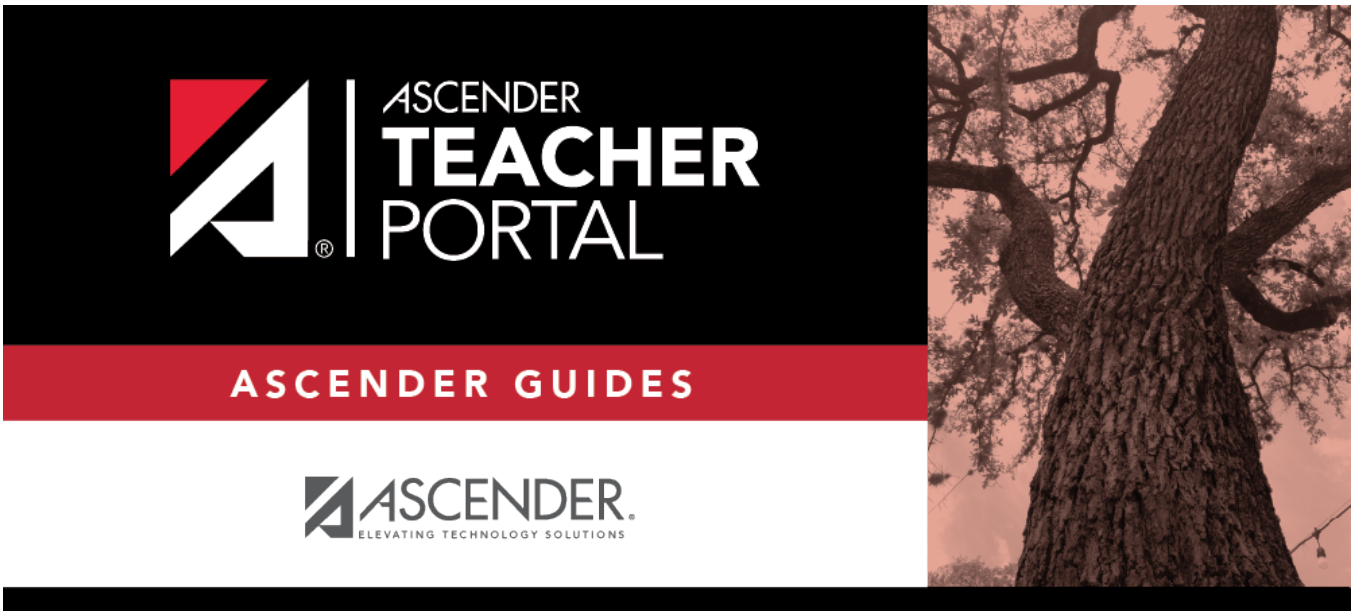


Manage Rubric Charts

Table of Contents

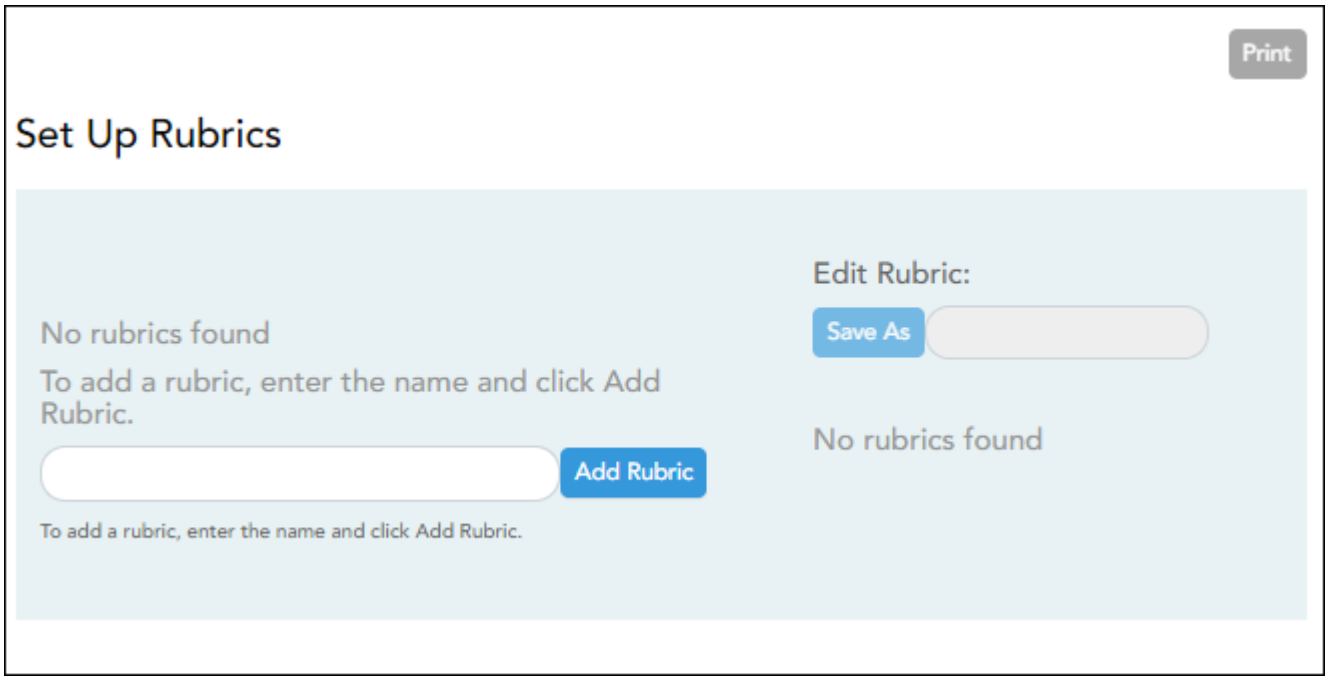
