

## Rubrics

This is a set of guidelines that help distinguish quality performance from mediocre performance. The rubric describes what to look for at each level of performance. They offer indicators that provide specific examples of what to look for in an assignment. A rubric should provide clear and written explanations of the instructor expectations and a consistent and reliable means of assessing performance.

Rubrics are created using the Gradebook feature. Rubrics can be created for content items, course tools, and custom items. Once the item is created and made gradable, the rubric can be created.

### Setup Rubrics

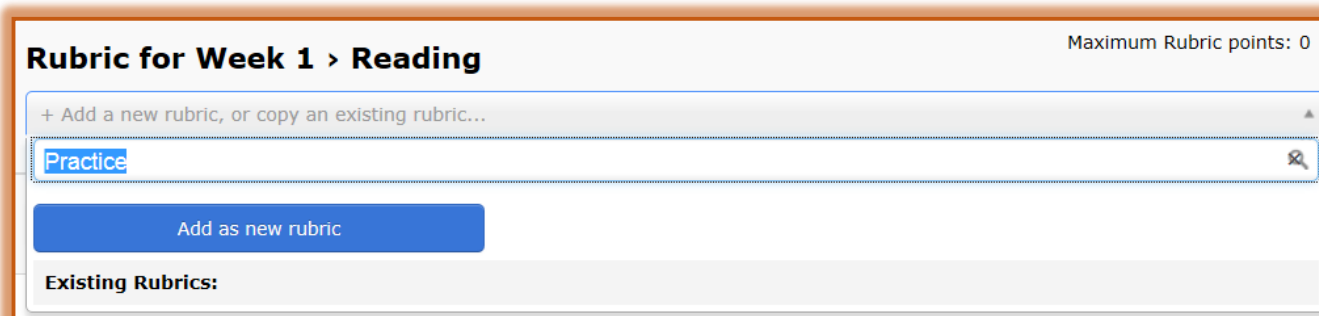
- ✦ Click **Gradebook** on the **Tools Menu**.
- ✦ Click the **Setup Gradebook and Rubrics** tab (see illustration below).



- ✦ Click the **Rubrics** link (see illustration above).
- ✦ A list of **Gradable Content Items** will display.
- ✦ Click the **Assign Rubric** button to start the **Rubric**.

Gradable Item	Attached Rubric
Week 1 > Reading	<div style="border: 1px dashed gray; padding: 10px; text-align: center;">+ Assign Rubric</div>

- ✦ Input a **Name** for the **New Rubric** in the text field (see illustration below).

A screenshot of the 'Rubric for Week 1 > Reading' form. At the top right, it says 'Maximum Rubric points: 0'. Below the title is a text input field with the placeholder '+ Add a new rubric, or copy an existing rubric...'. The word 'Practice' is entered in the field. Below the input field is a blue button labeled 'Add as new rubric'. At the bottom, there is a section titled 'Existing Rubrics:'.

- ✦ As the **Name** is being input, the **Add as New Rubric** button will display.
- ✦ If the **Name** being input is the same as an **Existing Rubric**, a list of **Rubrics** will display.
- ✦ Click the **Add as New Rubric** button.
- ✦ Input a **Description** for the **Rubric**.
- ✦ Select one or both of the following options:

- ★ **Use for Numeric Grade** - Select this option if the Rubric is to be used as the points for the grade for this assignment. When the Level is selected for the Criterion, the Points for the Numeric Grade will be inserted.
- ★ **Show to Student** - When this option is selected, the students will be able to view the Rubric in the Gradebook.

The screenshot shows a form for creating a rubric. At the top, there are two checkboxes: "Use for numeric grade" and "Show to student". Below these is a "Criterion Name..." label. The main area contains a table with three columns: "Criterion Name...", "Criterion Description...", and "Points". The "Points" column shows a value of "0". A "+ Level" button is positioned below the table. At the bottom of the form, there is a "+ Add Criterion" button and "Save" and "Cancel" buttons.

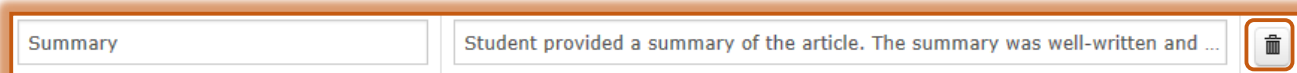
- ✚ Enter a **Name** for the first **Criterion**.
- ✚ Input a **Description** for the **Criterion**.
- ✚ The **Points** for the **Criterion** will display when the **Levels** have been added to the **Rubric**.
- ✚ Click the **Level** button to enter a **Level Name** and **Level Description**.
- ✚ Click the **Level Name** link to insert the name for the level.
- ✚ The **Level Description** textbox will display (see illustration below).

