



# Building Rubrics

## Why Do I Need This Workflow?

Rubrics support consistent grading and provide learners with clear expectations. They can be created for various assessments and may also be shared across courses by administrators or departments. This workflow guides you through creating an analytic rubric.

## Workflow Steps:

### Step one:

Click **Edit Course** in the navbar, then select **Rubrics**.

Course Home Content Assessments Communication Progress **Edit Course**

## Assessment

- Awards
- Dropbox
- Quizzes
- Checklists
- Grades
- Rubrics**
- Competencies
- Quick Eval
- Self Assessments

### Step two:

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

## Rubrics

**New Rubric**

Edit Rubric

✓ Saved **Status: Published**

Name\*

Rubric Name



### Step three:

Select **Analytic** as the **Type** from the drop-down menu, and then select **Points** as the **Scoring** option.

**Note:** The rubric will have four levels and three criteria.

The image shows two dropdown menus. The first is labeled 'Type: Analytic' and has a list with 'Holistic' and 'Analytic'. 'Analytic' is selected and circled in red. The second is labeled 'Scoring: Points' and has a list with 'No Score', 'Points', and 'Custom Points'. 'Points' is selected and circled in red.

### Step four:

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

The image shows four columns representing levels. Each column has a heading box (Level 4, Level 3, Level 2, Level 1) and a point value box (4 pt, 3 pt, 2 pt, 1 pt) with a trash icon to its right.

### Step five:

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

Criterion 1 ...

Criterion 2 ...

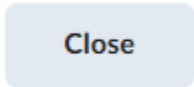
Criterion 3 ...





**Step eight:**

Select Close.



**Check for Success:**

Can you see your rubric listed on the Rubrics page? Great job, you're done!

