

## Create a New Rubric

### Introduction

Rubrics are advanced grading forms used for criteria-based assessment. The rubric consists of a set of criteria for each grade category you intend to evaluate your students on. To create a **Rubric**, you need to determine the maximum number of possible points for each guideline. When using a **Rubric** you can only select one item per row when evaluating your students. In this tutorial you will learn how to create a **Rubric**.

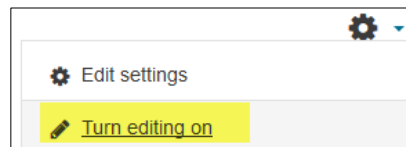
### Some of the benefits of using a rubric include:

- Performance expectations are clear and detailed: Students can view the criteria when completing the work.
- Grading is consistent: Section Instructors and Teaching Assistants use the criteria when grading the work.
- Advance Notice: Student can now in advance see the requirements for the assignment and how to receive the best score.
- Multiple people can access the work.
- Students can Self-assess the quality of their work and use teacher feedback to improve on their work.

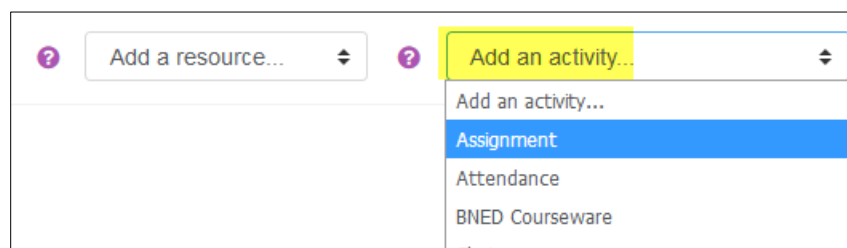
**Note:** Moodle will not save your rubrics if it adds up to more than 100 points.

### Create a Rubric

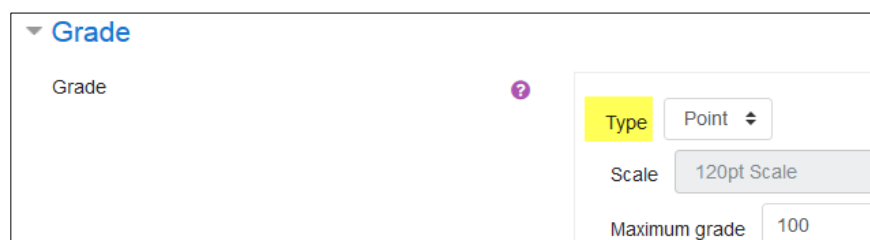
**Step 1:** To begin, select **Turn editing on** after you have logged into your Moodle course web site.



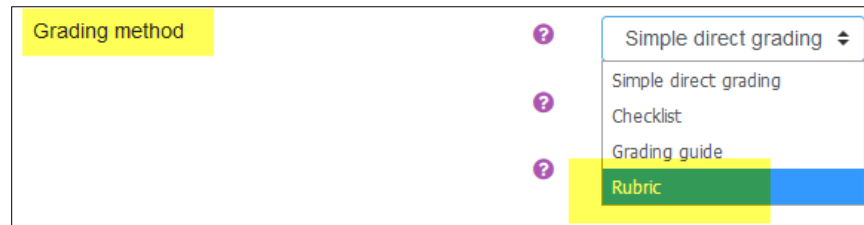
**Step 2:** Click **Add an Activity** to create an Assignment that you want to use a rubric on (or select the Assignment you are creating and go to its settings via Edit Settings).



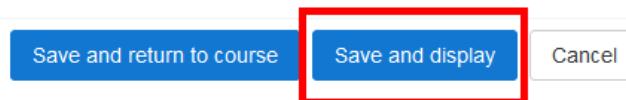
**Step 3:** Under the GRADE section, click the drop-down menu next to the Grade TYPE and select "Point". Be sure "100" (or less) is entered in the Maximum Grade field.



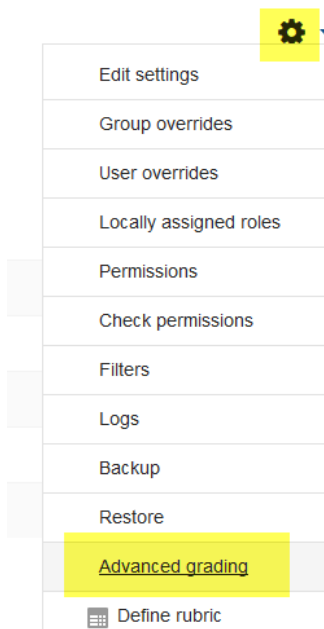
**Step 4:** Click **Rubric** from the Grading method drop-down menu.



