

RUBRICS – CREATE AN ANALYTIC RUBRIC

Create and use analytic rubrics when you want to evaluate learners based on multiple criteria. This tutorial shows how to create an analytic 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.

Select the number of **levels** and **criteria** you need for your rubric. **Levels** display in the columns of your rubric and are associated with the number of points; **criteria** display in the rows and define how points will be allocated.

Step 6.

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 7.

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

Step 8.

To edit your rubric's levels and criteria, click the **Levels and Criteria tab**.

Step 9.

Click on the **Criterion's** context menu, and select **Edit Criterion**.

Step 10.

Enter a **name** for the Criterion.

Step 11.

Then, enter a **description** that explains to learners how they achieve the corresponding level for that criterion. **Complete this step for each level of the criterion.**

You can also provide learners with **feedback** that corresponds to each level in the next column.

Step 12.

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

Step 13.

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

**If you still require assistance on the matter, CITL offers support for your online course issues.
Please contact our Support Centre at <https://citl.mun.ca/support/>**