

Creating Grading Rubrics

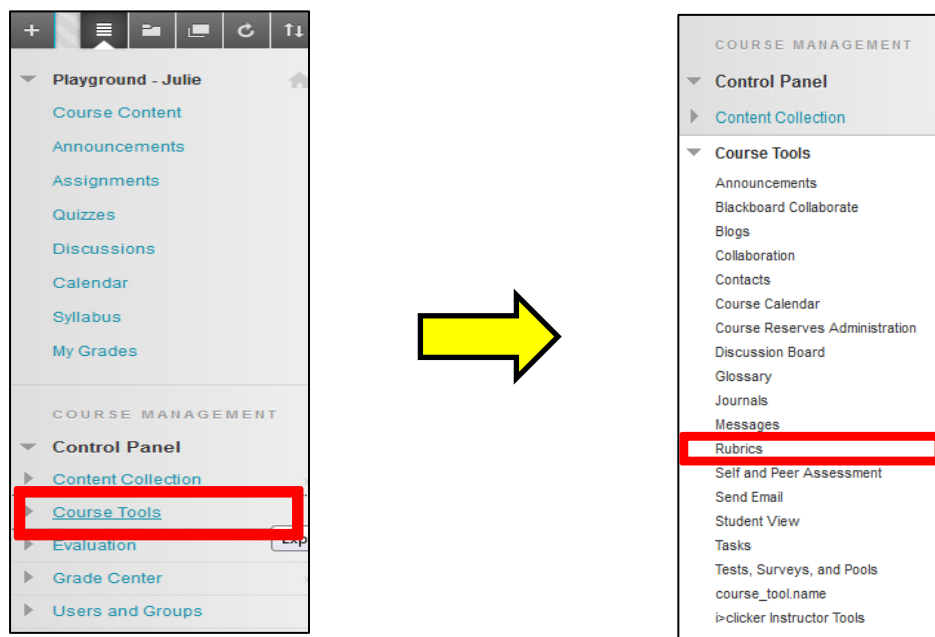
Rubrics are documents that show the different criteria on how an assignment, test or any course activity will be graded.

This document will show you how to:

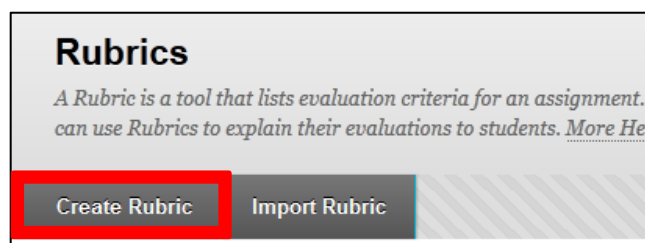
- Create a new rubric
- Create new rubric criterion
- Import an existing rubric

Create a New Rubric:

1. In **Course Management**, go to **Course Tools** and select **Rubrics**



2. Select **Create Rubric**.



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3. Fill in the **Rubric Information** section by giving the rubric a **Name**. Adding a **Description** is optional.



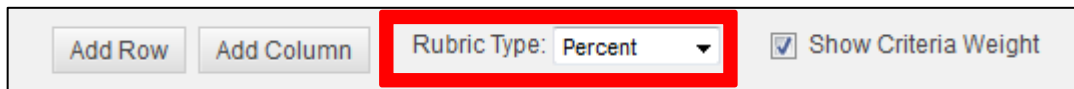
1. **Rubric Information**

* Name

Description

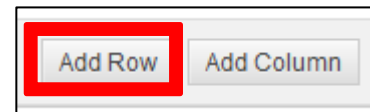
Create a New Rubric Criterion:

1. Under the **Rubric Detail** section, select the **Rubric Type**. You can assign **No Points, Points, a Point Range, or Percentage** to your grading rubric.



