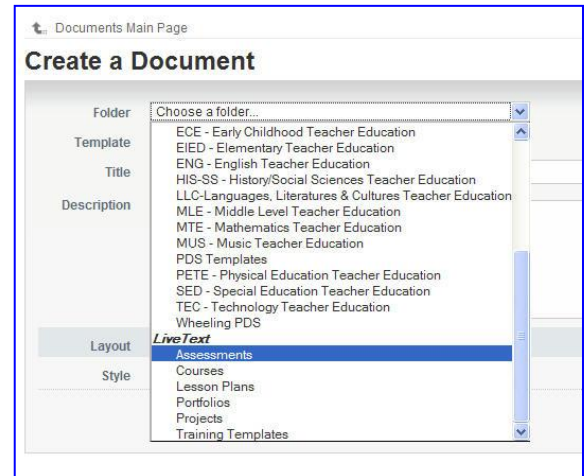


## Creating a Rubric

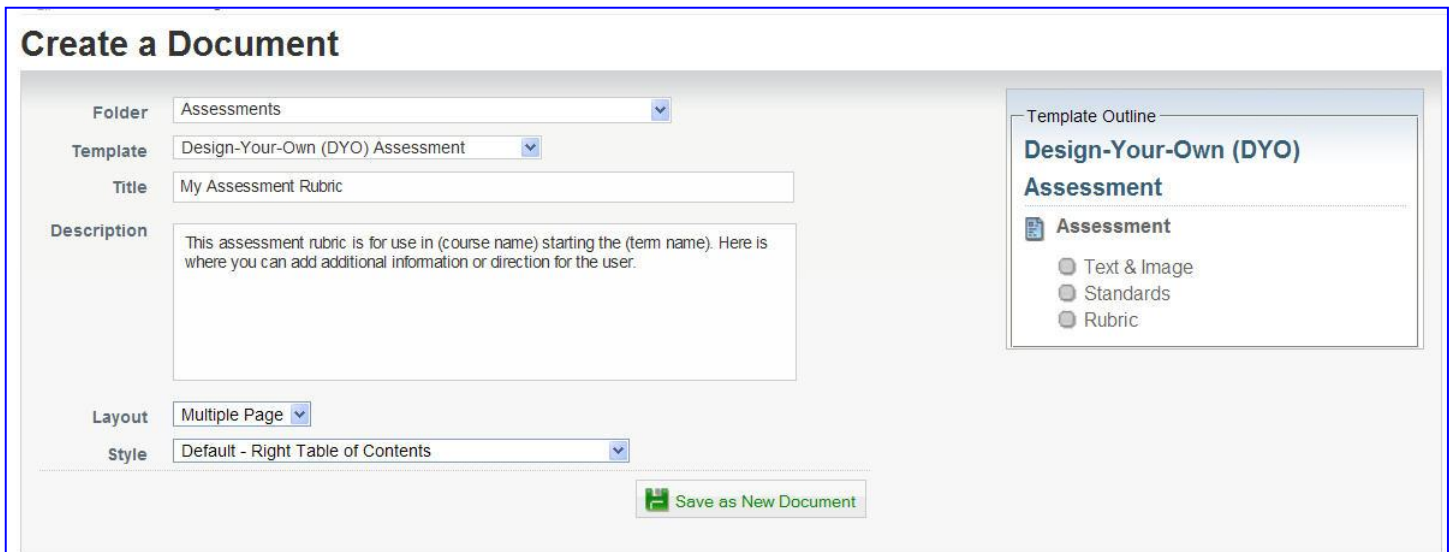
Rubric sections can be added to any type of document, but they are typically associated with assessment instruments. Therefore, to create a rubric, you must either create a new assessment instrument or create a rubric section in an existing document. Follow these step-by-step instructions to build an assessment instrument and edit a rubric.

Before you begin to create your assessment rubric we recommend you align this assessment with the appropriate standards and learning outcomes. For instructions on aligning documents with standards and learning outcomes see, **Aligning Documents with Standards and Learning Outcomes**.

1. Click on the **Documents** tab at the top of your screen.
2. Click on New.
3. From the **Folder** dropdown, scroll to the bottom of the list to the LiveText section and select Assessments.
4. In the **Template** dropdown, select the Design-Your-Own (DYO) Assessment. It should appear in the outline on the right side of the screen.
5. Add a title in the **Title** Field.
6. Add remarks and a date in the **Description** field as a reminder or indicator of the purpose of the .assessment and the semester you began using it.
7. From the Layout dropdown select Multiple Page.
8. You can choose a Style layout, it is recommended to leave as the default left or right table of contents.
9. Click on **Save as New Document**.



