RUBRICS – CREATE A HOLISTIC RUBRIC

Create and use holistic rubrics to evaluate learners based on a single criterion. This tutorial shows how to create a holistic rubric.

Step 1.
From the **Rubrics** page, click **New Rubric.**

Step 2.
You will be in the New Rubric page, enter a **name** for the rubric.

Step 3.
You must publish a rubric before it can be used in assessments; it is important to change the **rubric's status** from **Draft** to **Published** if you want to use it.

Step 4.
Enter a **description** for the rubric to explain to the learners how you will assess their work.

Step 5.
To create a holistic type rubric, on the **Rubric Type** menu select **Holistic**.

Step 6.
Select the number of **levels** you need for your rubric. **Levels** determines the number of rows for your rubric. The single criterion and its associated description and feedback, displays as a row.

Step 7.
Select your **Scoring Method**. Scoring methods include;
- **Text only**
- **Points**
- **Custom Points**
- **Percentages**

For more information about the available methods, click "What are scoring methods?" right underneath the **Scoring Method** menu.

Step 8.
Once you are ready, click **Save**.

Step 9.
To edit your rubric's levels and criteria, click the **Levels.**

Step 10.
Click **Edit Levels.**

Step 11.
Enter a **name** and a **start range** for the level.

Step 12.
Then, enter a **description** that explains to learners how they achieve that level on the rubric.
Complete this step for each remaining level.
You can also provide learners with **feedback** that corresponds to each level in the next column.

Step 13.
Once you are ready, click **Save** to move on to the other level in the rubric.

Step 14.
Once you are finished editing your rubrics, click **Close**. Your newly rubric created displays in the list of the **Rubrics** page.