The screenshot shows a dialog box for adding a level. It has a "Level Name..." field at the top. Below it is a "Level Description..." field with a character count of "750". At the bottom left, there is a "Points:" field. A "Done" button is located to the left of the "Level Name..." field. A "+ Level" button is positioned to the right of the "Level Description..." field.

- ✦ Input the **Description**.
- ✦ Input the **Points** for the **Level**.
- ✦ Click the **Done** button.
- ✦ Continue this process until all the **Levels** have been input.
- ✦ Click the **Add Criterion** button to add additional **Criterion** and **Levels** for the **Rubric**.
- ✦ When all the **Criterion** and **Levels** have been added, click the **Save** button.

### Delete Criterion

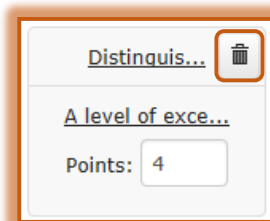
- ✦ Click the **Criterion** that is to be deleted.
- ✦ Move the mouse pointer over the **Criterion Description**.
- ✦ A **Delete Criteria** button will display (see illustration below).



- ✦ Click the **Delete Criteria** button to remove the **Criterion** and **Criterion Levels**.

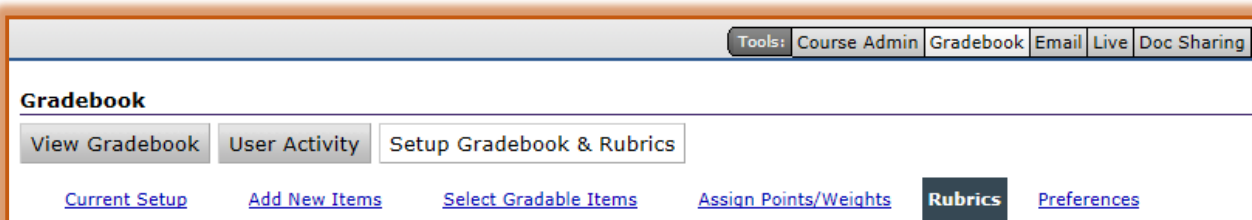
### Delete Levels

- ✦ Move the mouse pointer over the **Level** that is to be deleted.
- ✦ The **Delete Scale** icon will display (see illustration at right).
- ✦ Click the **Delete Scale** icon to remove the level.

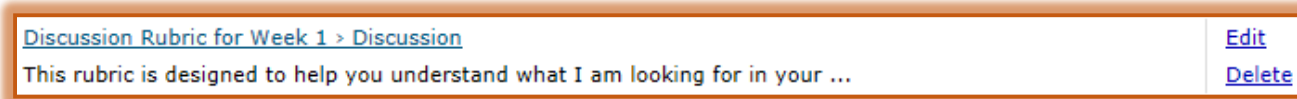


### Edit Rubrics

- ✦ Click **Gradebook** on the **Tools Menu**.
- ✦ Click the **Setup Gradebook and Rubrics** tab (see illustration below).



- ✦ Click the **Rubrics** link.
- ✦ Move the mouse pointer over the **Rubric** that is to be edited.
- ✦ The **Edit** and **Delete** links will display to the right of the **Rubric Name** (see illustration below).



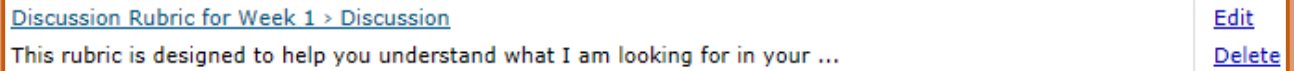
below).

- ✦ Click the **Edit** link to open the **Rubric**.
- ✦ Make the necessary changes to the **Rubric**.
- ✦ Click the **Save** button to save the changes.

### Delete Rubrics

- ✦ Move the mouse pointer over the **Rubric** that is to be deleted.
- ✦ The **Edit** and **Delete** links will display to the right of the **Rubric Name**.

- ✦ Click the **Delete** link (see illustration below) to remove the **Rubric**.

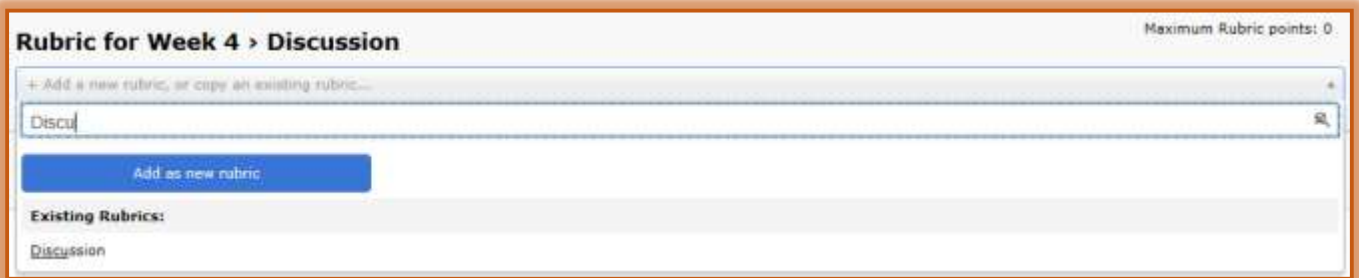


### Copy Rubrics

- ✦ Select the **Content Item** where the **Rubric** is to be copied.
- ✦ Click the **Assign Rubric** button (see illustration below).



