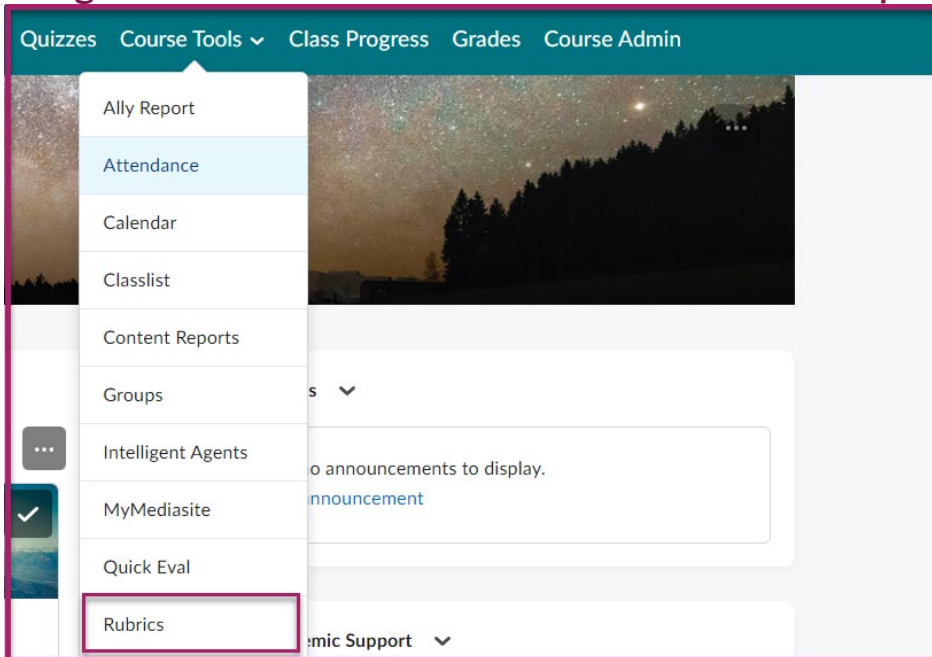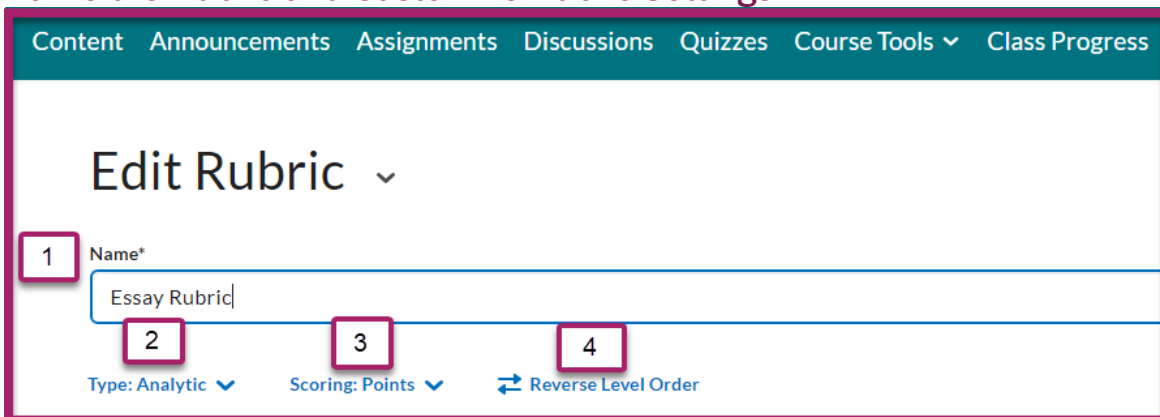# Creating a Rubric

## Why use the Rubrics Tool?

Rubrics allow you to provide efficient, timely, and meaningful grades and feedback to learners. They can be tied to assignments and discussions, and give you the opportunity to provide a framework to learners on activity expectations.

### Navigate to the Rubrics Tool from the Course Tools Dropdown Menu



### Name the Rubric and Customize Rubric Settings



1. Give the rubric a name.
2. Select the appropriate rubric type
   a. Analytic: provides the ability to add multiple criteria within a rubric.
   b. Holistic: provides a single criterion. You can also assess holistic rubrics using percent scores that are set for each rubric level.

3. Select appropriate Scoring
   a. Points: results in each rubric level having the same score for each criterion.
   b. No Score: indicates that no point values are set.
   c. Custom Points: provides the ability to set unique point values for each level in each criterion.
4. Reverse Level Order: This option allows faculty to set the order to either least proficient to most proficient or vice versa. The default setting is most proficient to least proficient.

