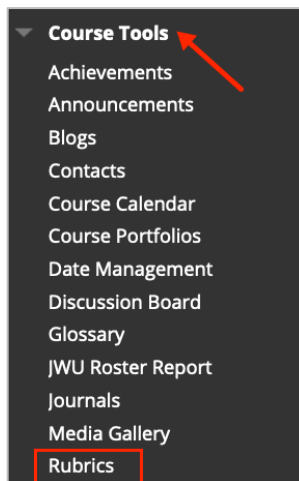# CREATE A RUBRIC

The rubric tool in ulearn a great way to show students what your expectations are for an assignment as well as a way to simplify the grading process in ulearn by clicking the boxes to compute a grade.

Instructions

> **Note:**
>
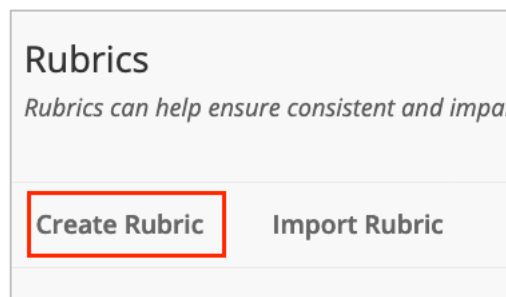> To edit a rubric already created, click on the [Edit a Rubric](#) user guide for more information.

1. In the Course Management area of the course menu, click on **Course Tools**. A drop down menu appears. Click on **Rubrics**.
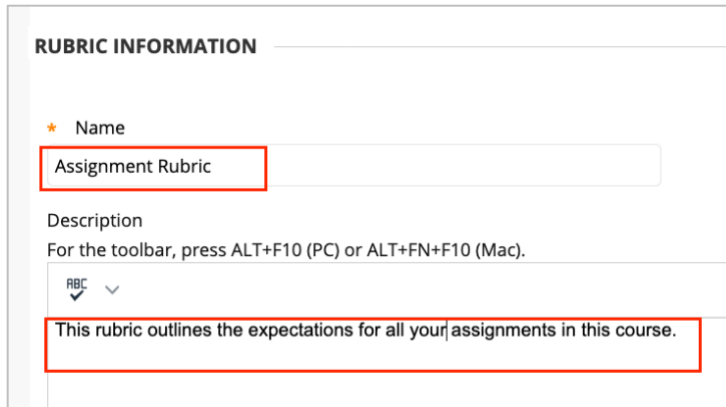

> **Note:**
>
> Rubrics can also be created when building an assignment or associating it to a grade column.

2. On the Rubrics page click **Create Rubric.**

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3. On the Create Rubric page, enter a **name** for the rubric. Add a description.
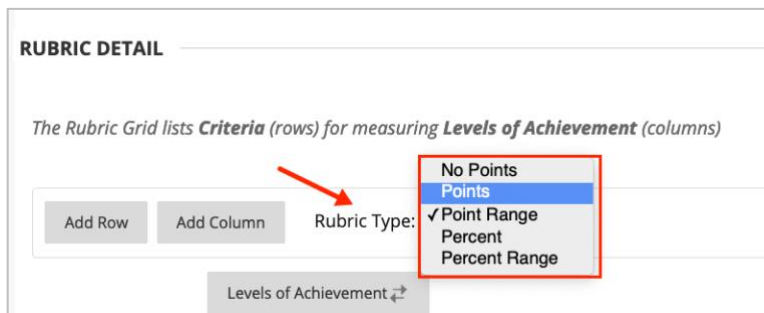
RUBRIC INFORMATION

* Name

Assignment Rubric

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

ABC ∨

This rubric outlines the expectations for all your assignments in this course.

4. In the Rubric Detail section, select the type of rubric you would like to create from the **Rubric Type** dropdown menu.

