



## Creating and Managing Custom Point Based Analytic Rubrics

In this tutorial we will learn how to create and manage a custom points based analytic rubric.

<b>Composition Rubric</b>				
<b>Syntactical</b>	<b>Excellent</b>	<b>Good</b>	<b>Poor</b>	<b>Unacceptable</b>
Fluency	8 points Ideas and words easily guides the reader from sentence to sentence and paragraph to paragraph	6 points Ideas and sentence flow but some parts are "jumpy"	3 points Ideas and sentences don't flow as easily and is a stretch to guide the reader	0 points Sentences leave big holes in ideas, confuses and loses the reader
Structure	6 points Paper is structured accordingly with introduction, supporting paragraphs, and conclusion. Topic sentences are provided	4 points Paper has introduction, conclusion, and one supporting paragraph	2 points Paper has introduction and supports some main ideas, but has no conclusion	1 point Paper has introduction and some main ideas but no paragraphs
Relevancy	4 points Uses relevant details that explain and support main ideas	3 points Uses relevant details but doesn't support the main idea	2 points Has some support of main ideas and some details are relevant	0 points Has no relevant details and no support of main ideas
<b>Lexical</b>	<b>Superb</b>	<b>Fair</b>	<b>Poor</b>	<b>Failed</b>
Mechanics	5 points Spelling, grammar, punctuation, no run-on sentences, carefully proofread	3 points Spelling, grammar and punctuation are good but run-on sentences and fragments exist	1 point Grammar and punctuation are good but spelling is poor and has many run-on sentences	0 points Spelling, grammar, and punctuation are terrible, can easily tell the paper wasn't proofread
Format	6 points Correct use of MLA citation, includes works cited page, peer reviewed	4 points Correct use of MLA citation and has works cited but is not peer reviewed	3 points Did not use MLA citation, is not peer reviewed, but has works cited page	0 points Did not use MLA format or works cited, not peer reviewed
<b>Semantics</b>	<b>Fantastic</b>	<b>Acceptable</b>	<b>Meager</b>	<b>Unacceptable</b>
Word choice	4 points Word choice is fitting for a sophomore in college	3 points Word choice is fitting for a freshman in college	2 points Student's word choice is still at a high school level	1 point Word choice is juvenile
Content	5 points Offers fresh insights and talks about topic in depth	3 points Has good ideas but needs more depth	2 points Ideas and insights are superficial	1 point Has no new ideas, ideas are juvenile
<b>Overall Score</b>	<b>Exceeded Expectations</b>	<b>Met Expectations</b>	<b>Poorly Met Expectations</b>	<b>Didn't Meet Expectations</b>
	25-35	14-24	13-23	0-12

Custom points allows you to assign a different number of points awarded to each criteria such as one criterion being worth 10 points and then the next is worth 20. Take for example the rubric we created before, we assigned 3 points to an excellent level of achievement. With custom points you can change the number of points each criterion is worth. Don't confuse this with different criteria groups in which you can change the number of points. You can still do this but with custom points you can do it with each criterion. Now when you edit a criterion and level you will be taken to a new screen where you can change the score and description. Our rubric will include multiple sections and we will learn how to create these multiple sections.

# Step1. Setting Up Custom Points Rubric

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Properties **Levels and Criteria**


Cancel 1J. When finished click save Save

General

Name:  1C. Enter the name of the rubric

Status:  [What is a rubric status?](#)

This rubric is in draft status, and cannot be used in assessments.

Description: 1E. Enter description

1D. Enter status

Type:  1F. Enter type

[What are rubric types?](#)

Initial # of Levels:  1G. Enter Levels

Initial # of Criteria:  1H. Enter criteria

Scoring Method:  1I. Enter scoring method

[What are scoring methods?](#)

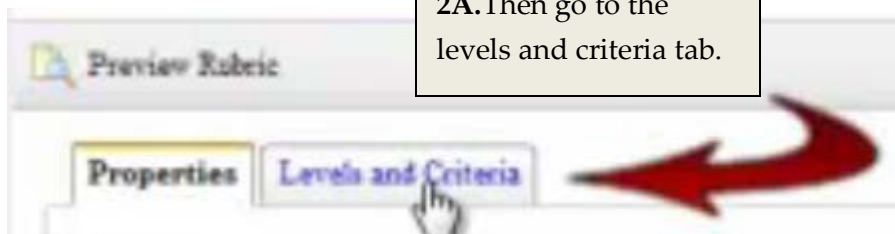
Note that the number of levels and criteria only applies to the first section of the rubric.