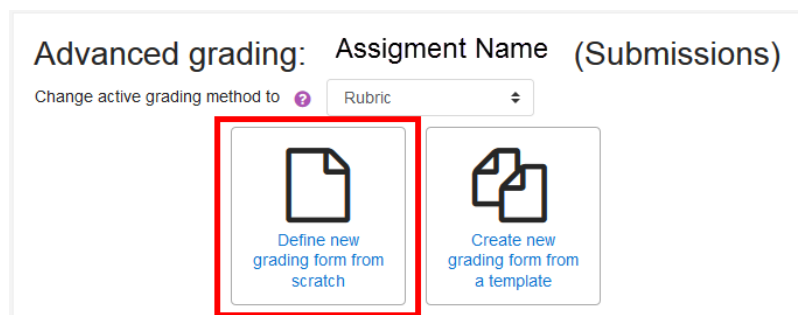
**Step 5:** Scroll to the bottom of the page and click *Save and display*.



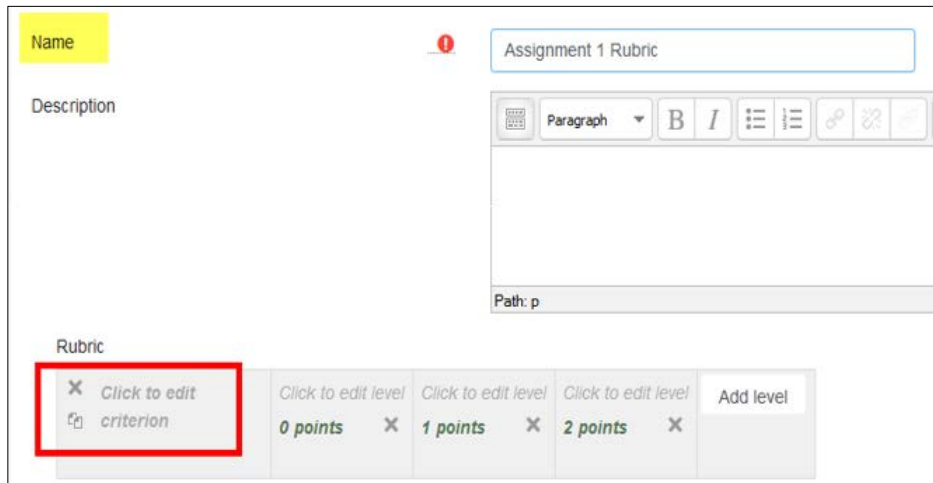
**Step 6:** After saving, the screen should jump to the Advanced Grading page on its own. You can also get to this screen by entering the pinwheel menu of the selected Assignment and choosing **Advanced Grading**.



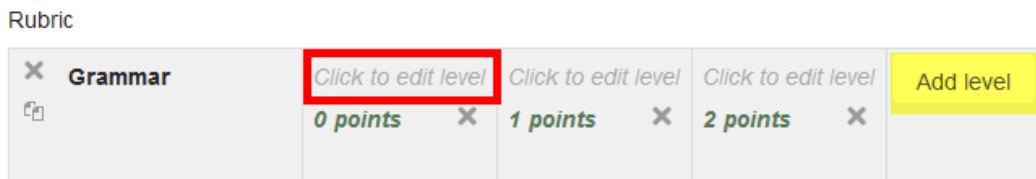
**Step 7:** Click **Define new grading form from scratch** (or select Define rubric as seen above).



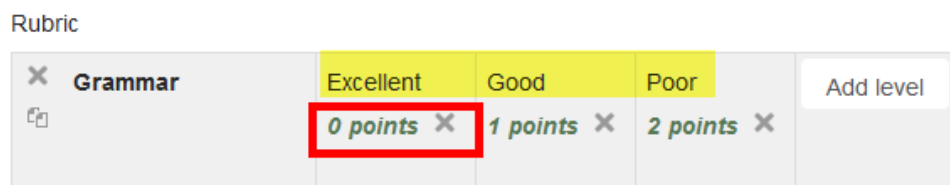
**Step 8:** From the **Define rubric** page, enter the name of the rubric in the required field “Name”. Then, click **Click to edit criterion** to add a criteria to the rubric.



