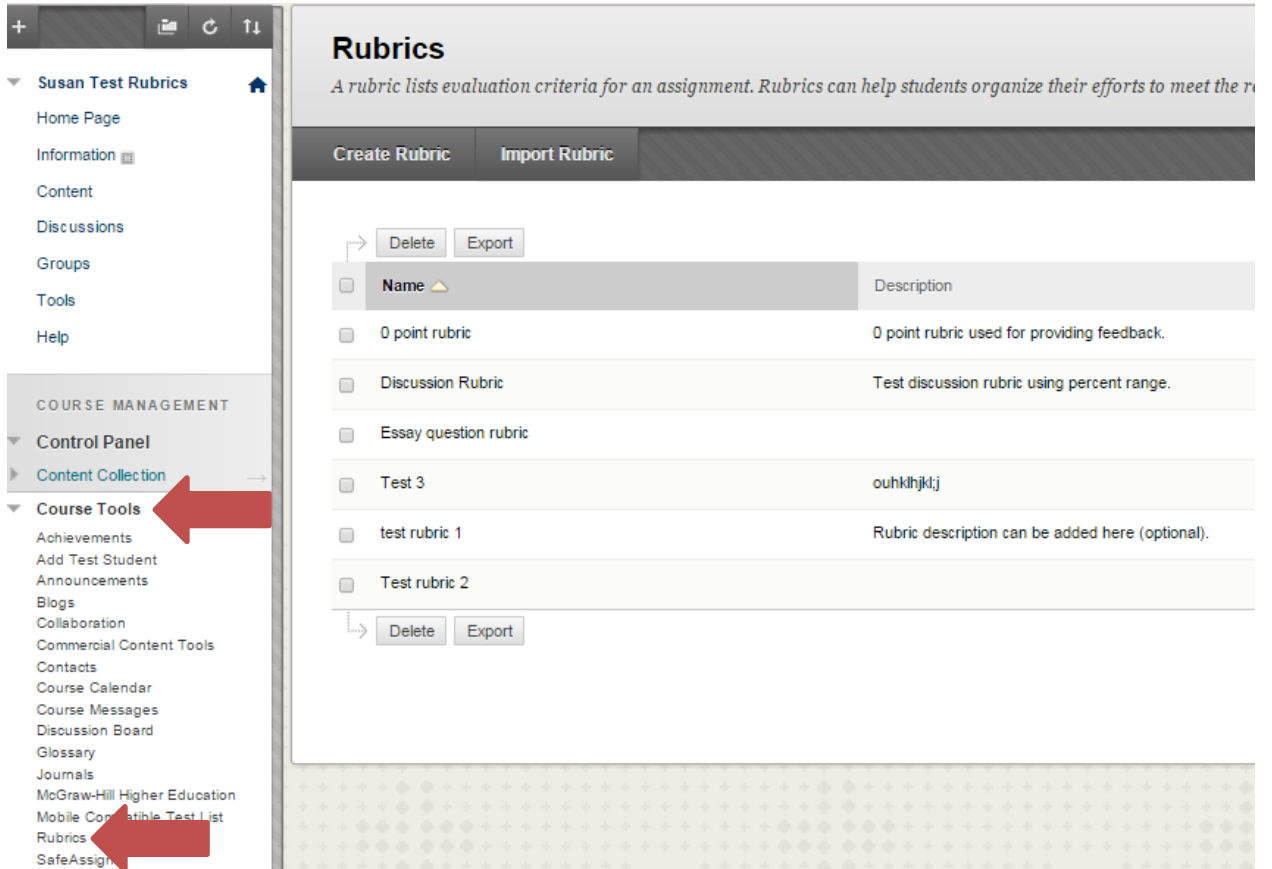
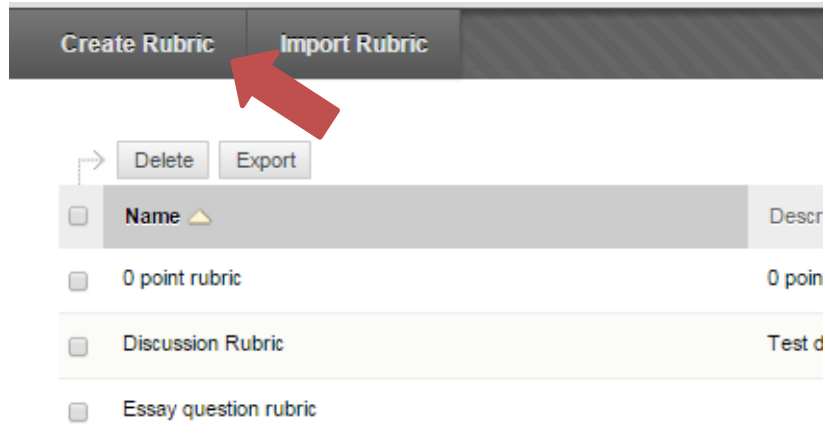


5. Create a Rubric

- a. Click on Course Tools, then Rubrics.

