a user interface for adding scores. At the top left, there is a blue button labeled "Add Score" with a red arrow pointing to it. Below the button is a section titled "Scores" containing a single yellow box labeled "Below Average". Underneath this box are two input fields: "Low Points" and "High Points", both containing the number "0". Below the "Scores" section is a section titled "Skills" with two rows. The first row contains a skill named "Organization" with a close button (X) to its left. The second row contains a skill named "Focus and Detail" with a close button (X) to its left. To the right of each skill name is a blank input field.

Continue adding scores as needed.

The screenshot shows the "Add Score" interface with a grid of four scores. At the top left is a blue button labeled "Add Score". Below it is a section titled "Scores" containing four yellow boxes: "Below Average", "Average", "Above Average", and "Exceeds Expectations". Each box has a close button (X) to its top right. Below each score box are two input fields: "Low Points" and "High Points", all containing the number "0". Below the "Scores" section is a section titled "Skills" with one row containing a skill named "Organization" with a close button (X) to its left. To the right of the skill name are four blank input fields, one for each score.

#### 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
Skills	1	6	7	12	13	18	19	20
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.

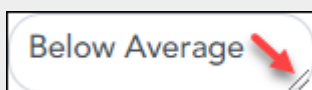
Enter a score note:

(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
Skills	Low Points: 1 High Points: 6	Low Points: 7 High Points: 12	Low Points: 13 High Points: 18	Low Points: 19 High Points: 20
	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.

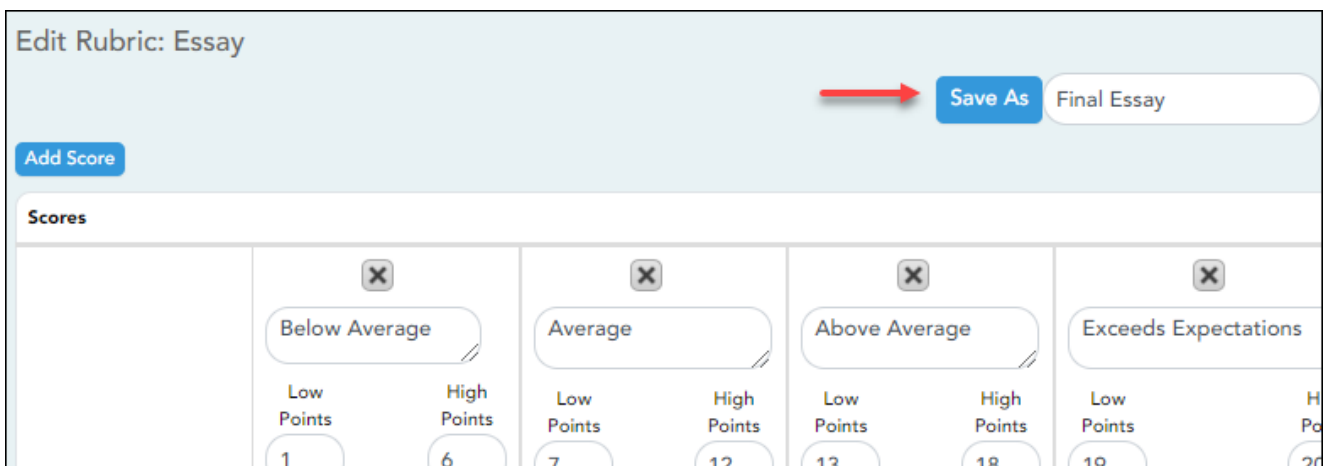
Scores cannot be out of sequence; however gaps can exist.

☐ 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.

### 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.

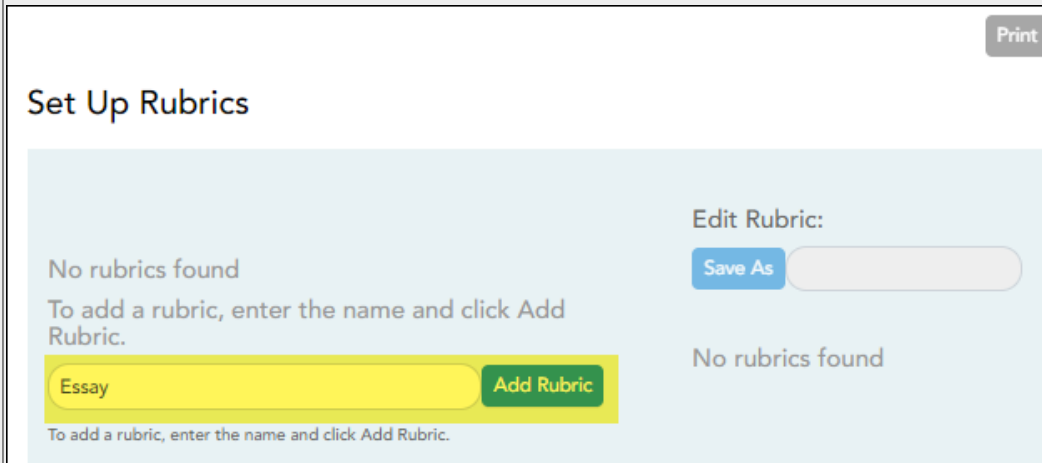
You are prompted to confirm that you want to delete the rubric chart. Click **OK**.

