

# Building Rubrics

## Why Do I Need This Workflow?

Rubrics can help you grade consistently, and they provide your learners with clear expectations. Instructors can create rubrics for multiple types of assessments. Rubrics can also be built by administrators or department heads at the organization and department levels, and then be made available for multiple courses. In this workflow, we build an analytic rubric.

## How: Workflow Steps

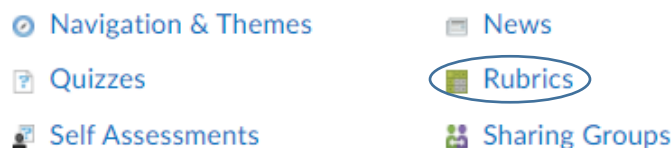
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1. Select **Edit Course** in the navbar.



Progress ▾ Edit Course Awards

2. Select the **Rubrics** tool.



Navigation & Themes      News  
Quizzes                      **Rubrics**  
Self Assessments        Sharing Groups

3. Select **New Rubric**, and give your rubric a **Name**. **Note:** the default status is set to **Published**.

## Rubrics



New Rubric

4. Choose **Analytic** as the **Type** from the dropdown, and select **Points** as the **Scoring** option. **Note:** The rubric will default to four levels and three criteria,

but note you can add and subtract levels or criteria as needed by selecting the + button to add, or the trash can symbol to remove.



5. **Name** your levels and determine their **points** (e.g., Excellent (4), Good (3), etc.) by selecting the level heading.

Level 4	Level 3	Level 2	Level 1
4 pt	3 pt	2 pt	1 pt

6. **Name** your criterion (e.g., Communication, Creativity, etc.) by selecting the criterion box and adding your criterion name.

Criterion 1

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Criterion 2

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Criterion 3

7. To add rubric assessment criterion descriptions, select the cell you would like to edit, then type or paste the desired description.

Criterion 1				
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8. **Optional:** provide **Initial Feedback** by selecting the feedback cell for each level. This is what your learners will see automatically displayed if they achieve this level, so an effective practice is to add feedback that will be universally applicable to those who are scored at this level.

	Initial Feedback		

9. Adjust the **Overall Score** as needed (or leave the default scoring options in if they work for your needs).

**Overall Score**

Each submission is assigned a level of achievement based on its overall rubric score.

+	Level 4	Level 3	Level 2	Level 1	+
	11 or more	8 or more	5 or more	0 or more	

10. **Note:** Open up the **Options** dropdown to adjust **Rubric** and **Score Visibility**. You will also find an area to write a **Description**, as well as **Advanced Availability** options.

#### Options

##### Rubric Visibility

- Rubric is visible to students
- Rubric is hidden from students
- Include rubric feedback in overall feedback
- Rubric is hidden from students until feedback is published

##### Score Visibility

- Hide scores from students

##### Description

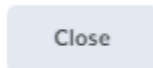
Add a description for your personal reference. It will not be shared with students.

##### Advanced Availability

Allow new associations in

- Competencies
- ePortfolio

11. Select **Close**.



**Check for Success:** Can you see your rubric listed on the Rubrics page? Great job, you're done!