

## 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**.

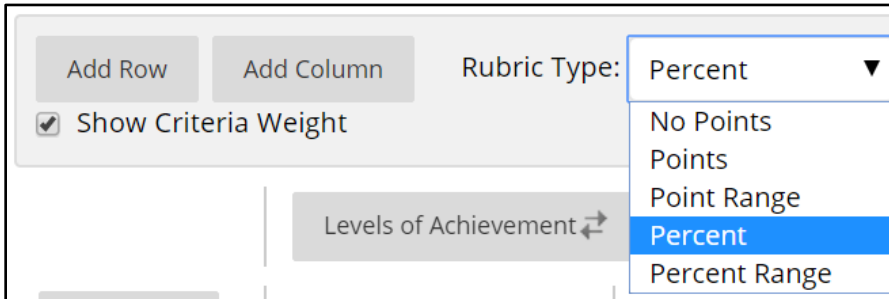


Figure 1

5. You can add a row or column.

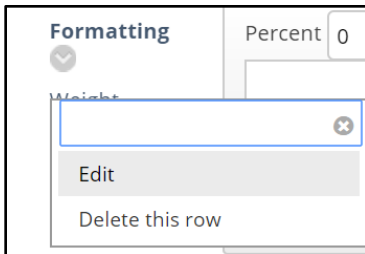


Figure 2

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. **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**.