

# Creating a Rubric

Published 11/2/2022 by Anh Lam

You can create a Rubric to help ensure consistent grading across your course Assessments.

## Creating a Rubric

1. Select the Assessment you want to create a Rubric for.
2. Select the **gear icon**. The Assessment Settings panel is displayed.

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### Group Assignment

Visible to students

#### Content and Settings

(1) Submission →

**Create your assessment**  
Select the plus icon to get started

☒ Allow students to add content at end of assessment

Students can add text, images, and files here.

#### Assignment Settings

- Due date**  
3/24/23, 12:00 AM (EDT)
- Grade category**  
Assignment
- Grading**  
Points | 100 maximum points  
Post grades manually when assessment is graded. [Change grade posting setting.](#)
- Attempts allowed**  
1 attempt
- Assigned groups**  
5 groups
- Originality Report**  
[Enable SafeAssign](#)

3. Select **Add grading rubric**

Question Scores

Correct Answers

Assessment security

Access code  
[Add access code](#)

**Additional Tools**

- Use grading rubric**  
[Add grading rubric](#)
- Grade standards  
[Add grade standards](#)
- Assigned groups  
[Add assigned groups](#)
- Originality Report  
[Enable SafeAssign](#)

Group Assignment

#### Assignment Settings

##### Add Grading Rubric

**Course Rubrics**

Your rubric can be percentage-based or point-based. For point-based rubrics, select the checkbox to assign the rubric's possible points to the maximum points of the content.

[Show more](#)


**Create New Rubric**



4. Select **Create New Rubric**. New Rubric panel is displayed.

5. Select the title to name the Rubric.

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**New Rubric 3/28/23** 

Rubric Type: Percentage

Criteria	Excellent	Satisfactory	Unsatisfactory	Poor
Criterion 1	100% Type a description	75% Type a description	50% Type a description	25% Type a description
25% of total grade				
<a href="#">Align with goals</a>				
Criterion 2	100% Type a description	75% Type a description	50% Type a description	25% Type a description
25% of total grade				

6. Select **Rubric Type** and choose one of the following options:

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**New Rubric 3/28/23** 

Rubric Type: Percentage

Percentage  
Percentage Range  
Points  
Points Range

Criteria	Excellent	Satisfactory	Unsatisfactory	Poor
Criterion 1	Type a description	75% Type a description	50% Type a description	25% Type a description
25% of total grade				
<a href="#">Align with goals</a>				
Criterion 2	100% Type a description	75% Type a description	50% Type a description	25% Type a description
25% of total grade				


- **Percentage:** The criteria uses percentages. The total percentage must equal 100% and you may only use whole numbers.
- **Percentage Range:** The criteria uses a percentage range. The range must go from low to high.
- **Points:** The criteria uses points, and you may only use whole numbers.
- **Points Range:** The criteria uses a points range. The range must go from low to high.

7. Select the **pencil icon** to edit each criterion.

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**New Rubric 3/28/23**

Rubric Type: Percentage

Criteria	Excellent	Satisfactory	Unsatisfactory	Poor
Criterion 1	100% Type a description	 75% Type a description	50% Type a description	25% Type a description
25% of total grade				
<a href="#">Align with goals</a>				
Criterion 2	100% Type a description	75% Type a description	50% Type a description	25% Type a description
25% of total grade				

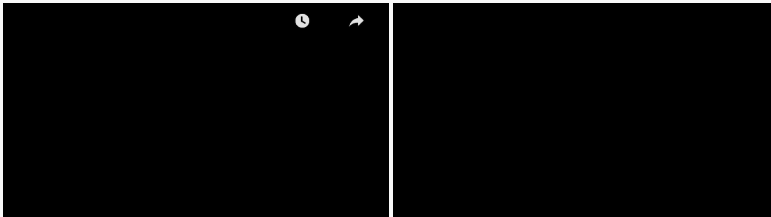
8. Select **Save**.

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For more information, please see articles on how to:

- [Managing Rubrics](#) for more details on editing, deleting, and copying rubrics.
  - [Attaching a Rubric to an Assessment](#) for information about adding a rubric to an assessment.
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## Video



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