1. On the Control Panel, click Course Tools and select Rubrics.

2. On the Rubrics page, click Create Rubric.

3. Type a Name for the rubric. Optionally, provide a description of the rubric to make it easier to associate it to relevant assignments.
Creating a Grading Rubric

Edit the Rubric

4. Click Add Row to add a new criterion at the bottom of the grid.
5. Click Add Column to add a new level of achievement to the grid.

6. Choose a Rubric Type from the drop-down list:
   a. No Points: Feedback only.
   b. Points: Single point value for each Level of Achievement.
   c. Point Range: Range of values for each Level of Achievement.
   d. Percent: Flexible depending on each assignment's possible points.
   e. Percent Range: Range of values for each Level of Achievement. During the grading process, you select the appropriate percentage level for a particular Level of Achievement and the system calculates the points earned by multiplying the weight x achievement percentage x item points.

7. Click Edit from a label's contextual menu to change their names. A label identifies the rows and columns with heading names.
8. Type a point or percentage value for each row.

9. Type a description defining the criteria and the associated Level of Achievement.

10. Click Submit.
Each cell has a 1000-character limit. You can reorder rows and columns by clicking the reordering functions located above the labels.

Once a rubric is used for grading, you cannot edit it. You can copy the rubric to create a duplicate rubric that you can edit. To learn more, see How to Copy and Edit a Rubric.

Options when using percent-based rubrics:

- Select the Show Criteria Weight check box on the Action Bar to show or hide criteria weights. If additional rows are added when weights are hidden, weights for new criteria are distributed equally.

- Use the Balance Weights function after adding a new row to keep all criteria weighted equally. If individual criteria weighting is preferred, type percentages for each criteria. The Show Criteria Weight check box must be selected for the Balance Weights function to appear.

- The total weight for all criteria must equal 100%. No row may have a 0% weight. At least one Level of Achievement must have a value of 100%.

😊 Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.