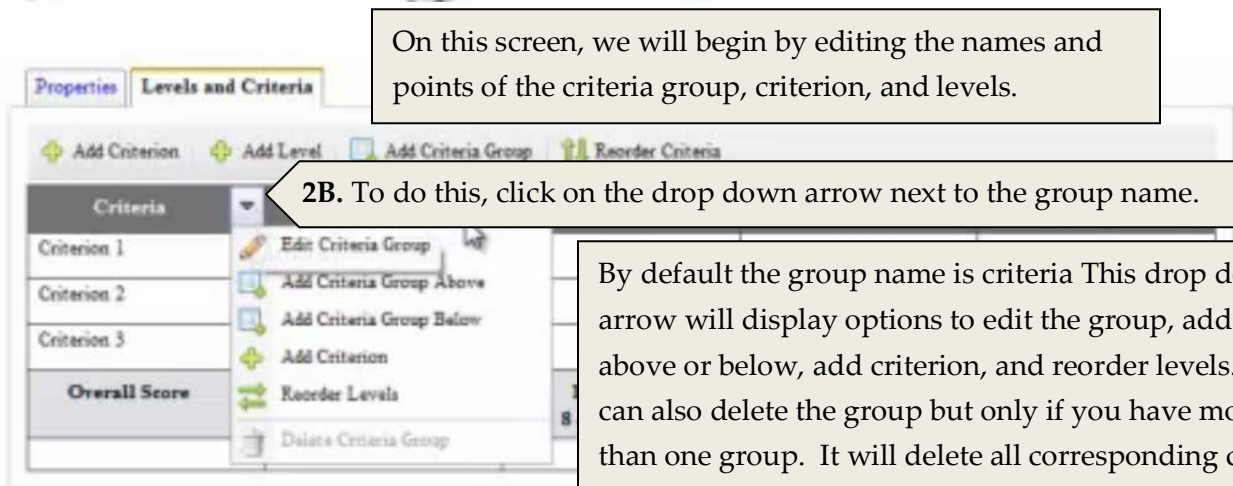
Created successfully

1K. you will see the saved successfully box pop up in the lower right corner.

## Step 2. Editing Criteria for Rubrics



2A. Then go to the levels and criteria tab.



On this screen, we will begin by editing the names and points of the criteria group, criterion, and levels.

2B. To do this, click on the drop down arrow next to the group name.

By default the group name is criteria This drop down arrow will display options to edit the group, add group above or below, add criterion, and reorder levels. You can also delete the group but only if you have more than one group. It will delete all corresponding criteria under the particular criteria group.

Properties **Levels and Criteria**

+ Add Criterion  
 + Add Level  
 + Add Criteria Group  
 ↕ Reorder Criteria

Criteria	Level 4	Level 3	Level 2	Level 1
Criterion 1	1 point			1 point
Criterion 2	3 points	2 points		1 point
Criterion 3	3 points	2 points		1 point
<b>Overall Score</b>	<b>Level 3</b> 8 or more	<b>Level 2</b> 5 or more		<b>Level 1</b> 0 or more

2C. Click on edit criteria group.

Cancel Save

\* Criteria Group Name: Syntactical

Level Names

* Level Name
Excellent
Good
Poor
Unacceptable

Criteria Names

* Criterion Name
Fluency
Structure
Relevancy

Cancel Save

2D. You will be taken to a new screen where you can edit the group, level, and criteria names.

2E. When you have completed this, click save.

2F. You will be taken back to the main screen. As you will notice the description of your criteria has not been created. This can be done by editing the criteria.

2G. To do this, click the drop down arrow next to your first criterion box. You can edit, copy, add criterion above or below or delete the criterion.

	Excellent	Good
	4 points	3 points
		3 points
<b>Overall Score</b>		<b>Level 3</b> 8 or more

2H. Click edit.

Cancel Save

\* Criterion Name: Fluency

**Description and Feedback**

Descriptions for each performance level of the levels.

