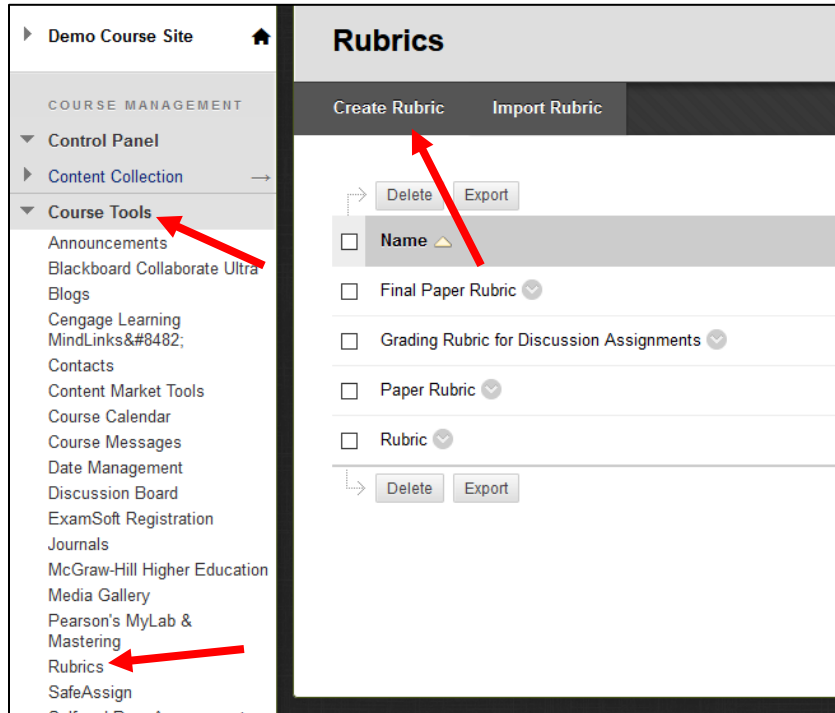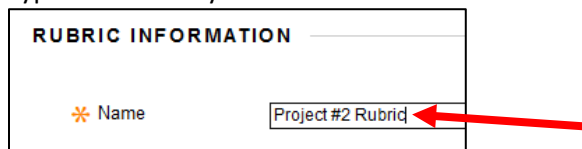# Creating a Rubric

Step 1: Access the Rubrics Tool
Click on **Course Tools** in the lower portion of your course menu and choose **Rubrics**. Click the **Create Rubric** button.

Step 2: Name the Rubric
Type a name for your rubric in the **Name** field.

Step 3: Create the Rubric Table
Rubrics are made up of **criteria** rows and **levels of achievement** columns.

- **Criteria** reflect your instructional goals for the assessment. They should expand upon assignment directions to list the skill(s) that learners should be demonstrating, and the components learners must include in their work. Some criteria can be worth more than others in the overall grade calculation (e.g. Formatting could be worth more than Grammar).
- **Levels of Achievement** allow you to evaluate how well a student met each criterion in a rubric. These levels establish a scoring system where lower levels of achievement typically award less credit and higher levels of achievement award more credit.

Each level of achievement has value attached to it. When you use a rubric to evaluate student work (choosing which levels of achievement they have reached per criterion) a score is automatically being calculated based on the value you allocated to each level of achievement.

There are five scoring systems that can be used to allocate value to each of your levels of achievement:
- **No Points** - Calculates no score or points, just allows you to provide structured feedback.
- **Points** - Addition-based scoring where each level of achievement is assigned a point value.
- **Points Range** - Addition-based scoring where each level of achievement offers a point range you can choose from.
- **Percent** - Weighted scoring where each level of achievement is worth a percentage of the overall points possible for the assessment.
- **Percent Range** - Weighted scoring where each level of achievement offers a range of percentages to choose from based on the overall points possible for the assessment.

Use the **Add Row** and **Add Column** buttons to add any additional criteria rows or levels of achievement columns that you need, and then select the scoring system you would like to use for your levels of achievement from the **Rubric Type** drop-down list.
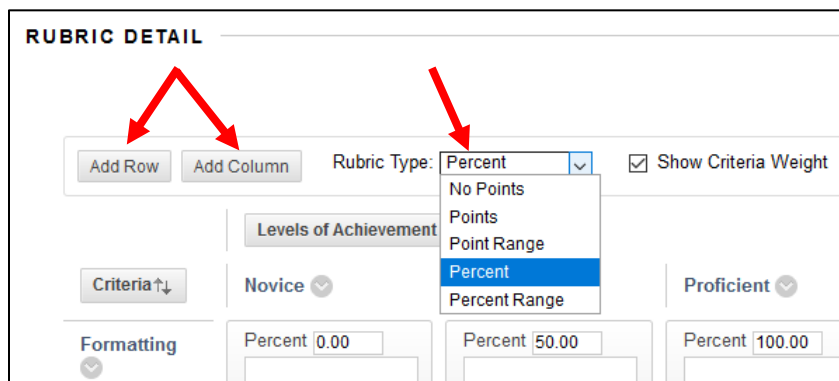
Step 4: Fill-Out the Rubric Table
Adjust the default criteria and levels of achievement labels by clicking the **down arrow** next to each label and choosing **Edit**.

Once your criteria and levels of achievement are labeled, **enter a value or value range for each level of achievement**. The graphic below shows a Percent Range rubric. Your view may look slightly different if you chose a different rubric type. If you did not choose percentage/points range, you will only see one box to type a value in instead of two.

You should also briefly define each level of achievement using the text boxes below the space where you entered the value of each level of achievement.

If you created a Percent or Percent Range rubric, you will also be able to designate the **weight** of each criterion.

Instructional graphic on next page.

Step 5: Save Your Work
Click the **Submit** button to save your new rubric.

Step 6: Attaching a Rubric
Rubrics can be attached to Assignments, Discussions, Blogs, and Journals while you are creating them. If you have already created one of these, you can **click the down arrow button** next to the assessment link and choose **Edit**.

The **Add Rubric** button will always be found below the field where you designate the points possible for an assessment. You can choose to select a rubric you have already created, create a new rubric, or create a new rubric based on one that you have already created. Since we already created a rubric, choose **Select Rubric**.

Continued on the next page.

Check the box next to the rubric you would like to attach to the assessment and then click the **Submit** button.

Under the **Show Rubric to Students** column, use the checkmark button to choose if students can see the rubric before or after they are graded.

- **Yes (With Rubric Scores)** allows students to view the full rubric before they submit their work.
- **Yes (Without Rubric Scores)** allows students to view the rubric without score values before they submit their work.
- **After Grading** allows them to view the full completed rubric after you evaluate their work.
- **No** prevents students from ever viewing the rubric you used to evaluate them.

Finally, click the **Submit** button to save your assessment with the rubric attached.

Learn more about grading on our Help for Faculty page.