Creating and Managing a Rubric for Grading

When Creating an Assignment...

1. In the settings when creating an assignment, scroll down to Grading.
2. Under Points Possible, select Add Rubric, Create New Rubric.
3. Give the rubric a Name.
4. Choose your rubric type.

5. You can add a row or column by clicking on the respective buttons or change the rubric type by clicking inside the drop down menu.

6. You can change the name of a row or column by clicking the down arrow next to the name and selecting Edit.
7. You can delete a row or column by clicking the down arrow next to the name and select Delete this row/column.
8. You can change the percent/points of a row or column by simply clicking in the box and entering the correct percentage.
9. Click Submit.

Please note: If you would like students to see the rubric, under Show Rubric to Students, click the check mark and select one of the following; Yes (With Rubric Scores), Yes (Without Rubric Scores), or After Grading.