Level	Score	Description	Feedback
Excellent	3	<p>Basic Advanced</p> <p>Ideas and words easily guides the reader from sentence to sentence and paragraph to paragraph</p>	
Good	2	<p>Basic Advanced</p> <p>Ideas and sentences flow but some parts are "jumpy"</p>	

2I. You will be taken to a new screen that allows you to change the name, score, enter the description and feedback for each level


2J. to begin editing each level click on the pencil icon or in the box.

Leaving feedback will help your students know how to improve their work.

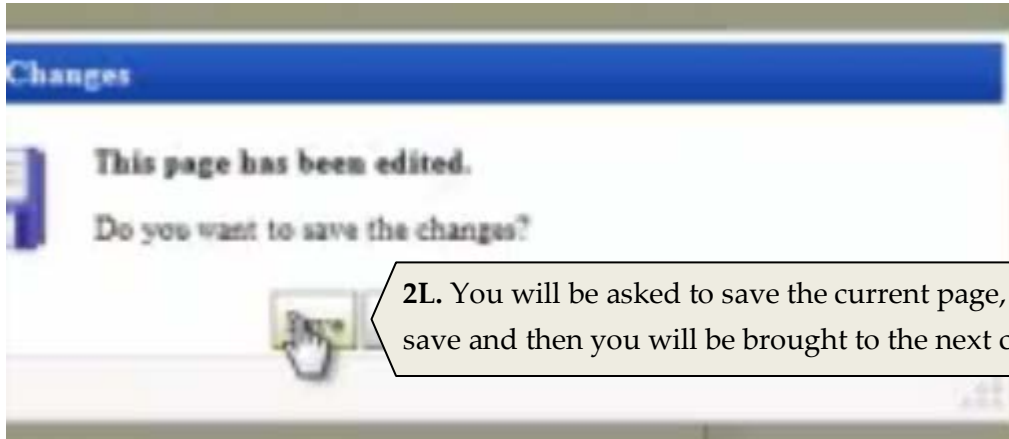
Save

Optional feedback can be added for each

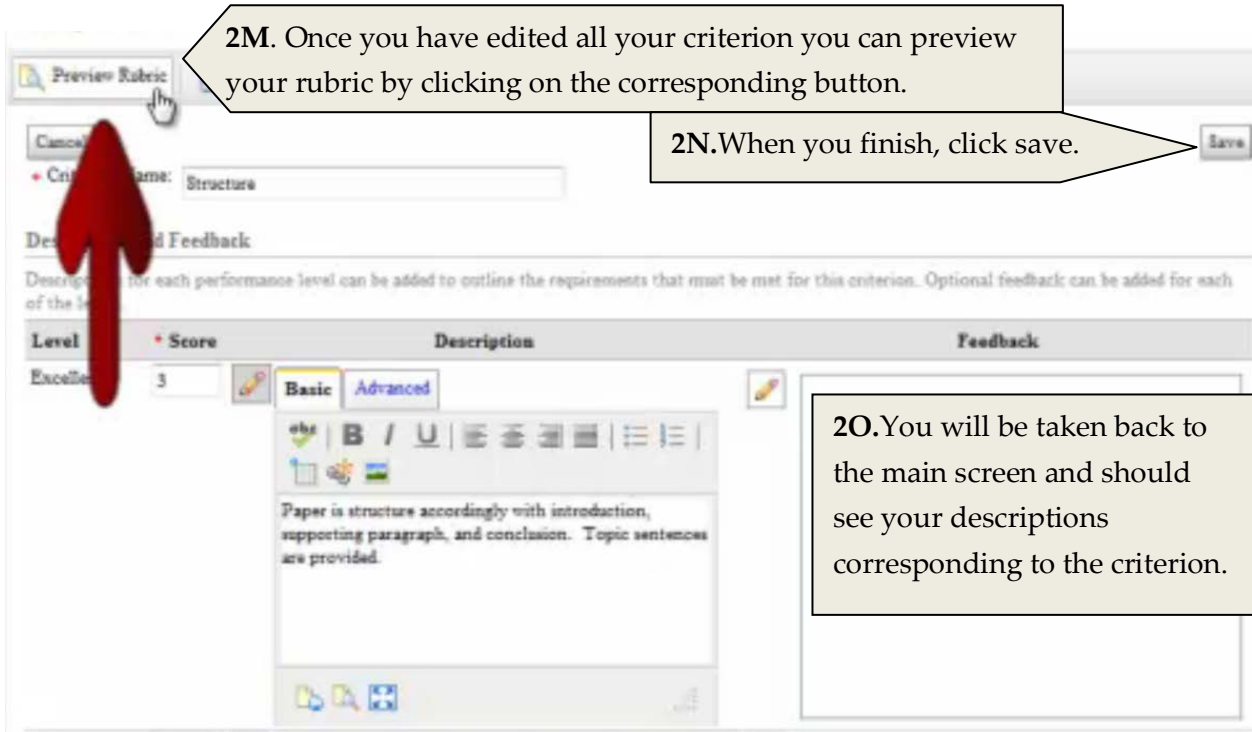
Feedback



2K. If you want to view the next criterion click the blue arrow in the top toolbar.



2L. You will be asked to save the current page, click save and then you will be brought to the next criterion.



2M. Once you have edited all your criterion you can preview your rubric by clicking on the corresponding button.

2N. When you finish, click save.

2O. You will be taken back to the main screen and should see your descriptions corresponding to the criterion.

# Step 3. Editing Levels for Rubrics

**3A.** To edit the levels click on the drop down arrow next to the level selected.

**3B.** Click on edit level.

You can edit the level, add a level to the left or right, reorder levels, or delete the level.

Criteria	Level 4	Level 3	Level 2	Level 1
<b>Syntactical</b>				
Fluency	Ideas and words easily guides the reader from sentence to sentence and paragraph to paragraph	Ideas and sentences flow some parts are "jumpy"		