Set Up Rubrics 1

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.

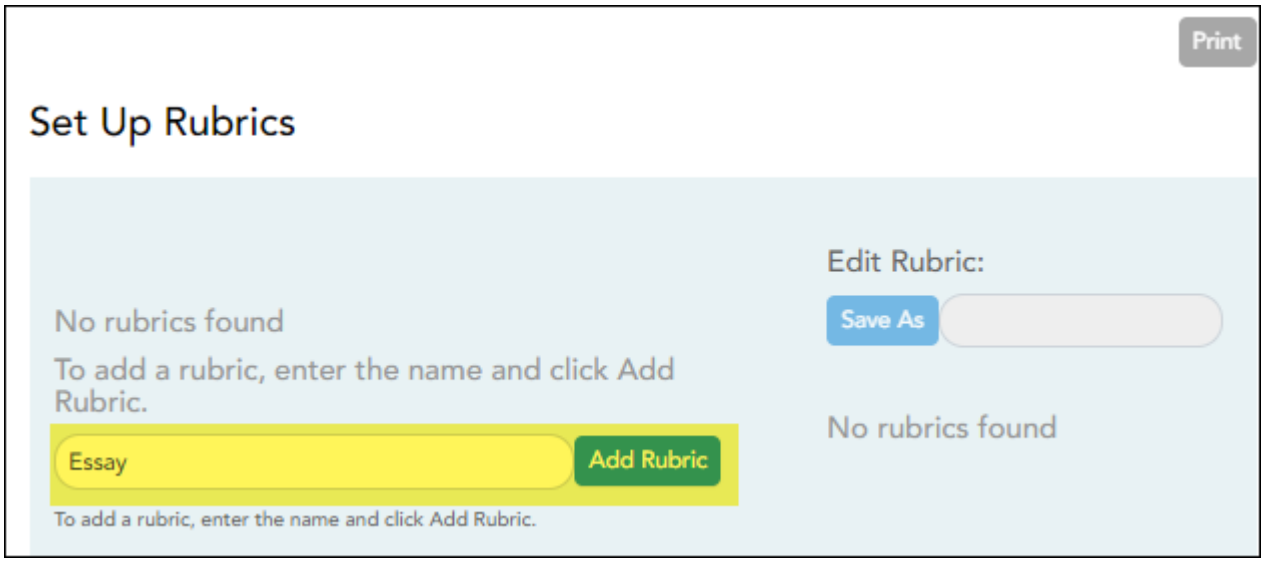


Create a rubric:

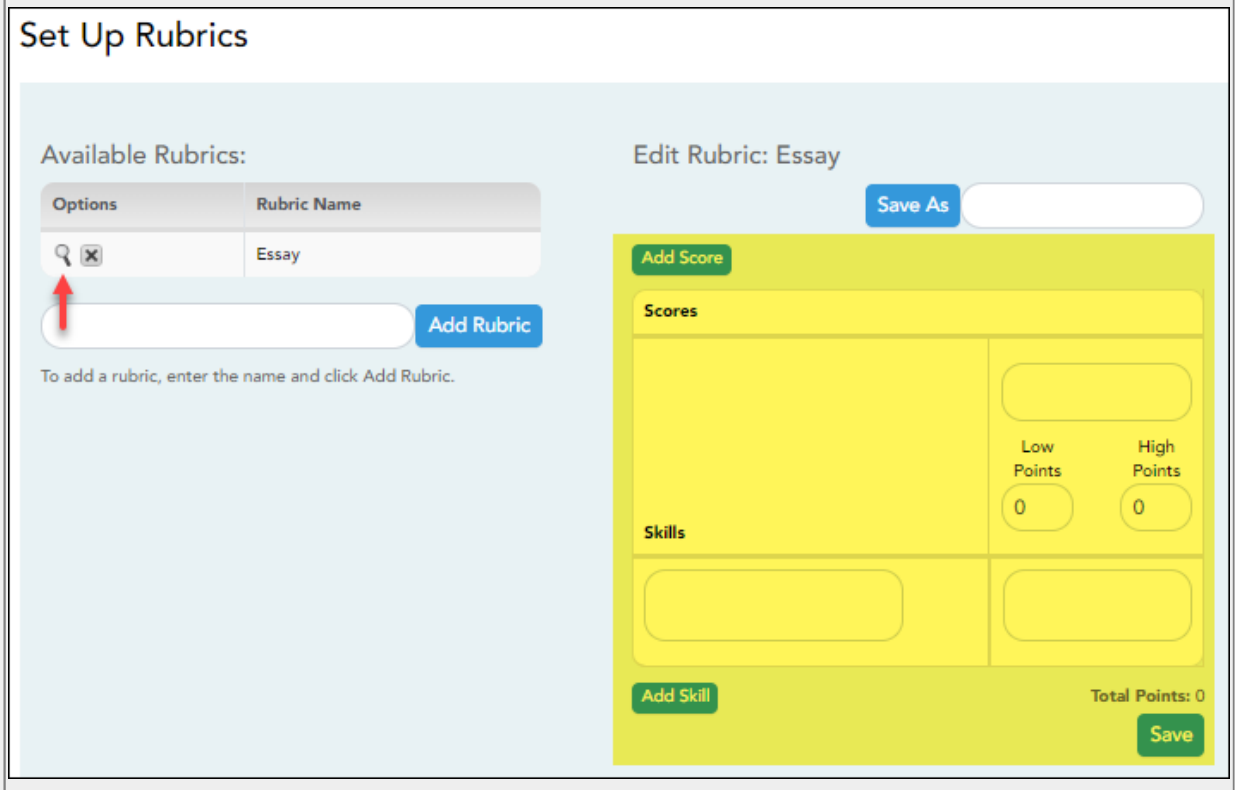
Your existing rubric charts (i.e., rubric charts created by you) are listed. Otherwise, the message “No rubrics found” is displayed.

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**.



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

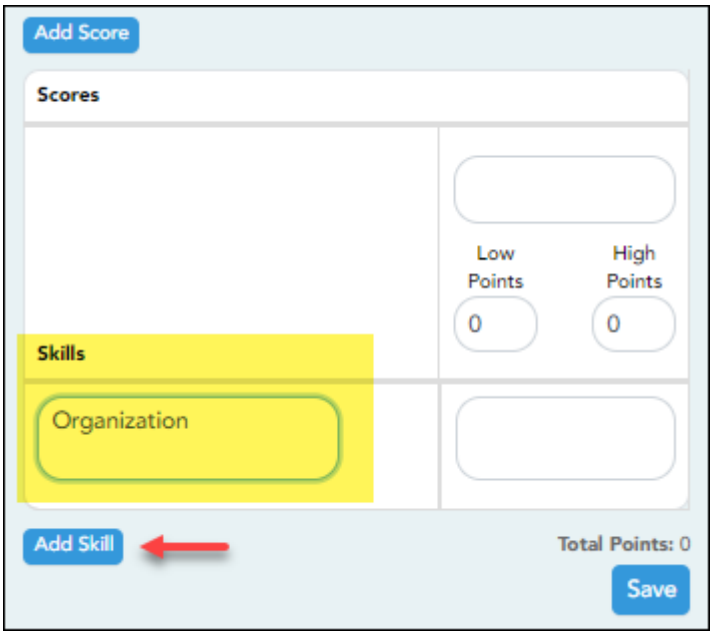
Available Rubrics	Click for the new rubric chart.  The rubric opens on the right side under **Editing Rubric: *{Rubric Name}***, where {*Rubric Name*} is the name you entered.