You are now ready to customize your assessment rubric.

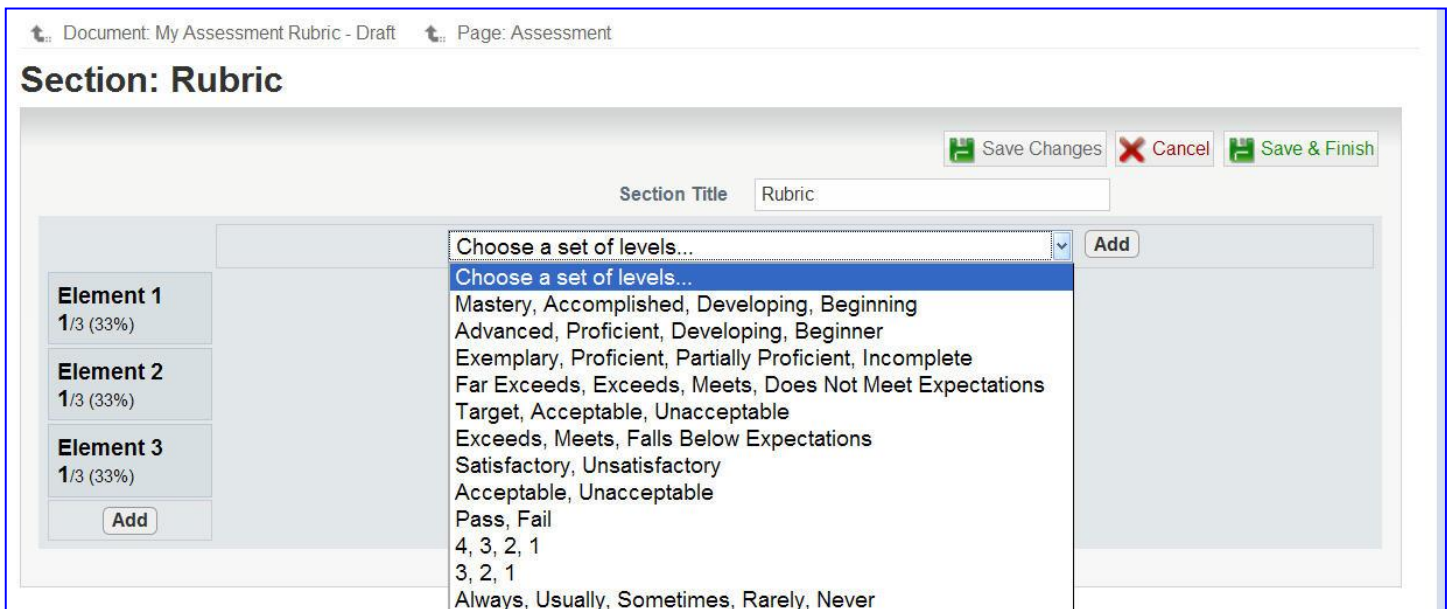


**Best Practice** – Include the word Draft in your title until you have completed the assessment and are ready to put it into use. To edit the title open your document and click on the Edit properties Tab to access the title field and make your changes.

## Creating Performance Levels in your Assessment Rubric

You can tailor your performance levels and objectives, define your performance expectations, set performance values and element weights, and align standards to specific elements within the assessment instrument.

1. Open your assessment document and click on **Edit** for the **Rubric** section (third section)
2. From the **Choose a set of levels** dropdown, select a set of levels. The level names can be added and/or modified once you have set up your rows and columns. Click on Add on the right to create more level. To delete a level click on the level name and click on the **delete** button.
3. Click on **Add** to the left to create rows for assessment elements. To delete an element click on the name of the element and click on delete.
4. Once you have created all of the element rows and level columns, click on Save Changes.