Structure	3 points Paper is structured accordingly with introduction, supporting paragraph, and conclusion. Topic sentences are provided.	2 points	2 points	1 point
Relevancy	3 points	2 points	2 points	0 points
<b>Overall Score</b>	<b>Level 4</b> 11 or more	<b>Level 3</b> 8 or more	<b>Level 2</b> 5 or more	<b>Level 1</b> 0 or more

Preview Rubric    Delete Level

Cancel    Save

Level: Good

Description and Feedback

Description for each criterion that uses this performance level should outline the requirements to meet this level. Feedback for each criterion is optional.

Criterion	Score (points)	Description	Feedback
Fluency	6	Ideas and sentences flow but some parts are "jumpy"	
Structure	4	Paper has introduction, conclusion, and one supporting paragraph	
Relevancy	2		

Basic    Advanced

Rich text editor toolbar: bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, help.

3C. You will be taken to a screen where you can edit the name of the level.

3D. Also from here you can change the score and different criterion descriptions and feedback of that level by clicking on the pencil icon or in the box.

Preview Rubric

Cancel Save

Level: Good

Description and Feedback

Description for each criterion that uses this performance level should outline the requirements to meet this level. Feedback for each criterion is optional.

Criterion	Score (points)	Description	Feedback
Fluency	6	Ideas and sentences flow but some parts are "jumpy"	
Structure	4	Paper has introduction, conclusion, and one supporting paragraph	
Relevancy	2		

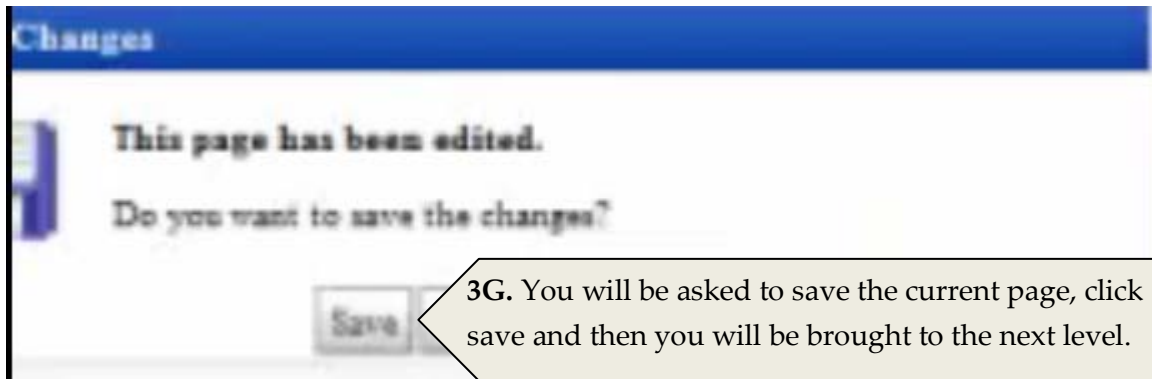
3E. you can preview your rubric by clicking on the corresponding button.

