**GRADEMARK-CREATE NEW RUBRICS**

The Rubric Manager can be used by instructors to create new rubrics. Rubric scorecards can be used to evaluate student work based on defined criteria and scales. Instructors can create and share rubric scorecards. Once a rubric scorecard has been shared, other instructors can upload the rubric scorecard to their classes. There are three types of rubrics:

☆ **Standard** – This rubric is used to enter scale values and criteria percentages. The maximum value for the rubric is the same as the highest scale value entered.

☆ **Custom** – This type of rubric allows the instructor to enter any value into the rubric cells. The maximum value for the rubric is the sum of the highest value entered in each of the criteria rows.

☆ **Qualitative** – This type of rubric allows the instructor to create a rubric with no numeric scoring.

**Create Standard Rubric**

† Click on the name of the class where the comment is to be inserted.

† Click the View icon to the right of the **Assignment Name** (see illustration below).

† Click on the **GradeMark** icon for the paper where the comment is to be added (see illustration below).

† A **Getting Started** window may display. Click the **Close** button to exit from this page.

† A message will appear indicating that the **Document Viewer** is loading.

† When the load is completed, the **Document Viewer GradeMark** window will display.

† Several pre-defined comments will display in the **QuickMark Gallery** on the right side of the window.

† Click the **Rubric** button (see illustration below left). This icon appears at the **bottom** of the **QuickMark Sidebar**.

† Click the **Rubric Manager** button (see illustration above right). This button appears at the **top** of the **QuickMark Sidebar**.

† The **Rubric** window will display (see illustration on next page).

† Click the **Rubric list button**. This is the button in the upper-left corner of the window.

† Click **Create new rubric**.

† The **Enter rubric name here** text box will display.

† Input a **Name** for the **Rubric**.
The New Rubric window will display (see illustration below).

- The default Rubric Type is Standard.
- Click each of the Scale, Criterion, Percentage, Description and Number fields to open the Textbox.
- Input the label and values for each Criterion, Scale, Percentage, and Description.
- To add extra columns to the Rubric, click the plus (+) sign to the right of the Scale header.
- To add extra rows to the Rubric, click the plus (+) sign at the top of the Criterion column.
Once the Rubric is completed, click the Save button at the bottom of the Rubric Manager window.

Create Custom Rubric

Click on the Class Name for which the Rubric is to be created.

Click the View link to the right of the Assignment Name.

Click the GradeMark icon for the paper.

A message will appear saying the Document Viewer is opening.

Once this is completed, the GradeMark window will display.

Click the Rubric button (see illustration below left). This icon appears at the bottom of the QuickMark Sidebar.

Click the Rubric Manager icon (see illustration above right). This button appears at the top of the QuickMark Sidebar.

The Rubric window will display (see illustration below).

Click the Rubric list button. This button appears in the upper-left corner of the window.

Click Create new rubric.

The New Rubric window will display (see illustration on next page).

Click the Custom Rubric icon at the bottom of the window (see illustration on next page).

Click the Enter rubric name here area and input a name for the Rubric.

Click each of the Scale, Criterion, and Description fields and enter the new title or description within the text field that appears.

Click the 0.00 portion of the cell to enter the Cell Value for each cell. When creating a Custom Rubric, the Cell Values are chosen by the instructor.

To add extra columns to the Rubric, click the plus (+) sign to the right of the Scale header.

To add extra rows to the Rubric, click the plus (+) sign at the top of the Criterion column.
Once the Rubric is completed, click the Save button at the bottom of the Rubric Manager window.

Create Qualitative Rubric

- Click on the Class Name for which the Rubric is to be created.
- Click the View link to the right of the Assignment Name.
- Click the GradeMark icon for the paper.
- A message will appear saying the Document Viewer is opening.
- Once this is completed, the GradeMark window will display.
- Click the Rubric button (see illustration below left). This icon appears at the bottom of the QuickMark Sidebar.

- Click the Rubric Manager button (see illustration above right).
- The Rubric window will display (see illustration on next page).
- Click the Rubric list button. This button appears in the upper-left corner of the window.
- Click Create new rubric.
- The New Rubric window will display.
- Click the Qualitative Rubric icon at the bottom of the window.
- Click the Enter rubric name here area and input a name for the Rubric.
- Click each of the Scale, Criterion, and Description fields and enter the new title or description within the text field that appears.
- To add extra columns to the Rubric, click the plus (+) sign to the right of the Scale header.
- To add extra rows to the Rubric, click the plus (+) sign at the top of the Criterion column.
Once the Rubric is completed, click the Save button at the bottom of the Rubric Manager window.