

Rubrics

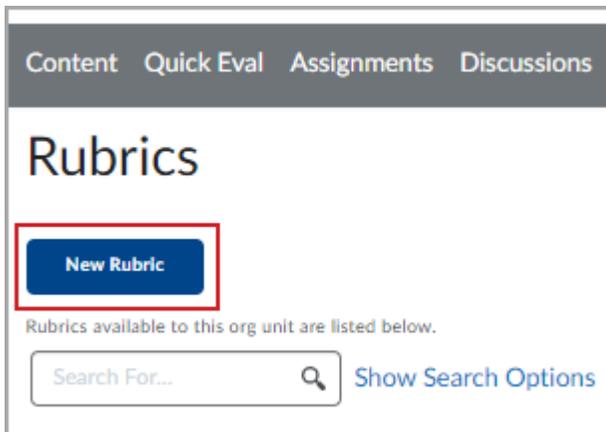
Rubrics allow you to provide efficient, timely, and meaningful grades and feedback to learners. They can be tied to assignments, quizzes, and discussions, and give you the opportunity to provide a framework to learners on activity expectations.

Create a Rubric

Use the Rubrics tool to create, name, and customize your rubric to fit your assessment needs.

To create a new rubric

1. From **Rubrics**, click **New Rubric**.



2. Enter a **Name** for your rubric.
3. Choose the appropriate rubric type from the **Type** drop-down menu:

A screenshot of the rubric creation form. At the top, there is a label 'Name*' above a text input field containing the word 'Untitled'. Below the input field, there is a red rectangular box highlighting a drop-down menu labeled 'Type: Analytic'. To the right of this menu are two other options: 'Scoring: Points' with a downward arrow, and 'Reverse Level Order' with a double-headed arrow icon.

- **Type: Analytic** provides the ability to add multiple criteria within a rubric.
- **Type: Holistic** provides a single criterion. You can also assess holistic rubrics using percent scores that are set for each rubric level.

Note: If you intend to set a minimum or maximum score for ungraded rubric criteria, that functionality is not available with Holistic type rubrics.

4. Choose the appropriate **Scoring** type:

The screenshot shows a form with a 'Name*' field containing 'Untitled'. Below the field are three options: 'Type: Analytic' with a dropdown arrow, 'Scoring: Points' with a dropdown arrow and a red box around it, and 'Reverse Level Order' with a double-headed arrow icon.

- **Scoring: Points** results in each rubric level having the same score for each criterion.
- **Scoring: No Score** indicates that no point values are set.
- **Scoring: Custom Points** provides the ability to set unique point values for each level in each criterion.

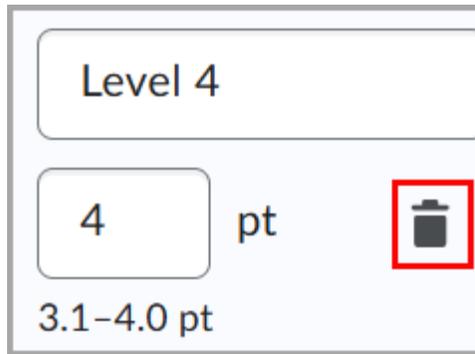
5. Click **New Criterion** to enter the criterion name, enter a rubric **Level**, and enter the point level.

The screenshot shows a rubric editor interface. On the left, there is a 'New Criterion' button with a red box around it. To its right is a vertical column of controls: a plus sign in a box, a 'Level 4' input field with a red box around it, a '4 pt' input field with a red box around it, and a '3.1-4.0 pt' label. Below these is an 'Initial Feedback' section.

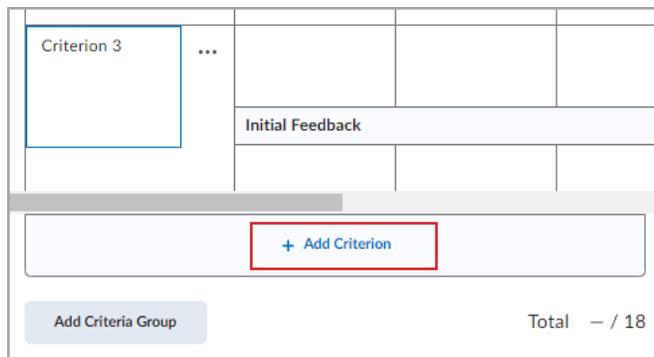
6. Do any of the following optional steps:

- If you want to add more rubric levels, click the Add new level before (+) button.

- o If you want to delete existing rubric levels, click the trash bin icon.



- o If you want to add more criteria, click **+ Add Criterion** and enter the criterion name.



- o If you want to delete existing criteria, click **Delete Row**.

7. Add a description of each criterion **Level**, as well as **Initial Feedback** for that level that will be applied when assessing learner submissions.