**NOTE:** You cannot delete a rubric chart that is in use (i.e., associated with any assignment).

Your existing rubric charts (i.e., rubric charts you created) are listed. Otherwise, the message “No Rubrics Exist” is displayed.


**Rubric Setup**

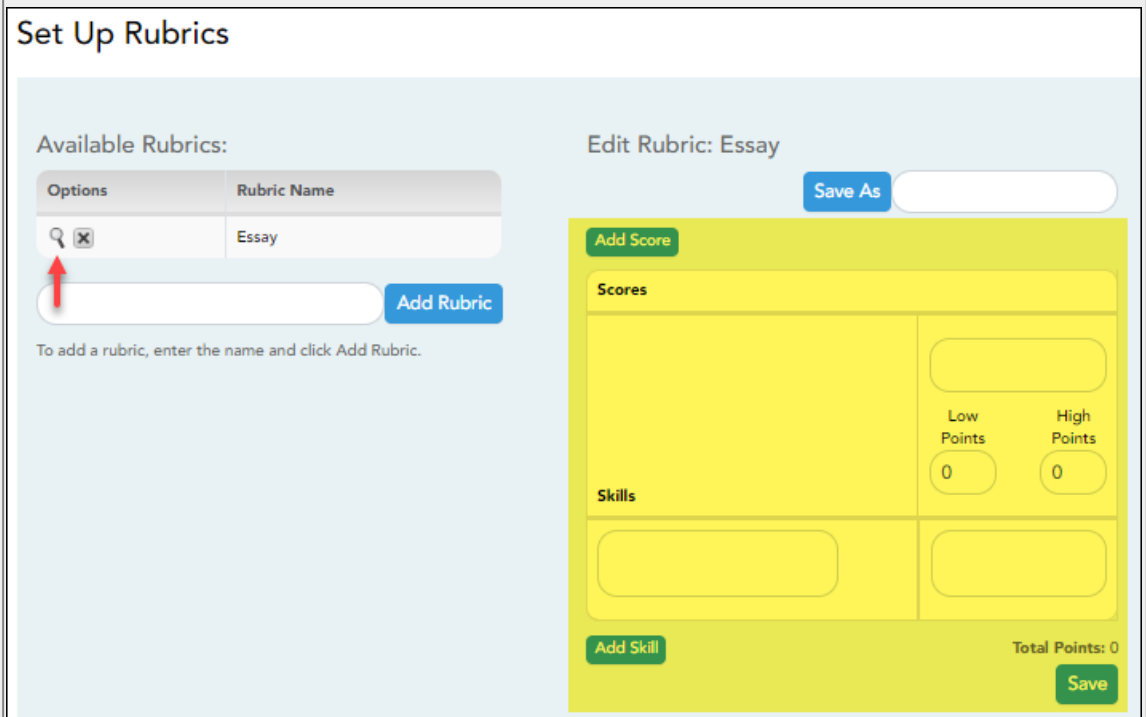
In the field next to the **Add Rubric** button, type a unique name for the new rubric chart, then click **Add Rubric**.



The new rubric chart is added to the **Available Rubrics** list.

**Available Rubrics**

Click  for the new rubric chart.



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.

**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 form titled 'Add Skill'. At the top, there is a blue button labeled 'Add Score'. Below it is a 'Scores' section with two empty input fields. To the right of these fields are two small circular buttons labeled 'Low Points' and 'High Points', both containing the number '0'. Below the 'Scores' section is a 'Skills' section with a yellow background. It contains one skill entry: 'Organization' in a rounded rectangular box. Below the 'Skills' section is a blue button labeled 'Add Skill' with a red arrow pointing to it from the left. At the bottom right, there is a 'Total Points: 0' label and a blue 'Save' button.

Continue adding skills as needed.

This screenshot shows the same 'Add Skill' form as above, but with five skills added to the list. The skills are: 'Organization', 'Focus and Detail', 'Sentence Structure, Grammar, and Spelling', 'Word Choice', and 'Citations'. Each skill name is enclosed in a yellow rounded rectangle and has a small 'x' icon to its left. The 'Scores' section and 'Total Points: 0' label remain the same. The 'Add Skill' button is still present at the bottom left.

**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.

Enter **Low/High Points**:

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**Example 1 (with score ranges):**

Within each score, you can establish a range of possible points:

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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.

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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.

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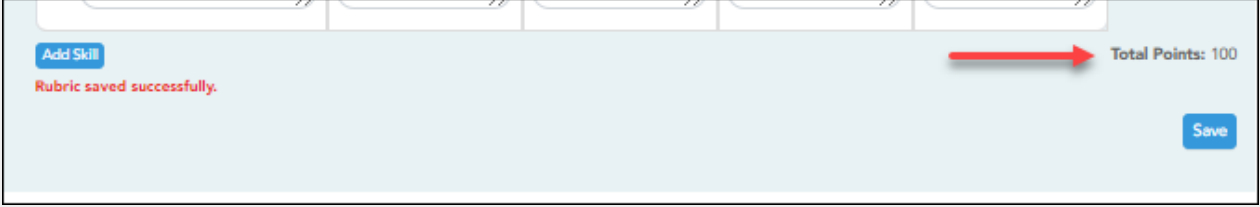
**TIP:** You can expand the size of the fields by dragging the bottom-right corner of the field to the desired size. When you save the note, the field will return to its original size.

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

Scores cannot be out of sequence; however gaps can exist.

Click **Save**.

<b>Total Points</b>	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.
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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).



## Back Cover