❑ Under **Editing Rubric: {Rubric Name}**:

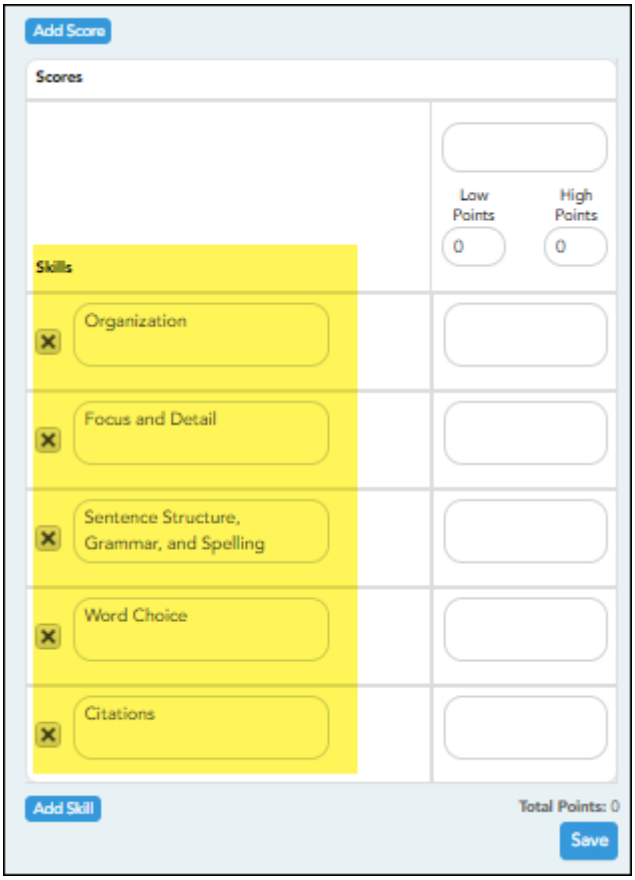
A grid is displayed allowing you to enter criteria (i.e., skills) and scores for each criterion.

❑ 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.



Continue adding skills as needed.

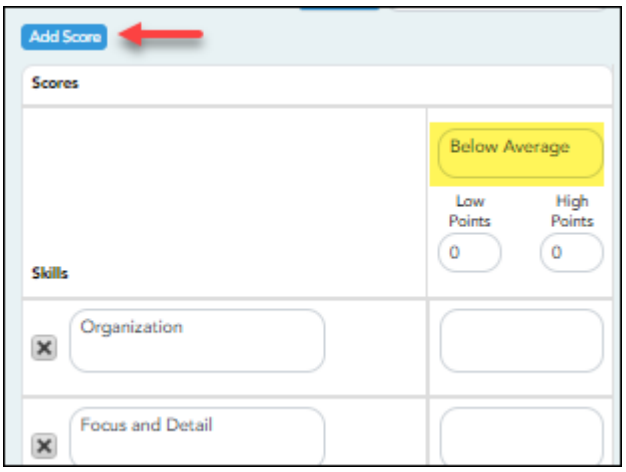


❑ Add **Scores**:

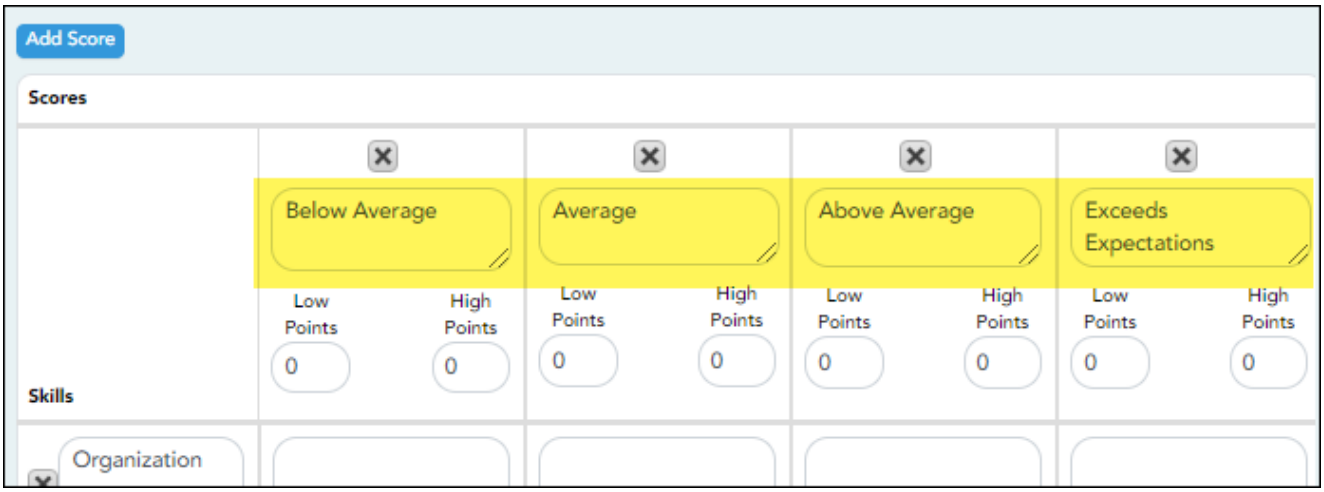
Each rubric chart must have at least one column under **Scores**.