RUBRIC DETAIL

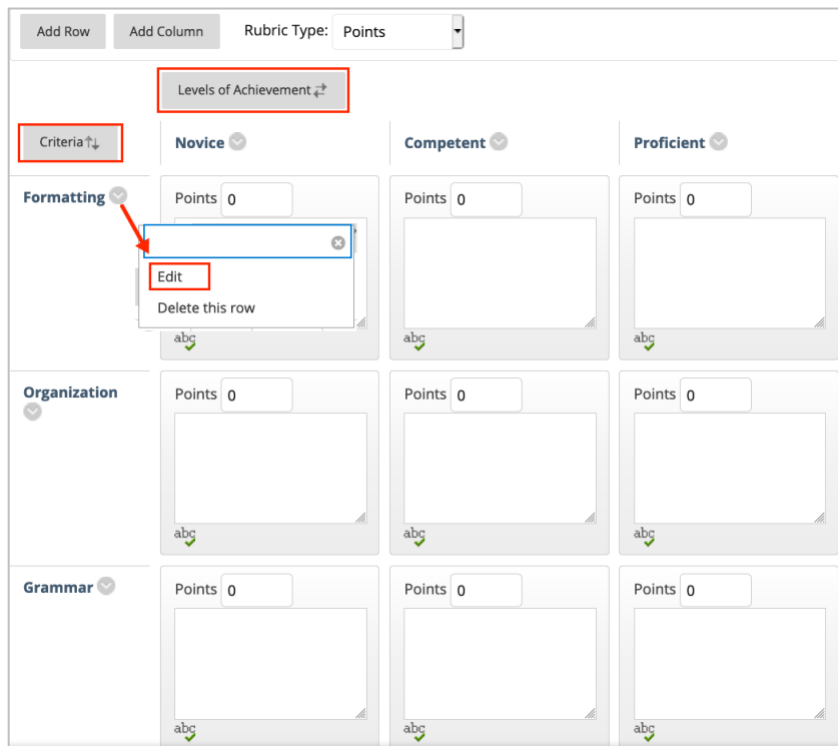The Rubric Grid lists **Criteria** (rows) for measuring **Levels of Achievement** (columns)

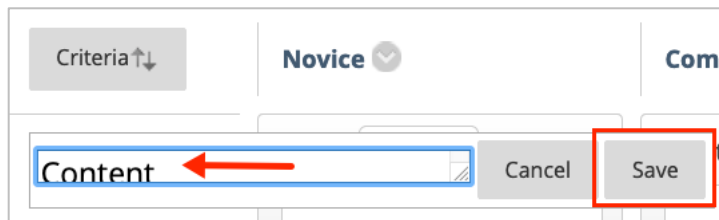| Add Row | Add Column | Rubric Type: | No Points |
			Points
			✓Point Range
			Percent
			Percent Range

Levels of Achievement ⇄

- **No Points:** Rubric used for feedback only.
- **Points:** Single point value is given for each Level of Achievement
- **Point Range:** Range of values is given for each Level of Achievement. When grading, the instructor can choose a score from the applicable range.
- **Percent:** Percentage entered for each Level of Achievement is used to calculate points earned. Points are calculated using the total points possible entered by the instructor when the assignment was created.
- **Percent Range**: Range of percentage values is given for each Level of Achievement. When grading, the instructor can choose a percentage range from the applicable range.

5. By default, ulearn has added three Criteria (Formatting, Organization, Grammar) and three Levels of Achievement types (Novice, Competent, Proficient). These types can be edited to suit the instructor's needs. To edit the existing types, click the down arrow located next to the name and select **Edit**.

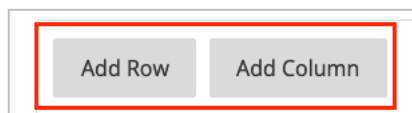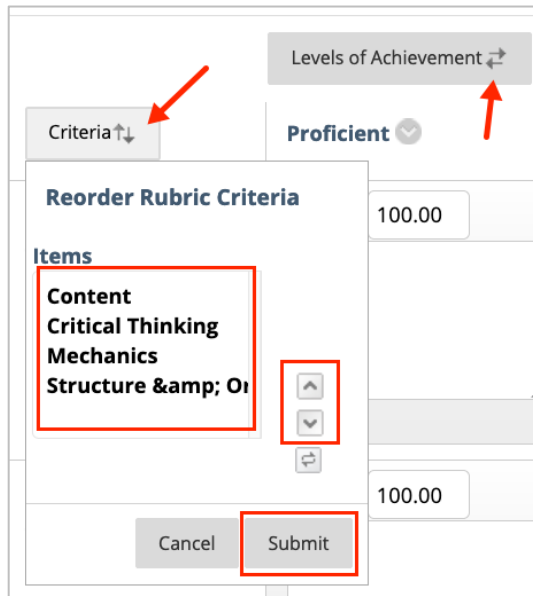6. Type the criteria name in the text box and click **Save**.

