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, click the Turn editing on button after you have logged into your Moodle course web site.

Step 2: Next, Click Add an Activity or Select the assignment that you are creating a rubric for.
Step 3: Click the drop down menu next to Grade Type.

Step 4: Click Manual from the Grade Type drop down menu.

Step 5: Click 100 from the Grade drop down menu.
**Step 6:** Click Rubric from the Grading method drop down menu.

**Step 7:** Scroll down to the bottom of the page and click Save and Display

**Step 8:** Select Advanced Grading from the menu on the left
The Advanced grading page will appear as shown below.

```
Advanced grading: Week 1 Discussion (Posts)
```

Step 9: Click Define new grading form from scratch.

Or Click Define Rubric under Settings
The *Define Rubric page* will appear as shown below.

**Step 10:** Enter the **name** of the Rubric in the field provided (required). In this tutorial we will name the Rubric, *Rubric 1*

![Rubric Name Input Field](image)

**Step 11:** Click **Click to edit criterion** to add a Criteria to the Rubric. A white text box will appear where you can enter the name of your first criterion. In this tutorial we will name the first criteria *Grammar*.

![Rubric Criterion Input](image)

**Step 12:** Next, Click **Click to Edit Level** to enter the level of work. (Excellent, Good, Poor) Do this with all 3 in order of your choice

![Rubric Levels](image)

**Step 13:** Next, Click on the Points to enter the points (or weight) that each level is worth. (5, 3, 1)

![Rubric Points](image)

**Note:** If you want to add a new level, Click **Add Level** to the right of the existing levels
Step 14: Next, Click **Add Criterion** to add your next criteria.

![Add criterion]

A second row will appear as shown below.

![Add criterion]

Follow **steps 11-13** for as many Criteria as you need.

**Step 15:** Once you have entered all of the Criteria, Levels, and Points, Click **Save Rubric and Make it Ready**.

![Save rubric and make it ready]

The **Advanced Grading page** will appear as shown below.

![Advanced grading]

**Step 17:** The Rubric is automatically saved to this assignment and to your course as a template.

**Note:** *After you have created your new rubric you can now use it for any activity you wish to add to your course (See Attach Rubric Template Guide)*

**Conclusion**
We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.