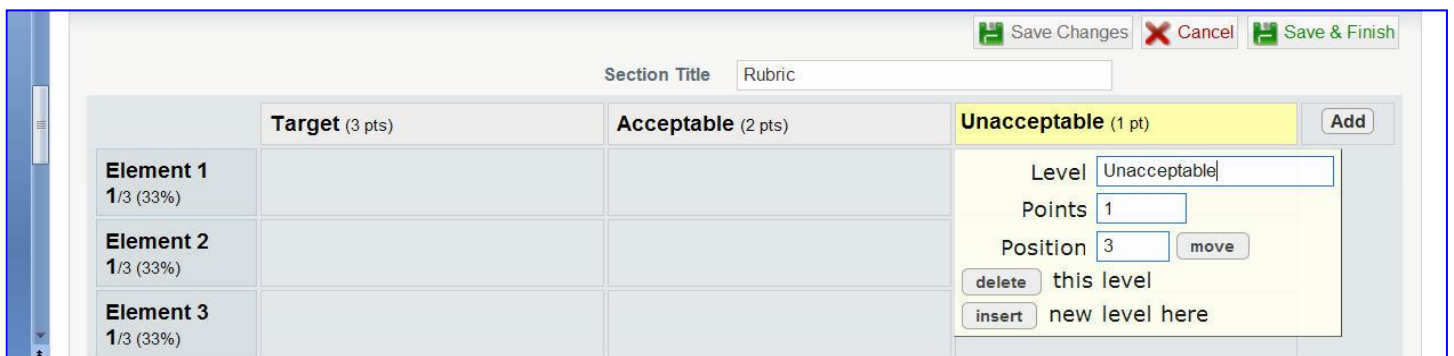


The screenshot shows the 'Section: Rubric' editor. At the top, there are buttons for 'Save Changes', 'Cancel', and 'Save & Finish'. Below these is a 'Section Title' field containing 'Rubric'. A dropdown menu is open, displaying various level sets such as 'Mastery, Accomplished, Developing, Beginning', 'Advanced, Proficient, Developing, Beginner', and 'Exemplary, Proficient, Partially Proficient, Incomplete'. An 'Add' button is visible to the right of the dropdown. On the left side, there are three 'Element' rows, each with a weight of '1/3 (33%)' and an 'Add' button.

## Editing Rubric Performance Levels (Column headings)

To edit the Performance Level, double click its title to open an edit window.

- a. Edit the name of the **Level**.
- b. Adjust the level's **Points** value.
- c. **Position** the level in relation to the other levels that you have created. By default, the level's present position is listed.
- d. To delete a level, simply click the **delete** button.
- e. Insert a new level by clicking the **insert** button (which will shift existing levels to the right).
- f. Click the **Save** button or continue editing your rubric elements and cells.



The screenshot shows the 'Unacceptable' level being edited in a modal window. The modal contains fields for 'Level' (Unacceptable), 'Points' (1), and 'Position' (3). There are 'delete' and 'insert' buttons, along with a 'move' button. The background shows the rubric table with columns for 'Target (3 pts)', 'Acceptable (2 pts)', and 'Unacceptable (1 pt)'. The 'Unacceptable' column is highlighted in yellow. The 'Add' button is visible to the right of the modal.

## Editing Rubric Elements/Objectives (Row Headings)

1. To edit an Element, click its title to open the edit window.
  - a. Modify the name of the **Element**.
  - b. Set the element's relative *Weight*. This field can be left blank if you **do not** want to create a score for the final assessment.
  - c. **Position** the element in relation to the other elements that you have created. By default, the element's present position is listed. When you click the **Position** field box, the positions of the other elements will be displayed. To reposition the element, simply enter a new position number. The other elements in the rubric will shift accordingly.
  - d. To delete an element, click the **delete** button.
  - e. Insert a new element by clicking the **insert** button. The new element box will be added at the bottom.
  - f. If you have aligned your document with standards and learning outcomes, click on the standard set you are associating with the current element and click on the **<<add button**. To select multiple standards for the element, hold down the Ctrl key as you click on the standards to highlight then click on the **<<add button**. To remove standards from the element, highlight the standard(s) from the **Assigned Standards** menu and click the **remove** button.

Once you have created all of the elements and levels for your assessment click on the **Save Changes** Button. You are now ready to add the descriptors to your rubric. You can click on the **Save & Finish** button to view the rubric out of the edit mode.

## Editing Rubric Cells (descriptors)

1. Double click the cell area that you wish to edit and enter text accordingly. Text can be copied and pasted from a word document into the cells.
2. Click the **Save** button to save changes or click on the next cell you would like to edit or add text too.
3. When finished, click the **Save & Finish** button to exit edit mode.

Once you have completed your assessment rubric you are ready to attach it to your assignment.

1. From the Dashboard, click on the Courses Tab>Course Title>Assignments>Assignment Title
2. Click on **Edit** for that assignment.
3. Scroll to the **Assessment Method** section.
4. Under Selected Assessments click on **Browse** to locate your assessment document.
5. Click on the **check box** to the left of the title. Multiple assessments may be selected and used.
6. Click on the **Insert Document** button.
7. Check the **Assessment Document Viewable to Students** box.
8. Assessment type should be Summative or formative depending on how often you will be using it on students work for that assignment.
9. Click the **Publish Grades** box. You can add assignment templates or resources' now if appropriate.
10. Scroll to the top and click on Save.

The students will have the ability to view the rubric from the assignment view. The assessment has been aligned with the assignment and will be available for use once the assignment has been submitted by the student.