7. To add additional Criteria rows or Levels of Achievement columns, click on the **Add Row** or **Add Column** button. The new row will appear at the bottom of the rubric. The new column will appear to the far right of the rubric.

8. To reorder the rows click on "Criteria", to reorder the columns, click "Levels of Achievement". It's a good practice to have the highest level of achievement closer to the criteria.
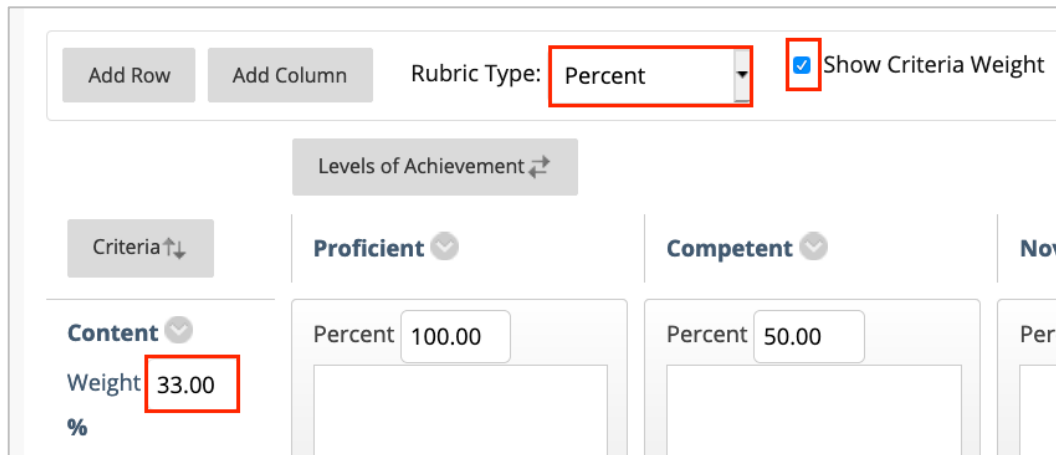
9. If the rubric type selected was **Percent**, the instructor has the option of displaying the criteria weight by checking the **Show Criteria Weight** box.
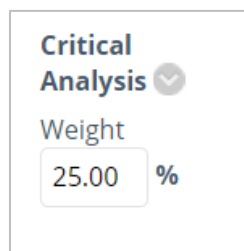
By default, each criteria weight is distributed equally. To change the weight, click in the text box and type in the correct weight.
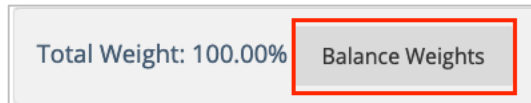
CREATE A RUBRIC

If a new row is added to a percent-based rubric, click the **Balance Weights** button to redistribute weights equally.

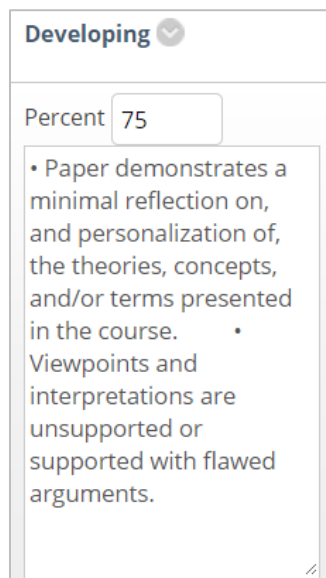Total Weight: 100.00%   Balance Weights

> **Note:**
>
> If the rubric has been used to score another assignment, the rubric will not open in an editable format. You will need to select **Copy** which will duplicate the rubric and allow editing.

10. To edit the rubric points/percentages or descriptions, click in the appropriate text box.
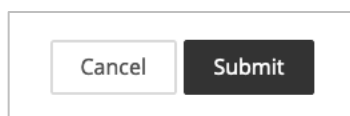
Developing

Percent 75

• Paper demonstrates a minimal reflection on, and personalization of, the theories, concepts, and/or terms presented in the course.   • Viewpoints and interpretations are unsupported or supported with flawed arguments.

11. Click **Submit**.

Cancel   Submit

Note:

To view all items to which a rubric has been associated, select **View Associated Content** from the drop down menu on the Rubrics page.