## Create Rubric Criteria, Set Points, and Write Rubric Feedback



1. Enter name for Criterion
2. Label each level (ex. Advanced, Proficient, Developing, Inadequate)
3. Set point values for each level
4. Write a description for how students achieve each level.
5. Initial Feedback can be displayed to students when their rubric is scored
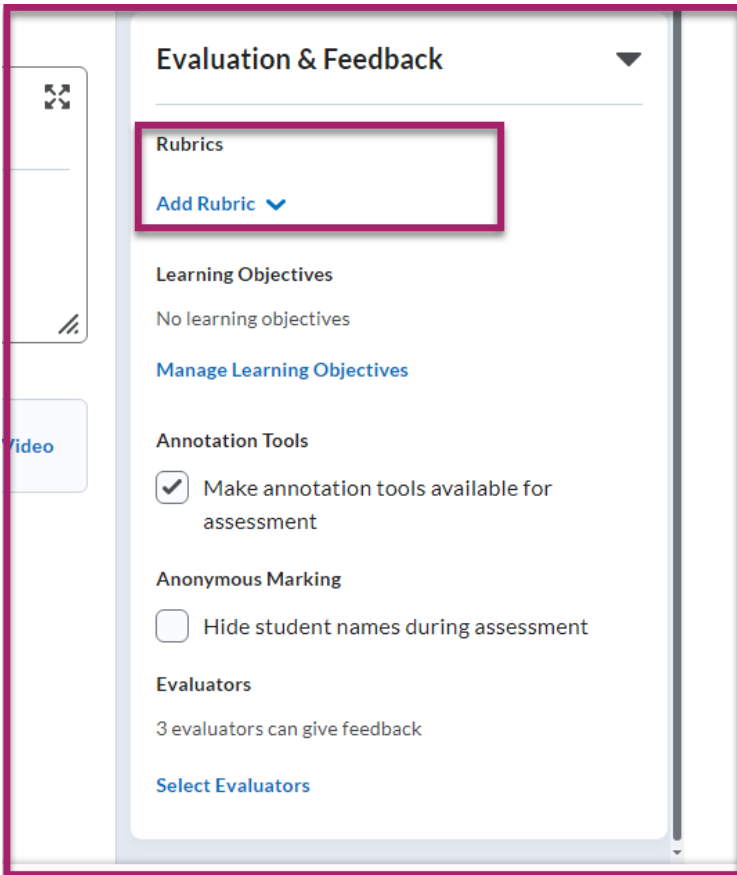
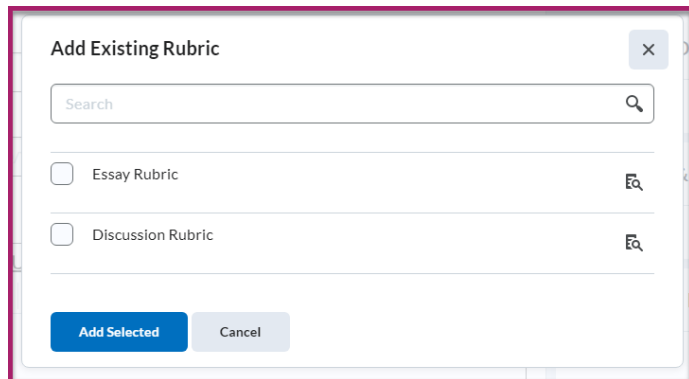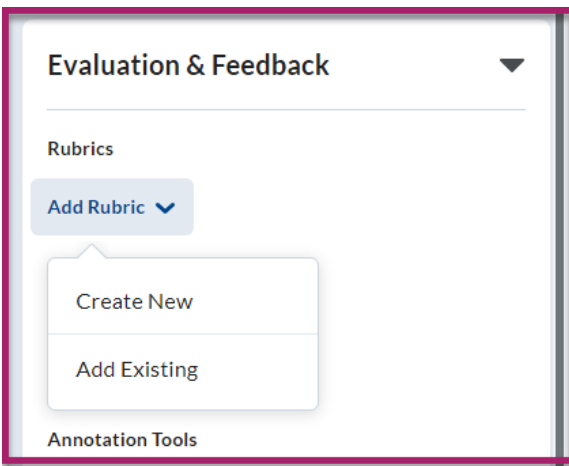## Adjust Overall Score Settings (Analytic Rubrics Only)



You can define levels (e.g., "Excellent," "Good," "Needs Improvement") and associate them with specific ranges of scores. When the criteria scores are calculated, Brightspace assigns a final level to the student based on where their score falls in the defined range.

# Adding Rubrics to Assignments and Discussions

Navigate to either the Assignment or Discussion you want to add the Rubric to.



Select "Evaluation & Feedback" then select **Add Rubric** under the Rubrics option.



Select either **Create New** or **Add Existing**. If **Add Existing** is selected check the box for the Rubric you want to add.