	Level 4	Level 3	Level 2	Level 1	
...	4 pt 3.1-4.0 pt	3 pt 2.1-3.0 pt	2 pt 1.1-2.0 pt	1 pt 0-1.0 pt	+
Thesis	- thesis is exceptionally clear, arguable, well developed	- thesis is a clear and arguable statement of position	- thesis is somewhat clear and arguable	- thesis is weak and lacks an arguable position	/ 4
	Initial Feedback				
	Great job {FirstName}.	{FirstName}, your thesis displays an understanding of the required reading and reference other research or real life application.	{FirstName}, your thesis displays an understanding of the required reading and reference other research or real life application.	{FirstName}, your thesis shows little or no evidence that readings were completed or understood.	

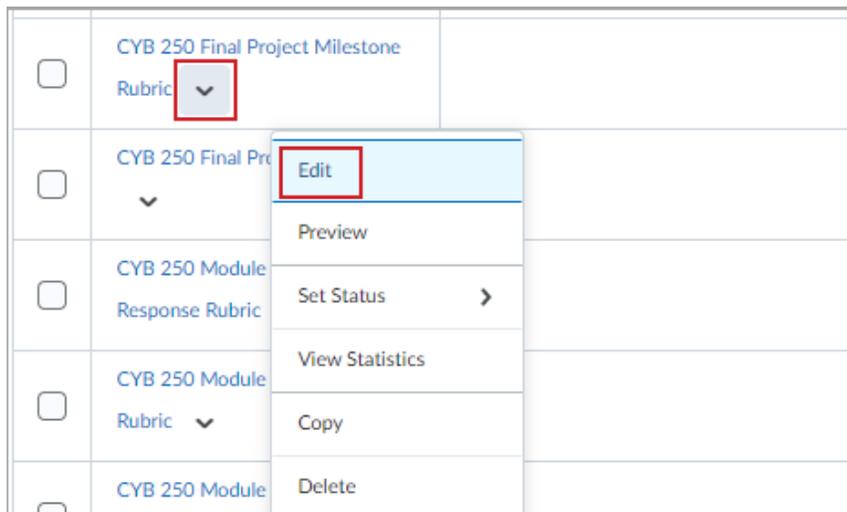
Edit a rubric

Use the Context menu of the Rubrics tool to edit a rubric.

Important: Rubrics that have been used to assess learners' work are locked, and it is only possible to edit text fields. To edit items such as the number of criteria or the number of achievement levels that would affect the academic integrity of a rubric already in use, you must copy the rubric and edit the new version.

To edit a rubric

1. Navigate to the rubric you want to edit.
2. Click the More Options arrow beside the rubric you want to edit.
3. Click **Edit**.



Note: You can add up to 500 characters to the description of the criteria when editing rubrics. Existing rubrics retain their original 256-character limit unless manually updated.

Edit an assessed rubric

Normally, rubrics that have been used for evaluation are locked and cannot be edited. However, if you have the **Edit Assessed Rubrics** permission, you can correct spelling errors, clarify wording, and make other minor changes that shouldn't impact the academic integrity of the rubric.

Important: It is only possible to make changes to assessed rubrics that are created in the current course or are copied from another course. Shared rubrics remain locked.

To edit an assessed rubric

1. Navigate to Rubrics.
2. On the **Rubrics** page, click the rubric you want to edit.
3. On the **Edit Rubric** page, click **Edit Text** in the alert banner at the top of the page.
4. In the **Edit this assessed rubric?** dialog box, click **Edit Text** and enter your edits.
The red boxes in the following image indicate which fields you can edit:

Edit Rubric Status: Published ▼

Analytic Rubric (3x2, Points)

	Level 3 <small>2.1-3.0 pt</small>	Level 2 <small>1.1-2.0 pt</small>	Level 1 <small>0-1.0 pt</small>	
Analysis/synthesis/evaluation/interpretation are effective and consistent.	Excellent	Competent	Not Acceptable	/ 3
Initial Feedback				
	Congratulations! You have exceeded the minimum expectations!	You have displayed adequate knowledge.	More work is needed. Please contact your instructor for more information.	

5. Click **Close**. Your edits are saved automatically.

Important: You cannot make structural changes (such as adding evaluation levels or criteria), edit points, or add outcome alignments to assessed rubrics.

When you make a change to a previously assessed rubric, it is updated with a blue highlight and the text **Edited** in the lower right corner. When you save and close the rubric, the edit indications no longer appear.

Edit Rubric

✓ Saved Status: Published

Analytic Rubric (3x2, Points)

	Level 3 2.1-3.0 pt	Level 2 1.1-2.0 pt	Level 1 0-1.0 pt	
Analysis is effective and consistent.	Excellent	Competent	Not Acceptable	/ 3
Initial Feedback				
(Edited)	(Edited) Congratulations! You have exceeded the expectations!	You have displayed adequate knowledge.	More work is needed. Please contact your instructor for more information.	
Close	Excellent	Competent	Not Acceptable	/ 3