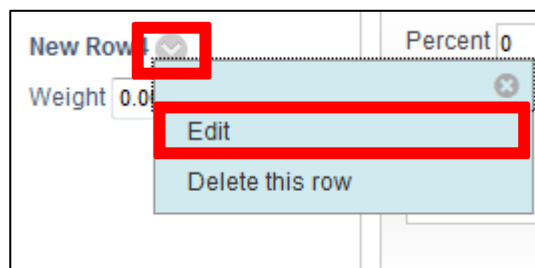
Add Row Add Column Rubric Type: Percent Show Criteria Weight

2. To create new rows, click on **Add Row**.
A row represents a *criterion*.
 - You will have *formatting, organization, and grammar* as your 3 default criteria.



Add Row Add Column

3. To change the name of the new row, go to the dropdown menu and click **Edit**.



New Row4 Percent 0

Weight 0.0

Edit

Delete this row

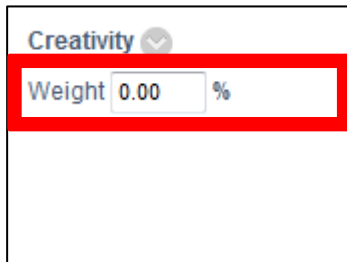
4. Input a new **Name** and click **Save**.



New Row4 Cancel Save

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- Assign a **Weight** to the criterion.



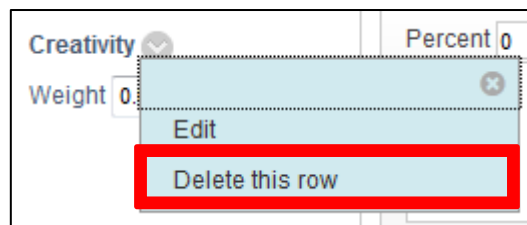
A screenshot of a criterion named 'Creativity' with a dropdown arrow. Below the name is a text input field labeled 'Weight' containing the value '0.00' followed by a percentage symbol '%'. The entire input area is highlighted with a red rectangular box.

To make sure all criteria are equal, click on **Balance Weights** at the bottom.



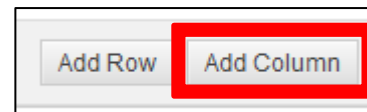
A screenshot of a summary bar showing 'Total Weight: 100.00%' and a button labeled 'Balance Weights'. The button is highlighted with a red rectangular box.

- You can also remove the criterion by selecting **Delete this row** under the dropdown menu.



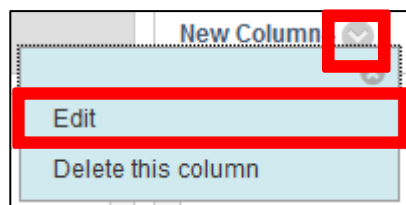
A screenshot of a dropdown menu for the 'Creativity' criterion. The menu is open, showing options: 'Edit' and 'Delete this row'. The 'Delete this row' option is highlighted with a red rectangular box.

- To create new columns, click on **Add Columns**.
A column represents a *level of achievement*.
 - You will have *novice, competent, and proficient* as your 3 default levels of achievement.



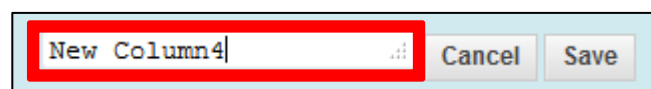
A screenshot of two buttons: 'Add Row' and 'Add Column'. The 'Add Column' button is highlighted with a red rectangular box.

- To change the name of the new column, go to the dropdown menu and click **Edit**.



A screenshot of a dropdown menu for a column named 'New Column'. The menu is open, showing options: 'Edit' and 'Delete this column'. The 'Edit' option is highlighted with a red rectangular box.

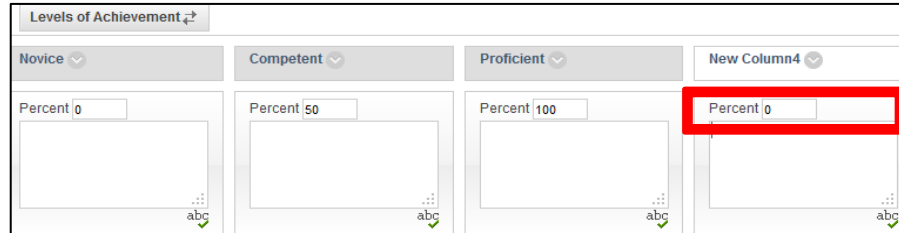
- Input a new **Name** and click **Save**.



