How to Create and Use a Rubric

A rubric is a scoring tool and includes criteria to evaluate assignments. It helps learners organize their efforts to meet the requirements of assignments. Instructors can use rubrics to explain evaluation and clarify their expectations to learners.

Rubrics are made up of rows and columns. The rows correspond to the criteria, and the columns correspond to levels of achievement for each criterion. Instructors can determine the value for each criterion and level of achievement.

Rubrics can be used with the types of gradable content listed below:

- Assignments
- Essay, short answer, and file response test questions
- Discussions
- Blogs, journals, and wikis
- Grade center columns created manually

This document contains the following:

- How to create a rubric
- How to associate a rubric with an assignment
- How to use a rubric for grading an assignment

How to Create a Rubric

1. Click the Rubrics link under Course Tools. After that, click Create Rubric.
2. The first part is Rubric Information. Type a name (required field) for the rubric and give a description (optional).

3. The second part is Rubric Detail.

   a) Each row is a criterion, and each column is a level of achievement. To add more criteria and levels of achievement, click Add Row or Add Column.
   b) Click the dropdown menu to select Rubric Type.
      - No Points: Provides feedback only.
      - Points: Provides a single point value for each level of achievement.
      - Point Range: Provides a range of values for each level of achievement.
      - Percent: Provides percentages each level of achievement.
      - Percent Range: Provides percent range each level of achievement.
c) You can reorder the criteria and levels of achievement by clicking the buttons which open reorder panels.

![Reorder Rubric Levels of Achievement](image1.png)

![Reorder Rubric Levels of Achievement](image2.png)


d) To change a row or a column’s title, click the arrow icon next to the title and select **Edit**.

How to Associate a Rubric with an Assignment

1. While creating the assignment, you will see the **Associated Rubrics** option under the **Grading** title. Click **Add Rubric** and then click **Select Rubric**.

![GRADING](image3.png)

2. Select the rubric that you would like to associate with the assignment and click **Submit**.

![Select Rubrics](image4.png)
3. After selecting the rubric, you will see some options for the rubric.

- **Remove rubric association** allows you to remove the connection between the rubric and the assignment item. However, it doesn’t mean that the rubric is deleted. If you have already used the rubric for grading and want to remove the association, the grades will be deleted.
- **View rubric** opens a preview of the rubric and allows you to print it.
- **Edit rubric** allows you to edit the rubric if you haven’t already used it for grading.
- **Show rubric to students** has 4 options:
  - No: Students can’t view the rubric.
  - Yes (With Rubric Scores): Students can view the rubric when you make the item available, including possible point or percentage values.
  - Yes (Without Rubric Scores): Students can view the rubric when you make the item available, but they can’t see the possible point or percentage values.
  - After Grading: Students can view the rubric only after you’ve finished grading their submissions. After you use a rubric for grading, you cannot edit it.

  **Note:** It is better to use Yes (With Rubric Scores) so that students can organize their efforts considering the criteria and points.

**How to Use a Rubric for Grading an Assignment**

1. After you select an assignment for grading, you will see the grade assignment screen. Click the arrow to show the grading panel.
2. Click the rubric name to see inline rubric (a) or view rubric in window (b).

   a. If you click the inline rubric option, you will see the screen below. Select the levels of achievement and type feedback. Click Save Rubric to submit it.
b. If you click the View Rubric in Window option, the rubric will open in a new window. Select the levels of achievement and type feedback. Click **Save** to submit it.