- ✦ Click the **Add a New Rubric or Use an Existing Rubric** area.



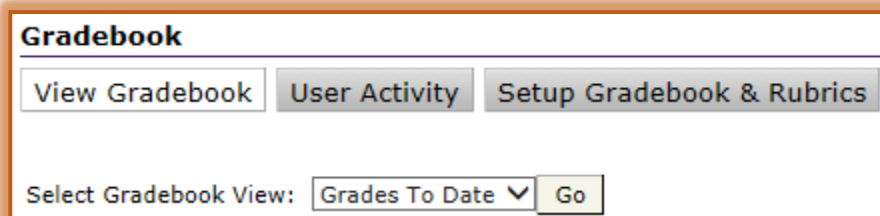
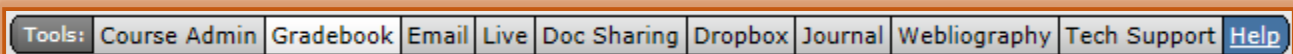
- ✦ In the **Existing Rubrics** list, select the **Rubric** that is to be copied.
- ✦ A copy of the **Rubric** will display.
- ✦ The **Name** for the **Rubric** will have **Copy of** at the beginning.
- ✦ If modifications are not made to the Rubric, the same criteria will be used for the new Rubric.
- ✦ The new Rubric should be saved with a different name if modifications are made to the Rubric.

### Assess Rubrics

After Rubrics have been created, it is possible to assess student performance using the Rubrics within the Gradebook.

### Assign Levels to Gradable Items

- ✦ Click the **Gradebook** tab on the **Tools Menu**.



- ✦ In the **Select Gradebook View** list, select the **Week/Unit/Session** where the **Gradable Item** is located (see illustration above).

- ✦ Click the **Go** button.
- ✦ Select the **Grable Item** in the **Gradebook** page that displays as shown in the illustration below.

Week 4			
Points Possible:	<a href="#">Discussion</a> 24 pts.	<a href="#">Test 1</a> -- pts.	<a href="#">Exam 3</a> -- pts.
<a href="#">Metz,Robert</a>	--	--	--
	24 pts.	-- pts.	-- pts.

- ✦ Click the **Name** of the student whose assignment is to be graded.
- ✦ Click the **Expand Button** in the **Rubrics Panel** to display the **Criterion** for the assignment (see illustration below).

Week 4 Discussion

Student: Metz, Robert  Share grade with student Cancel Save

Grade: Letter  Numeric  / 24

Rubrics: Total -- / 24

**Expand Button**

- ✦ Move the mouse pointer over the **Criterion** to display the **Levels**.
- ✦ Select the appropriate **Level** to assign to the **Criterion**.
- ✦ Continue this process until the **Levels** for each **Criterion** are selected.
- ✦ As the **Levels** are selected, the points for the **Numeric Grade** will change.
- ✦ The **Total Possible Points** will appear below the **Rubric**.
- ✦ Move the mouse pointer over the **Criterion** to display the **Comment Link**.

Grade: Letter  Numeric  / 24

Rubrics: Total -- / 24

**Comment Link**

Summary -- / 4

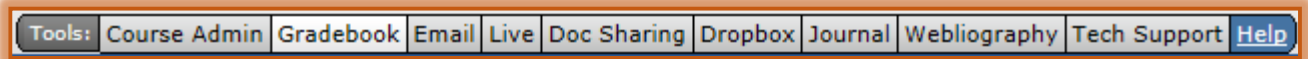
Questions -- / 4

4 pts - Distinguished

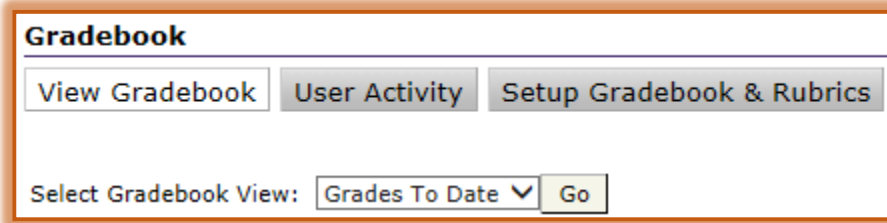
- ✦ Click the **Comment Link** to add a **Comment** for the **Criterion**.
- ✦ Click the **Save** button to save the **Grade** for this **Assignment**.

