



Click the **Add Rubric** button.

Title: <input type="text"/>			
Criteria	Ratings		Pts
Description of criterion view longer description	Full Marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> pts ✕
+ Criterion Find Outcome			Total Points: 5
<input type="button" value="Cancel"/> <input type="button" value="Create Rubric"/>			

In the **Title** field, create a title for the rubric. This title helps you identify the rubric so you can associate it with an assignment, graded discussion, or quiz.

Title: <input type="text" value="Worksheet Rubric"/>			
Criteria	Ratings		Pts
Description of criterion view longer description	Full Marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> pts ✕
+ Criterion Find Outcome			Total Points: 5
<input type="button" value="Cancel"/> <input type="button" value="Create Rubric"/>			

The rubric includes on default criterion entry. To add a short criterion description, hover over the criterion and click the **Edit** icon [1].

To add a longer description to the criterion, click the **view longer description** link [2]. The longer description helps students understand more information about the criterion. The long description does not display directly in the rubric but can be accessed by all users.

Note: Currently criterion cannot be reordered after they are added to a rubric. If you want to display criterion in a specific order, make sure you create them in the order that you prefer.

Criterion Long Description ✕

1

Worksheet includes student's name in legible type

2

Cancel Update Description

To add a long description, enter a description for the criterion [1], then click the **Update Description** button [2].

Title: Worksheet Rubric

Criteria	Ratings		Pts
Student Name view longer description	Full Marks 5 pts	No Marks 0 pts	5 pts
+ Criterion Find Outcome			Total Points: 5
Cancel		Create Rubric	

Title: Worksheet Rubric

Criteria	Ratings		Pts
Student Name view longer description	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts
+ Criterion Find Outcome			Total Points: 5
Cancel		Create Rubric	

Rubric ratings default to 5 points, awarding 5 points for full rubric marks and 0 points for no rubric marks. To split a rubric rating, hover over a rating and click the double-ended arrow [1]. Split cells on the row as often as necessary to create the desired number of ratings [2].

Title: Worksheet Rubric

Criteria	Ratings		Pts
Student Name view longer description	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts
			5 pts
+ Criterion Find Outcome			Total Points: 5
Cancel		Create Rubric	

Title: Worksheet Rubric

Criteria	Ratings		Pts
Student Name view longer description	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts
			5 pts
+ Criterion Find Outcome			Total Points: 5
Cancel		Create Rubric	

You can also add ratings in incremental point values by hovering over a rating and clicking the **Add Rating** icon [1]. The rubric will create a new rating to the right showing a whole-number point value between the existing ratings [2].

Title: Worksheet Rubric

Criteria	Ratings		Pts
Student Name view longer description	Full Marks 5 pts	No Marks 0 pts	No Marks 0 pts
			5 pts
+ Criterion Find Outcome			Total Points: 5
Cancel		Create Rubric	

Title: Worksheet Rubric

Criteria	Ratings		Pts
Student Name view longer description	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts
			5 pts
+ Criterion Find Outcome			Total Points: 5
Cancel		Create Rubric	

You can also add ratings in incremental point values by hovering over a rating and clicking the **Add Rating** icon [1]. The rubric will create a new rating to the right showing a whole-number point value between the existing ratings [2].

Title: Worksheet Rubric

Criteria	Ratings			Pts
Student Name view longer description	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts	5 pts

+ Criterion Find Outcome Total Points: 5

Cancel Create Rubric

Title: Worksheet Rubric

Criteria	Ratings			Pts
Student Name view longer description	Full Marks	Rating Description 3 pts	No Marks 0 pts	5 pts

+ Criterion Find Outcome Total Points: 5

Cancel Create Rubric

For each rating, you can edit the rating description and the number of points assigned to the rating. To edit a rating, hover over the rating and click the **Edit** icon [1]. To edit the name of the rating, enter a new name in the text field [2].

To enter a new point value for the rating, enter the point value in the points field [3]. Points can be whole (1, 5, 10) or decimal (0.3, 0.5, 2.75) numbers. Editing a specific rating value affects the full point value for the criterion. If you adjust the point value of a rating, the value of all ratings will adjust and create the updated point value for the criterion.

Click the **OK** button [4].

Title: Worksheet Rubric

Criteria	Ratings			Pts
Student Name view longer description	Full Marks 5 pts	Partial Marks 3 pts	No Marks 0 pts	5 pts

+ Criterion Find Outcome Total Points: 5

Cancel Create Rubric

Title: Worksheet Rubric

Criteria	Ratings			Pts
Student Name view longer description	Full Marks 10 pts	Partial Marks 6 pts	No Marks 0 pts	10 pts

+ Criterion Find Outcome Total Points: 10

Cancel Create Rubric

If you want to adjust the total point value of the criterion, enter the number of points in the **Points** field [1]. The first rating (full marks) assuming the overall point value and any incremental ratings adjust appropriately [2]. However, you can always go back and edit specific ratings if you don't want to accept the automatic adjustments.

Title: Worksheet Rubric

Criteria	Ratings			Pts	
Student Name view longer description	Full Marks 5 pts	Partial Marks 3 pts	No Marks 0 pts	5 pts	
+ Criterion Find Outcome				Total Points: 5	
<input type="button" value="Cancel"/>		<input type="button" value="Create Rubric"/>			

To delete the entire criterion, click the **remove** icon.

Title: Worksheet Rubric

Criteria	Ratings			Pts	
Student Name view longer description	Full Marks 5 pts	Partial Marks 3 pts	No Marks 0 pts	5 pts	
+ Criterion Find Outcome				Total Points: 5	
<input type="button" value="Cancel"/>		<input type="button" value="Create Rubric"/>			

To create a new criterion for the rubric, click the **Add Criterion** link [1].

Click the **Create Rubric** button.

Worksheet Rubric						
Criteria	Ratings					
Student Name	Full Name 5 pts	Partial Name 3 pts	No Name 0 pts	5 pts		
Worksheet Complete	Complete 5 pts	Half Complete 3 pts	Not Complete 0 pts	5 pts		
Work is Easy to Read	Easy to Read 5 pts	Mostly Readable 3 pts	Cannot be Read 0 pts	5 pts		
Follow Instructions	Followed Instructions 5 pts	Mostly Followed Instructions 3 pts	Did Not Follow Instructions 0 pts	5 pts		
Grammar	No Grammar Mistakes 5 pts	Few Mistakes 3 pts	Numerous Mistakes 0 pts	5 pts		
 Assignment Outcome threshold: 3 pts	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts	5 pts		
					Total Points: 30	

View the new rubric.

To edit the rubric, click the **Edit** icon [1]. To delete the rubric, click the **Delete** icon [2].