

# Using Rubrics - Transcript

Rubrics can be created to use as a scoring tool when evaluating graded work.

You can start the process of creating a rubric from the Gradebook or when creating an assessment.

In your gradebook, Select the Settings icon. Then in the Gradebook settings panel, select **Create new rubric** in the course rubrics section.

When creating an assessment, you will need to create your rubric before you add questions to the assessment. On the assignment, test or discussion page, select the Settings icon to open the Settings panel. In the additional tools section, select Add grading rubric, and then select Create new rubric.

On the new rubric page, type a title and then select a rubric type. By default, four criteria rows and four achievement level columns appear. You can add, delete or rename the rows and columns. Point to a cell to access the edit and delete icons. Select the plus sign wherever you want to add a row or column and type a title. If you don't want to row or column, you can delete it.

The criteria total percentage must equal 100%. If the percentages don't equal 100, a warning message appears at the bottom of the screen. Select balance criteria next to the message to auto adjust the percentage so they equal 100, or you can manually update the percentages as needed.

For the levels of achievement, one column must have a value of 100%.

You can align goals with rows in the rubric if you want to measure achievement against the goals set by your institution. Select align with goals to get started.

When you're finished creating your rubric, select Save.