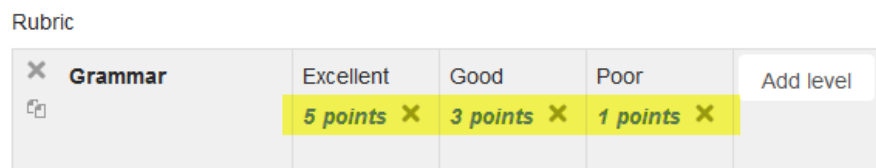
**Step 9:** Next, click **Click to edit level** to enter the level of work (e.g. Excellent, Good, Poor). Do this for the criteria’s levels in order of your choice (ascending, descending). Click **Add level** to add more than the default three (3) levels.



**Step 10:** Now, click on the points to enter the points (or weight) that each level is worth.

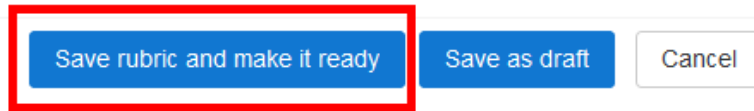


**Step 11:** Click **Add criterion** to add your next criteria. A second row will appear. Follow steps 8-10 for as many criteria as you need.



**+ Add criterion**

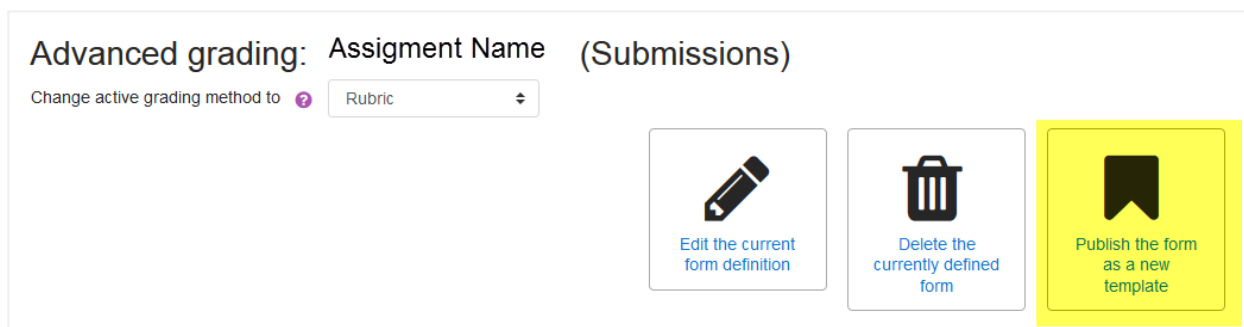
**Step 12:** Once you have entered all of the criteria, levels, and points, click **Save rubric and make it ready**.



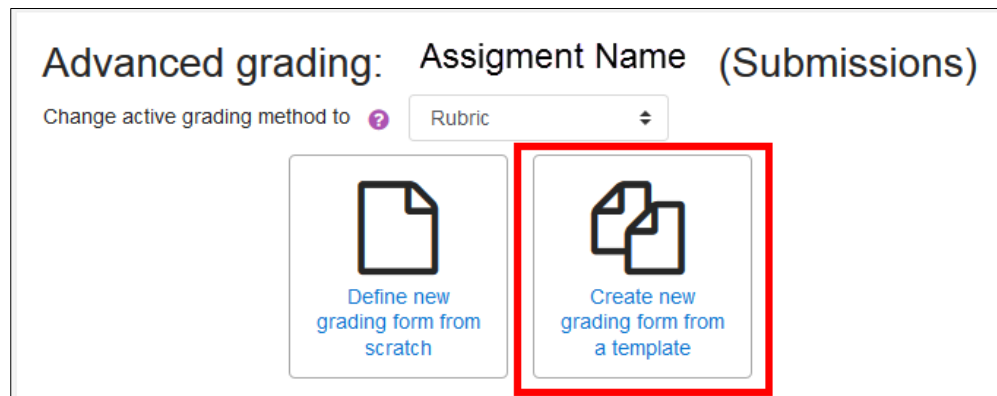
The **Advanced grading** page appears and the rubric is automatically saved to this assignment.

### Attach a Rubric Template

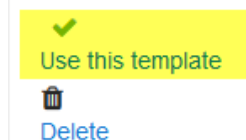
If you would like this rubric available to you for other assignments in your course, you will need to **Publish the form as a new template**.



After publishing the rubric form, you can then create (or go to) another assignment and in its Advanced Grading, instead of “Define new grading form from scratch” (Step 7), you would select **Create new grading form from template**.



You should then see the Name of the desired rubric template and an option to **Use this template**. You can then edit it (if you would like) for the particular assignment.



### Conclusion

We hope this guide was helpful. For more information about online course development, please contact the Academic Innovation & Distance Education office at [onlinehelp@bhcc.mass.edu](mailto:onlinehelp@bhcc.mass.edu).