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.



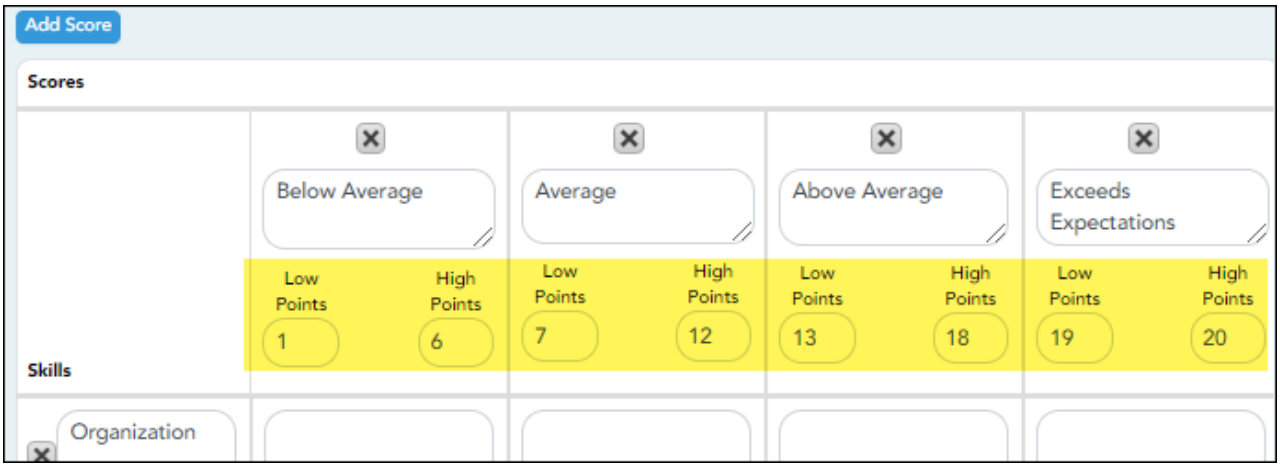
Continue adding scores as needed.



❑ 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.



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.

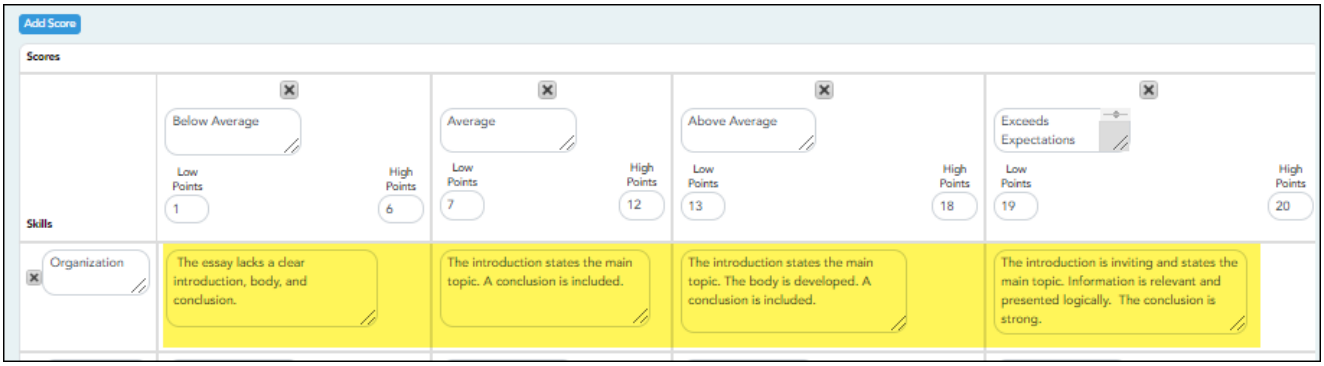
The *Above Average* score may have **Low Points** set to 3, because 3 points would be awarded if the student had above average performance for the skill. Leave **High Points** set to 0 or blank. The highest score a student could receive would be 3.