A screenshot of a text input field containing 'New Column4' followed by a small icon. To the right are 'Cancel' and 'Save' buttons. The input field is highlighted with a red rectangular box.

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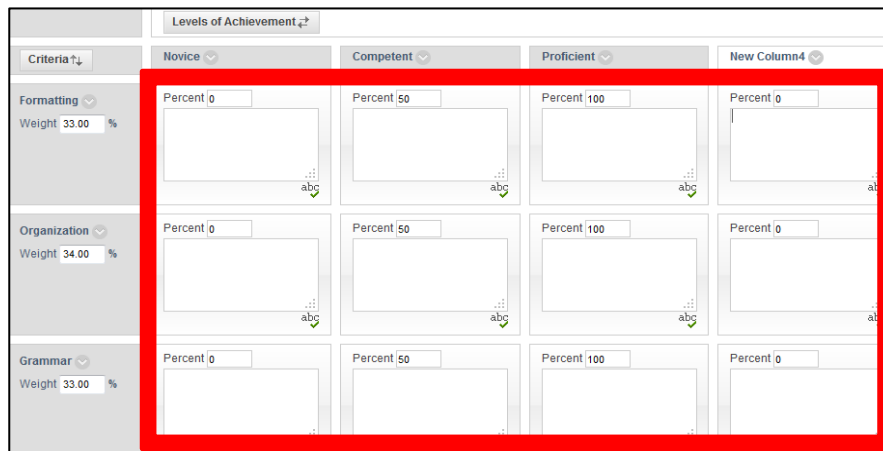
10. Assign a **Grade** or **Percentage** for each level of achievement.



Levels of Achievement

Novice	Competent	Proficient	New Column4
Percent 0	Percent 50	Percent 100	Percent 0

11. Input the criteria for each level of achievement in the textboxes.



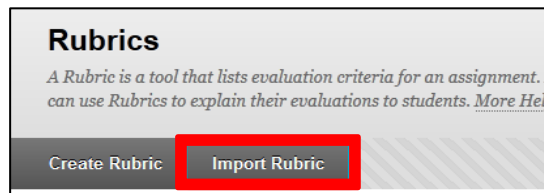
Levels of Achievement

Criteria	Novice	Competent	Proficient	New Column4
Formatting Weight: 33.00 %	Percent 0	Percent 50	Percent 100	Percent 0
Organization Weight: 34.00 %	Percent 0	Percent 50	Percent 100	Percent 0
Grammar Weight: 33.00 %	Percent 0	Percent 50	Percent 100	Percent 0

12. Click **Submit** to finish creating your grading rubric.

Import an Existing Rubric:

1. Under **Course Tools**, go to **Rubrics**.
2. Select **Import Rubric**.

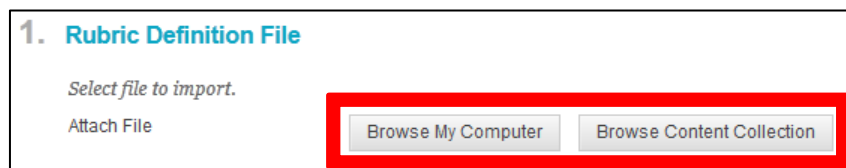


Rubrics

A Rubric is a tool that lists evaluation criteria for an assignment. You can use Rubrics to explain their evaluations to students. [More Help](#)

Create Rubric Import Rubric

3. In the **Rubric Definition File** section, click **Browse My Computer** or **Browse Content Collection** to upload your rubric.



1. Rubric Definition File

Select file to import.

Attach File

Browse My Computer Browse Content Collection

4. Click **Submit**.