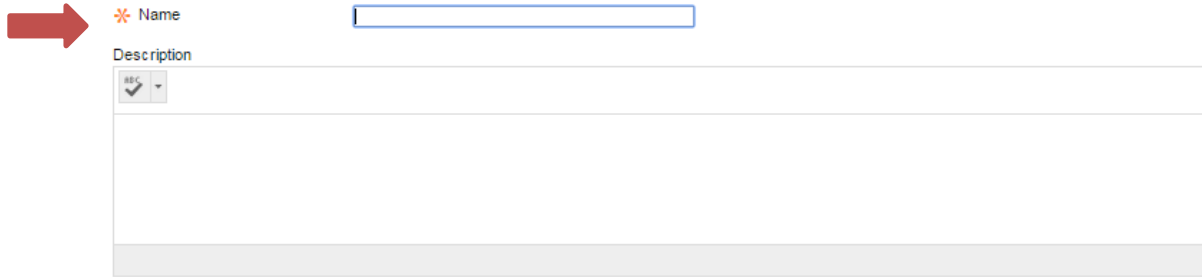


- b. Click on Create Rubric.




c. Name the rubric. Provide an optional description (not seen by students).

### 1. Rubric Information



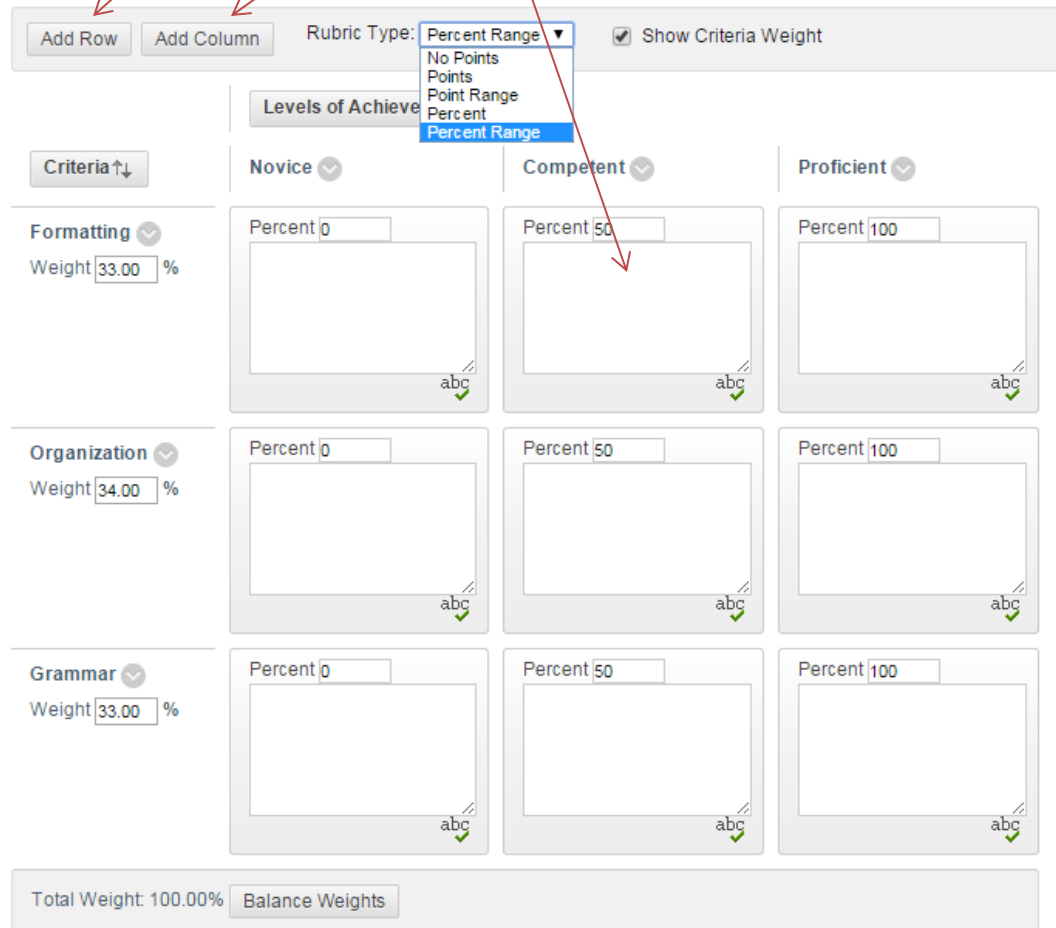
\* Name

Description

d. Enter the rubric details. You can create rubrics based on points, a point range, percentage, a percentage range, or no points. You can also add rows (criteria) and columns (levels of achievement). You can edit the criteria titles and levels of achievement titles by clicking on the arrow . Enter descriptions for each level of achievement in the text boxes. Enter the weighting for the criteria (bellow shows 33%, 34%, and 33%).


### 2. Rubric Detail


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





Add Row Add Column Rubric Type: **Percent Range**  Show Criteria Weight




Levels of Achievement

Criteria 

Formatting   
Weight  %

Organization   
Weight  %

Grammar   
Weight  %

Novice  Competent  Proficient 

Percent  Percent  Percent

Percent  Percent  Percent

Percent  Percent  Percent

Total Weight: 100.00%

e. Click Submit when finished.

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### 3. Submit

*Click Submit to proceed. Click Cancel to quit.*