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.



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.

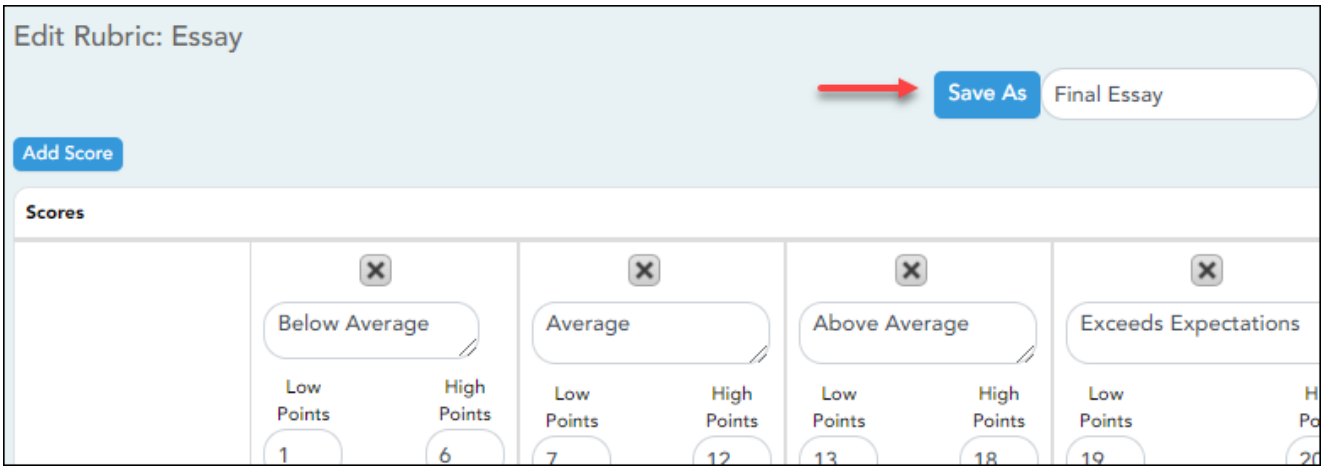
Scores cannot be out of sequence; however gaps can exist.

❑ 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.

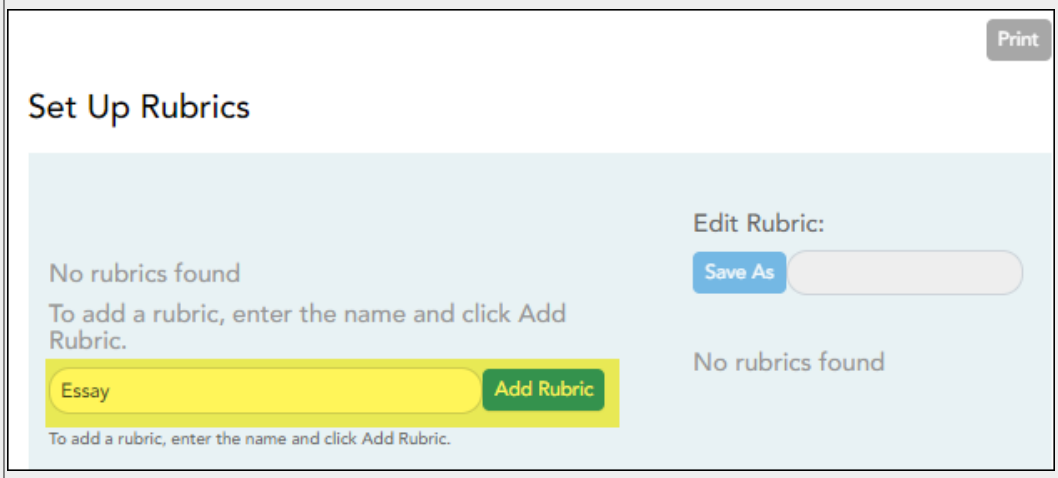
❑ You are prompted to confirm that you want to delete the rubric chart. Click **OK**.

