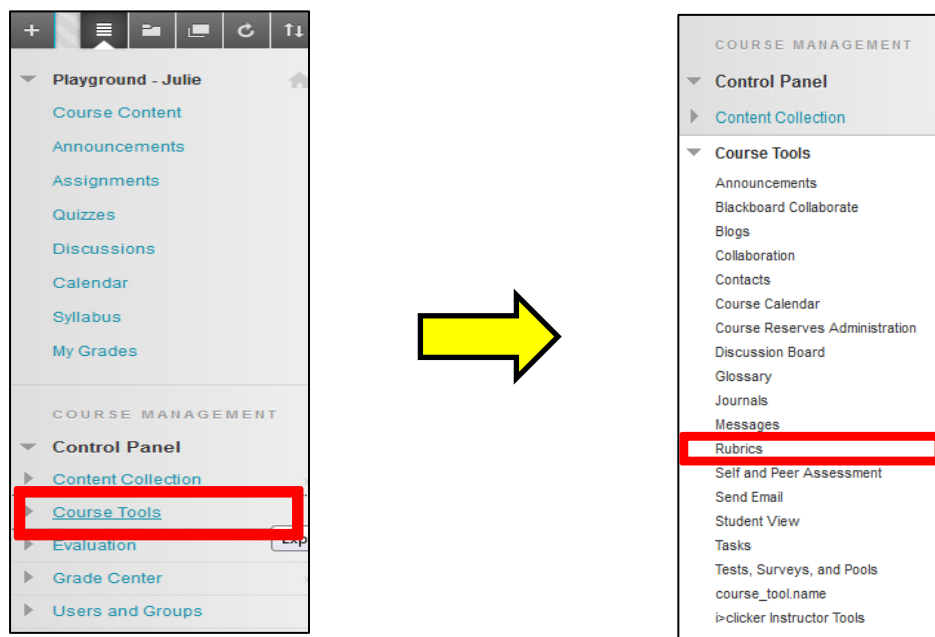# Creating Grading Rubrics

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

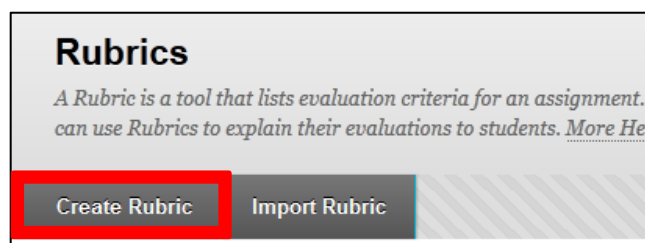This document will show you how to:

- 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**.

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

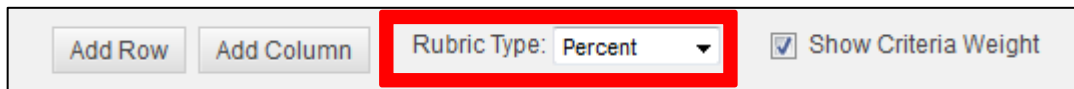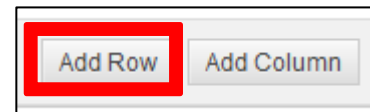# Create a New Rubric Criterion:

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.
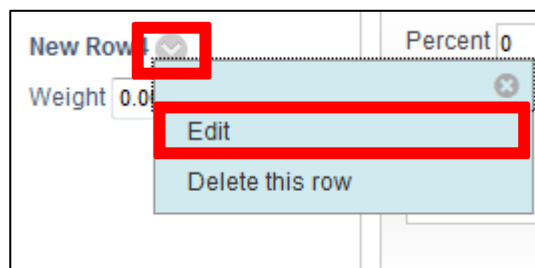

2. To create new rows, click on **Add Row**.
   A row represents a *criterion*.
   - You will have *formatting, organization, and grammar* as your 3 default criteria.

3. To change the name of the new row, go to the dropdown menu and click **Edit**.
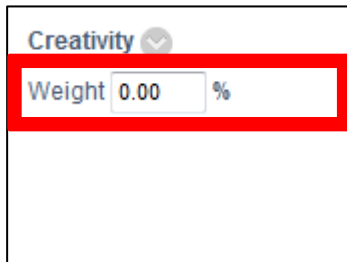
4. Input a new **Name** and click **Save**.