## Change Levels

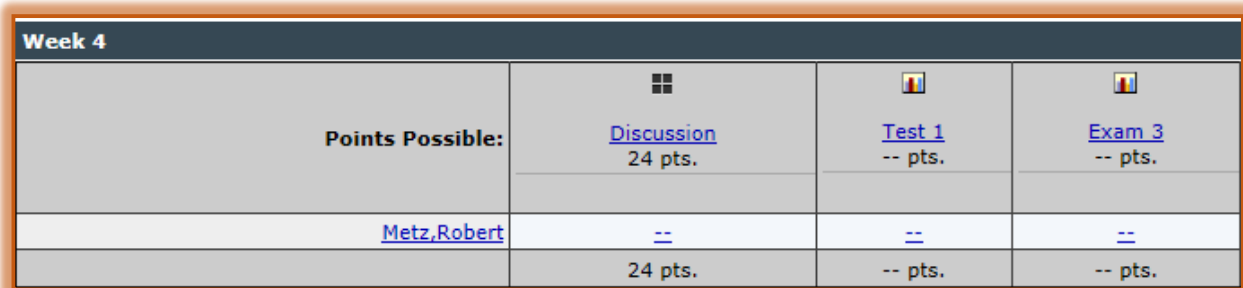
- ✦ Click the **Gradebook** tab on the **Tools Menu**.






- ✦ In the **Select Gradebook View** list, select the **Week/Unit/Session** where the **Gradable Item** is located (see illustration below).

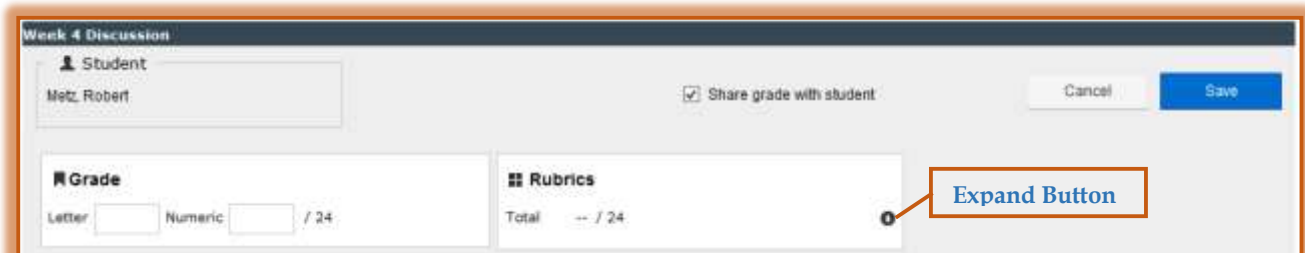


- ✦ Click the **Go** button.
- ✦ Select the **Gradable Item** in the **Gradebook** page that displays.



Week 4			
Points Possible:	 <a href="#">Discussion</a> 24 pts.	 <a href="#">Test 1</a> -- pts.	 <a href="#">Exam 3</a> -- pts.
<a href="#">Metz, Robert</a>	-- 24 pts.	-- -- pts.	-- -- pts.

- ✦ Click the **Name** of the student whose assignment is to be graded.
- ✦ Click the **Expand Button** in the **Rubrics Panel** to display the **Criterion** for the assignment (see illustration below).



- ✦ Move the mouse pointer over the **Criterion** to display the **Levels**.
- ✦ Select the **New Level** to assign to the **Assignment**.
- ✦ The **Points** for the **Numeric Grade** will change.
- ✦ The **Total Possible Points** will appear below the **Rubric**.
- ✦ Move the mouse pointer over the **Criterion** to display the **Comment Link**.
- ✦ Click the **Comment Link** to add a **Comment** for the **Criterion**.
- ✦ Click the **Save** button to save the **Grade** for this **Assignment**.

**NOTE:** Click the **Clear** button to remove the **Level** assigned and any **Comments**.

**Grade**  
Letter  Numeric  / 24

**Rubrics**  
Total -- / 24 [Comment Link](#)

**Grade Selection:**  
Clear  
4 pts - Distinguished  
3 pts - Proficient  
2 pts - Basic  
1 pts - Unsatisfactory

**Rubric Items:**  
[Summary](#) -- / 4  
[Questions](#) -- / 4  
[Opinion](#) -- / 4  
[Well-Developed Paragraphs](#) -- / 4  
[Errors](#) -- / 4  
[Submit Response](#) -- / 4

**Topics**