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

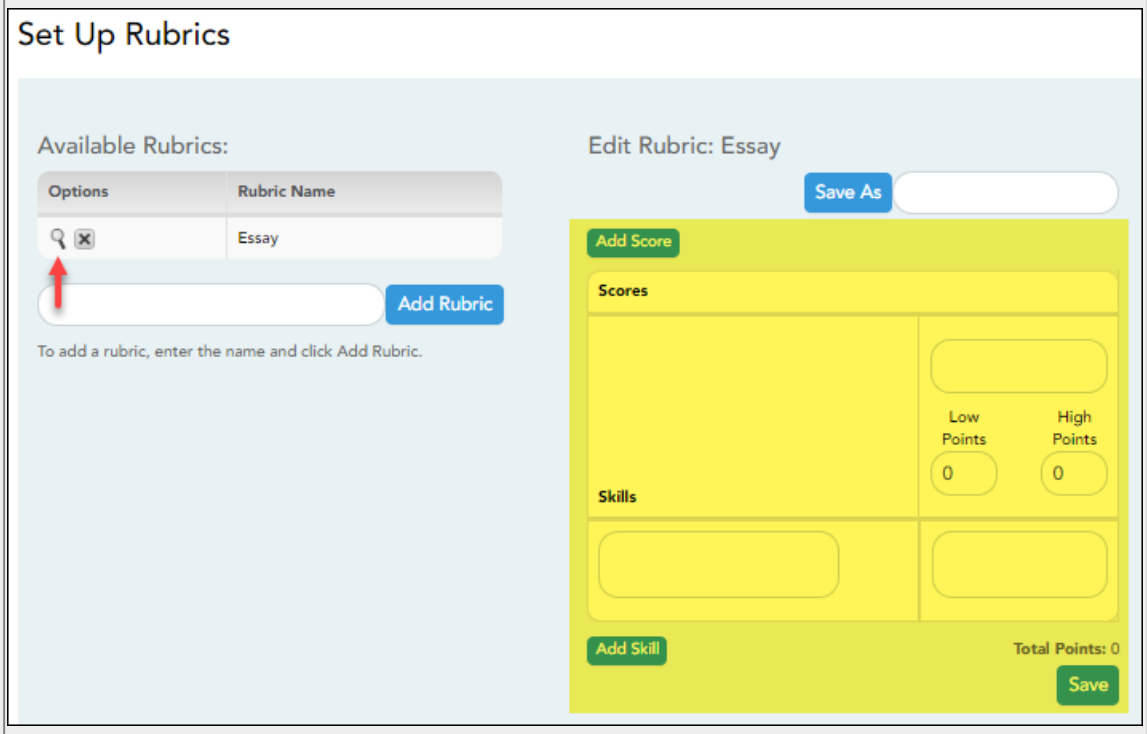
In the field next to the **Add Rubric** button, type a unique name for the new rubric chart, then click **Add Rubric**.



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

Available Rubrics

Click for the new rubric chart.

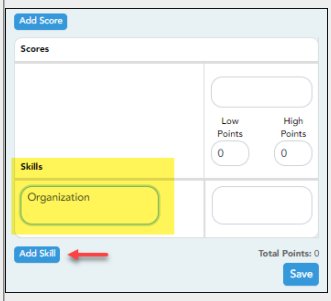


The rubric opens on the right side under **Editing Rubric: *{Rubric Name}***, where {*Rubric Name*} is the name you entered.

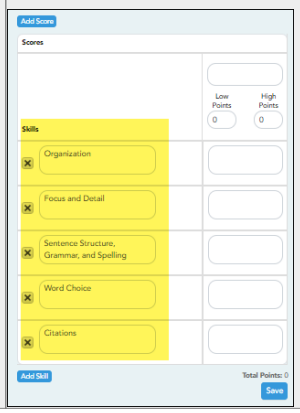
Under **Editing Rubric: {Rubric Name}**:

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.



Continue adding skills as needed.



