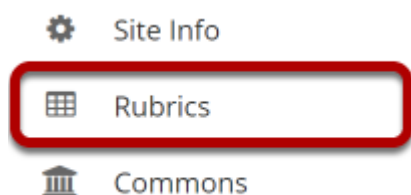


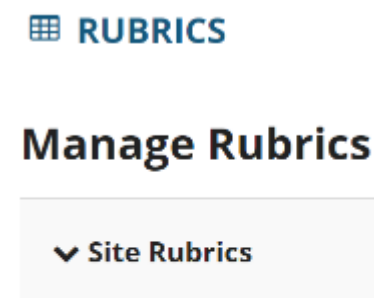
How do I add a rubric to my site?

Go to the Rubrics tool.

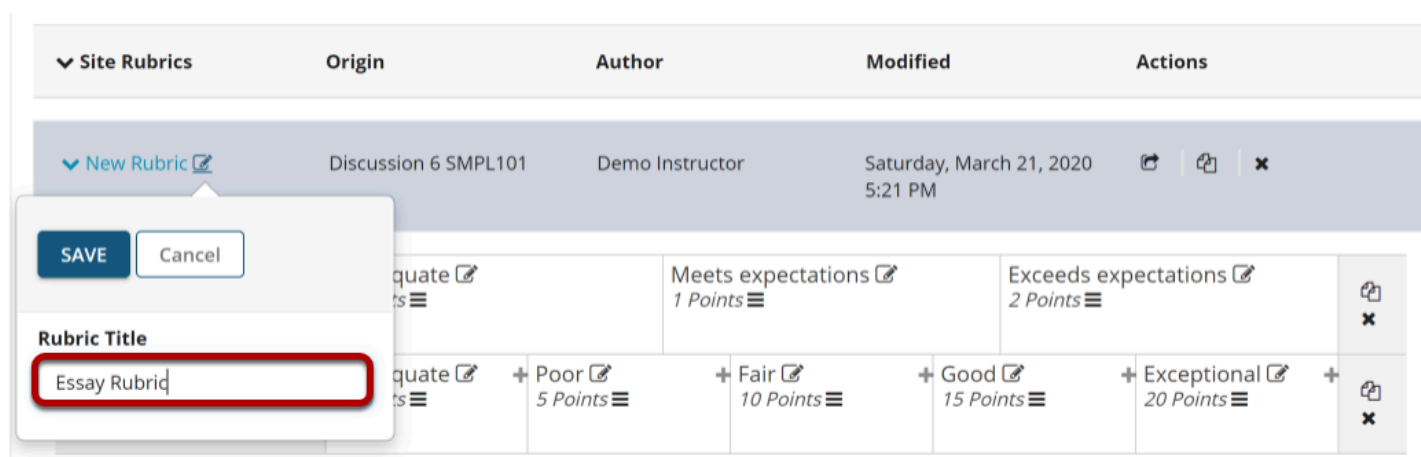


Select the **Rubrics** tool from the Tool Menu of your site.



























Select **Add Rubric**.



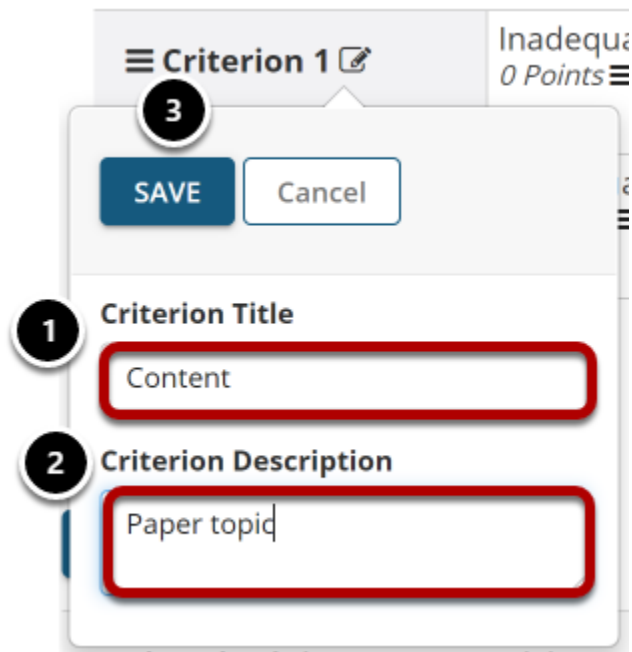
Enter a Rubric Title.



Edit the existing criteria.