5. Assign a **Weight** to the criterion.
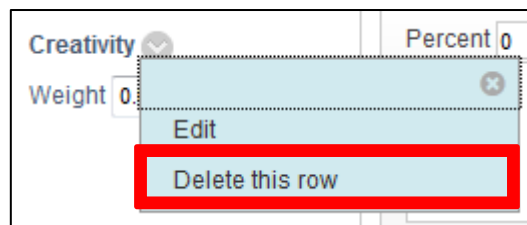
To make sure all criteria are equal, click on **Balance Weights** at the bottom.
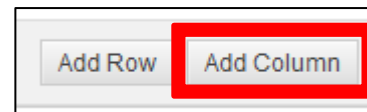
6. You can also remove the criterion by selecting **Delete this row** under the dropdown menu.
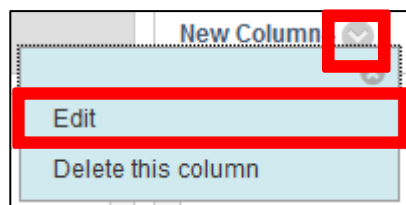
7. To create new columns, click on **Add Columns**. A column represents a *level of achievement.*
   - You will have *novice, competent, and proficient* as your 3 default levels of achievement.
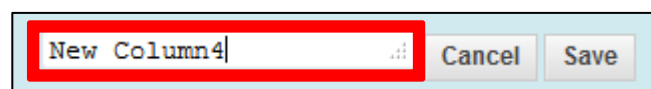
8. To change the name of the new column, go to the dropdown menu and click **Edit**.
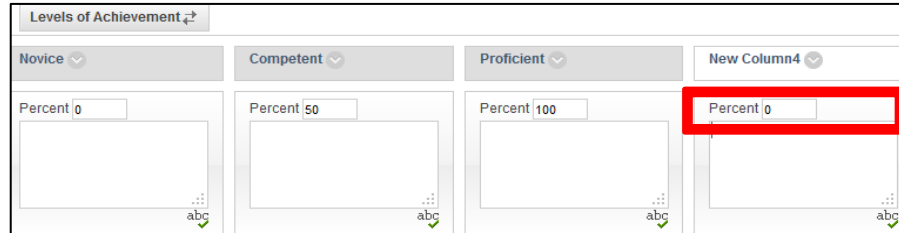
9. Input a new **Name** and click **Save**.
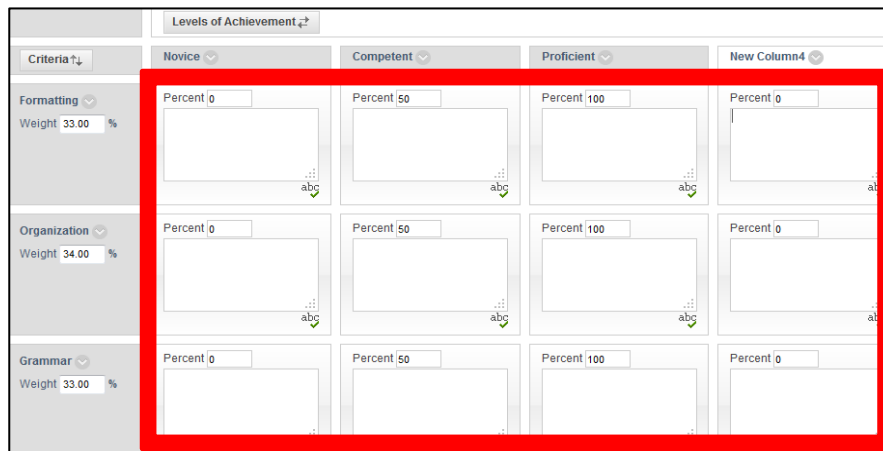
10. Assign a **Grade** or **Percentage** for each level of achievement.

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

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

Import an Existing Rubric:

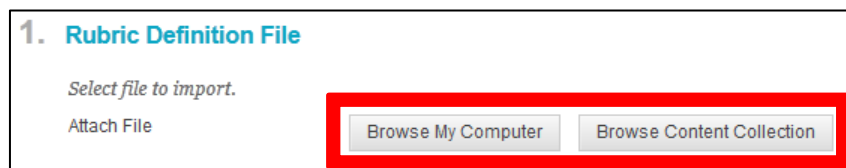1. Under **Course Tools**, go to **Rubrics**.
2. Select **Import Rubric**.

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

4. Click **Submit**.