CREATE NEW RUBRIC

1. Go to the ‘Rubrics’ tab on the far left-hand side.
2. Click on the ‘+ Add Rubric’ button in the upper-right corner.
IDENTIFY CRITERIA, POINTS, AND RATINGS

☐ 3 Give your rubric a name in the 'Title' window

☐ 4 To add criteria to your rubric, click on the '+ Criterion' button and select the 'New Criterion' option.

☐ 5 For each criterion, provide a brief description in 'Description' window. (An optional 'Long Description' window for longer explanations.)

☐ 6 Click the 'Create Criterion' button.
7 Give each criterion a point value.

8 Creating a rating scale. Add rating levels by clicking on the blue ‘+’ button.

9 Give each new rating level a name in the ‘Rating Title’ window (and if you like a description in the ‘Rating Description’ window). Note that the point value for each new level will be calculated automatically.

10 Click the ‘Update Rating’ button.
When done configuring criteria, points, and ratings, click the 'Create Rubric' button on the bottom.

Go into the relevant assignment and click on the '+ Rubric' button on the bottom.

ADD RUBRIC TO ASSIGNMENT

Go into the relevant assignment and click on the '+ Rubric' button on the bottom.
Find and select the accompanying rubric via the 'Find a Rubric' search bar.

Click the 'Create Rubric' button.