Rubrics

You can create multiple rubrics in your course. Rubrics consist of rows and columns. The rows correspond to the criteria. The columns correspond to the level of achievement that describes each criterion. New rubrics default to have three rows and three columns.

Control Panel > Course Tools > Rubrics

1. On the Rubrics page, select Create Rubric. Type a title and optional description.

2. Select Add Row to add a new criterion to the bottom of the grid.

3. Select Add Column to add a new level of achievement to the grid.

4. Choose a Rubric Type from the menu:
   - No Points: Provide feedback only.
   - Points: Each level of achievement has a single point value.
   - Point Range: Each level of achievement has a range of values.
   - Percent: Each item's possible points determines the percentage.
   - Percent Range: Each level of achievement has a range of values. When you grade, you select the appropriate percentage level for a particular level of achievement. The system calculates the points earned by multiplying the weight x achievement percentage x item points.

5. To change a row or column's title, access a heading's menu and select Edit. Type the new title and select Save.

6. Type a point or percentage value for each row and column.

7. Type a description for the criteria and the associated level of achievement. Each cell has a 1,000-character limit.

8. Select Submit.
You can reorder rows and columns. Select the Criteria or Levels of Achievement heading, which opens a reorder panel.

After you use a rubric for grading, you can't edit it. You can copy the rubric to create a duplicate rubric that you can edit.

More on grading with rubrics

Percentage-based rubrics

When you choose a percent-based rubric, select from these options:

- Show Criteria Weight check box: Show or hide criteria weights. If you add more rows when weights are hidden, weights for new criteria are distributed equally.
- Balance Weights: Use after you add a new row to keep all criteria weighted equally. If you want individual criteria weighting, type percentages for each criterion. You must select the Show Criteria Weight check box for Balance Weights 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%.

Associate a rubric

You can associate rubrics with these types of gradable content:

- Assignments
- Essay, Short Answer, and File Response test questions
- Blogs and journals
- Wikis
- Discussion forums and threads

You can also associate a rubric with any non-calculated Grade Center column. For example, you can associate a rubric with a manually created column for class participation and use the rubric to grade participation. Access a column's menu and select Edit Column Information.

To associate a rubric, access the Add Rubric menu and choose one of these options:

- Select Rubric from those you've created.
- Create New Rubric opens a window so that you can create a rubric.
- Create From Existing uses an existing rubric as a template to create a new rubric.
In the Type column, you can designate a rubric as Used for Grading or Used for Secondary Evaluation. If you associate multiple rubrics, you can use only one as the primary grading rubric.

Show Rubric to Students has four options for rubric visibility:

- 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.

For a **percent-based** rubric, type the points possible. For a **points-based** rubric, you're prompted to use the rubric's point value as the item's possible points.

Point values for test questions are handled in the main test or pool canvas. Both point and percent-based rubrics adjust their calculations to match the assigned point value for the test question. Questions that you've associated with a rubric appear with the rubric icon next to the points box.