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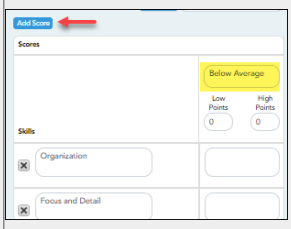

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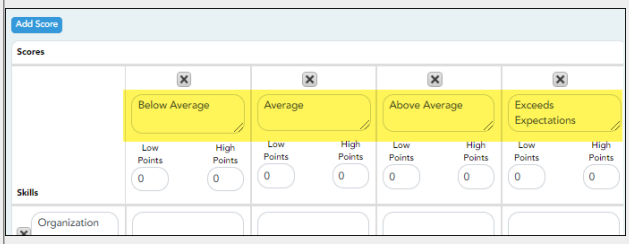

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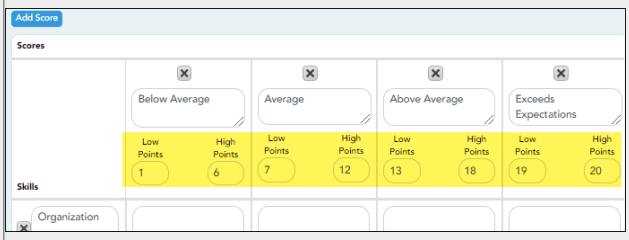

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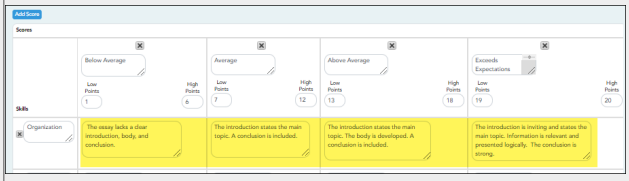

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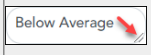

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Scores cannot be out of sequence; however gaps can exist.

❑ 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.
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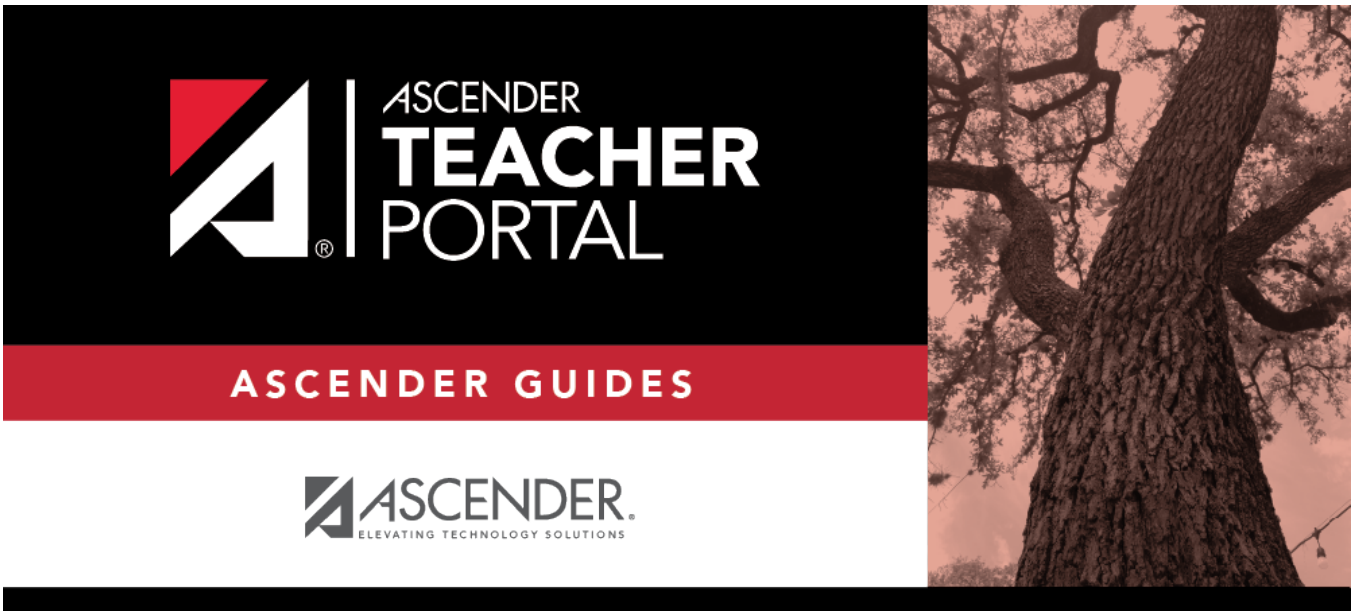
- You can add scores, but you must maintain the same **Total Points**.

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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PORTAL
ASCENDER GUIDES
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Back Cover