Surveys Edit Course Logout

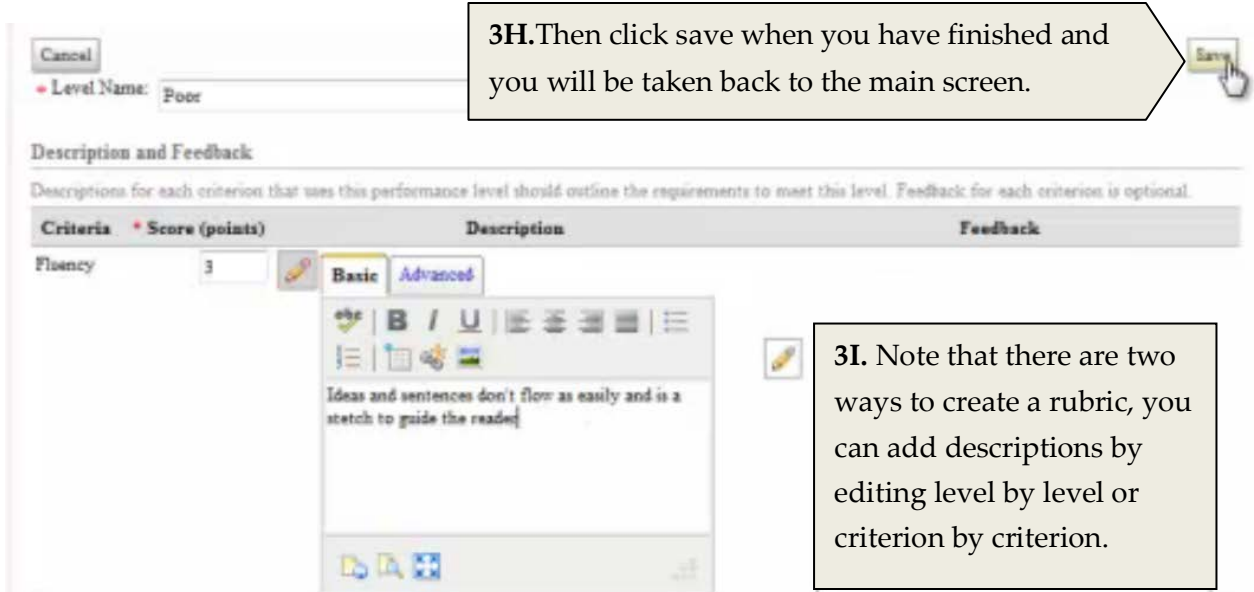
← →

Edit next level

3F. If you want to view the next level click the blue arrow in the top toolbar.



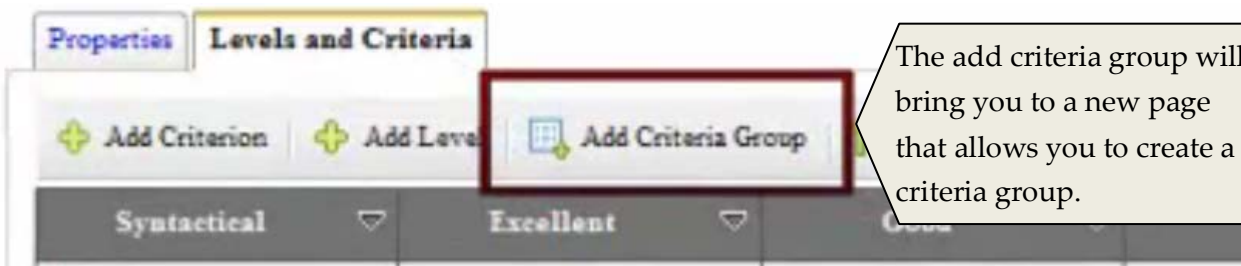
3G. You will be asked to save the current page, click save and then you will be brought to the next level.



3H. Then click save when you have finished and you will be taken back to the main screen.

3I. Note that there are two ways to create a rubric, you can add descriptions by editing level by level or criterion by criterion.

## Step 4. Adding a Criteria Group



The add criteria group will bring you to a new page that allows you to create a criteria group.