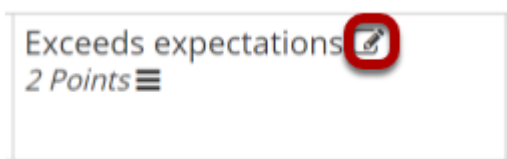
▼ Essay Rubric 	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 5:27 PM	  		
☰ Criterion 1 	Inadequate  0 Points 	Meets expectations  1 Points 	Exceeds expectations  2 Points 	 		
☰ Criterion 2 	Inadequate  0 Points 	Poor  5 Points 	Fair  10 Points 	Good  15 Points 	Exceptional  20 Points 	 

Select **Edit Criterion** to rename the default criteria.



1. Edit the **Criterion Title**.
2. Optionally, you may enter a **Criterion Description**.
3. Select **Save** when done.

Edit the Rating Titles and Points.



Select the pencil icon next to the rating item you wish to edit.

1. Enter the **Rating Title**. This is the performance level, such as "Does not meet expectations," "Meets expectations," or "Exceeds expectations."
2. Enter the **Points**.
3. Optionally, enter the **Rating Description**.
4. Select **Save** when finished.

Content Paper topic	+ Needs development The paper topic is unclear and needs further development. 1 Points	+ Meets expectations Demonstrates a clear understanding of the subject. 3 Points	+ Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	+ ✕
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To add another rating level to a criterion, mouse over the line separating one rating from the next and click on the + icon **[Add rating to Criterion]** to insert a new rating level at that location.

Add as many new criteria as needed.

▼ Essay Rubric Discussion 6 SMPL101 Demo Instructor Saturday, March 21, 2020 5:27 PM

Content Paper topic	Needs development The paper topic is unclear and needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points		Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points		
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	

+ Add Criterion

Select Add Criterion to add a new row.

Or, copy an existing criterion.

▼ Essay Rubric Discussion 6 SMPL101 Demo Instructor Saturday, March 21, 2020 5:27 PM

Content Paper topic	Needs development The paper topic is unclear and needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points		Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points		
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	















+ Add Criterion

Select the **Copy icon [Clone Criterion]** to copy an existing criterion.

Tip: Sometimes it is easier to copy an existing criterion and edit the copy, than to add a new one.

Drag and drop to reorder.

▼ Essay Rubric [↗](#) Discussion 6 SMPL101 Demo Instructor Saturday, March 21, 2020 5:27 PM [↶](#) [↷](#) [✕](#)





















 Content ↗ Paper topic	Needs development ↗ The paper topic is unclear and needs further development. 1 Points 	Meets expectations ↗ Demonstrates a clear understanding of the subject. 3 Points 	Exceeds expectations ↗ Demonstrates exceptional understanding of the topic. 5 Points 	 		
 Criterion 2 ↗	Inadequate ↗ 0 Points 	Poor ↗ 5 Points 	Fair ↗ 10 Points 	Good ↗ 15 Points 	Exceptional ↗ 20 Points 	 

[+ Add Criterion](#)

You can change the order of both criteria and ratings by clicking on the **Reorder** icon in each cell and dragging the selected item to its new location.

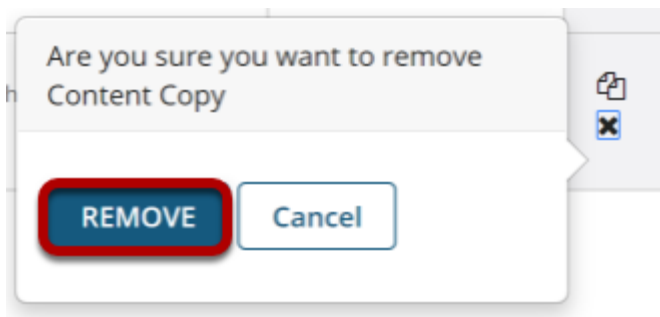
Delete any criteria you don't need.

▼ Essay Rubric [↗](#) Discussion 6 SMPL101 Demo Instructor Saturday, March 21, 2020 5:27 PM [↶](#) [↷](#) [✕](#)

 Content ↗ Paper topic	Needs development ↗ The paper topic is unclear and needs further development. 1 Points 	Meets expectations ↗ Demonstrates a clear understanding of the subject. 3 Points 	Exceeds expectations ↗ Demonstrates exceptional understanding of the topic. 5 Points 	 		
 Criterion 2 ↗	Inadequate ↗ 0 Points 	Poor ↗ 5 Points 	Fair ↗ 10 Points 	Good ↗ 15 Points 	Exceptional ↗ 20 Points 	 
 Content Copy ↗ Paper topic	Needs development ↗ The paper topic is unclear and needs further development. 1 Points 	Meets expectations ↗ Demonstrates a clear understanding of the subject. 3 Points 	Exceeds expectations ↗ Demonstrates exceptional understanding of the topic. 5 Points 	 		

[+ Add Criterion](#)

Select the **X** icon [**Remove Criterion**] to delete an unnecessary criterion.



Select the **Remove** button when prompted to confirm the deletion.