Enter the name for this criteria group and choose the number of criteria and levels it should contain. You can also copy levels from an existing criteria group. When you're finished, click the Save button to proceed. [What are criteria groups?](#)

\* Criteria Group Name:

\* Initial # of Criteria:  criteria

\* Initial # of Levels:  4 levels  
 Copy from:

\* Criteria Group Name:

Level Names

* Level Name
<input type="text" value="Superb"/>
<input type="text" value="Fair"/>
<input type="text" value="Poor"/>
<input type="text" value="Failed"/>

Criteria Names

* Criterion Name
<input type="text" value="Mechanics"/>
<input type="text" value="Format"/>

If you add another criteria group it adds a new section to the rubric and each group is independent of the other groups. This means you can assign a different number of levels and criteria to each group.

## Step 5. Adding Criteria and Levels

**Properties** | **Levels and Criteria**

|

Syntactical	Excellent	Good
Fluency	3 points	6 points

5A. You can also add more criterion and levels by clicking the corresponding tabs.

Choose a criteria group to add this criterion and adding descriptions and feedback for each performance level.

5B. If you add a criterion or level you will be taken to a new screen where you will choose which group to add the level or criterion to.

Criteria and adding descriptions and

Criteria Group:

Cancel

Next

Cancel

Save

\* Criterion Name:

Criteria Group: Lexical

[What are criteria groups?](#)

### Description and Feedback

Descriptions for each performance level can be added to outline the requirements that must be met for this criterion. Optional feedback can be added for each of the levels.

Level	Score	Description	Feedback
Superb	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>
Fair	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>

Fair  

Poor  

Score is required.

Lexical	Superb
Mechanics	4 points
Format	4 points
Test	

5C. If you are adding a new criterion, the criterion will be added to the bottom of the particular criteria group.

Properties **Levels and Criteria**

 Add Criterion  Add Level

5D. To add a level click on add level.

Syntactical

Excellent

Select criteria groups to add this performance level to. When you're finished, click the Next button to proceed with naming the performance level, assigning a score, and adding descriptions and feedback.

\* Criteria Groups:  Syntactical  
 Lexical  
[What are criteria groups?](#)

Cancel Save

+ Level Name:


**Description and Feedback**

Descriptions for each criterion that uses this performance level should outline the requirements to meet this level. Feedback for each criterion is optional.

Criteria	Score (points)	Description	Feedback
Fluency	<input type="text" value="3"/>		
Structure	<input type="text" value="2"/>		
Relevancy	<input type="text" value="1"/>		

Cancel Save

Unacceptable	Test
0 points	3 points
1 point	2 points



5E. If you are adding a level with this method the new level will be placed at the end of the levels of the particular criteria group.

# Step 6. Reordering Criteria

You also have the option of reordering your criteria.



Reorder the criteria for this rubric by changing the numbers in the drop-downs associated with each criteria in the grid below.

Cancel Save

[Expand All](#) [Collapse All](#)

Criteria	Sort Order
<input type="checkbox"/> Syntactical	1
Fluency	1
Structure	2
Relevancy	3
<input type="checkbox"/> Lexical	2
Mechanics	1
Format	2
<input type="checkbox"/> Semantics	3
Word choice	1
Content	2

Cancel Save

You will be taken back to the main screen.

6C. Once you have done this click save.

6B. A new screen will appear that allows you to change the order.

# Step 7. One More Option to Modify Rubric

Lexical	Superb	Fair	Poor	Failed
Mechanics	5 points Spelling, grammar, punctuation, no run-on sentences, carefully proofread	3 points Spelling, grammar, and punctuation are good but run-on sentences and fragments exist.	2 points Grammar and punctuation are good but spelling is poor and has many run-on sentences	1 point Spelling, grammar and punctuation are terrible, can easily tell the paper wasn't proofread
Format	6 points Correct use of MLA citation, includes works cited page, peer reviewed	4 points Correct use of MLA citation and has works cited but is not peer reviewed	3 points Did not use MLA citation, is not peer reviewed, but has works cited page	0 points Did not use MLA format or works cited, not peer reviewed
Fantastic	Acceptable	Meager	Unacceptable	
4 points Word choice is fitting for a sophomore in college	3 points Word choice is fitting for a freshman in college	2 points Student's word choice is still at a high school level	1 point Word choice is juvenile	
1 point Has no new ideas, ideas are juvenile	1 point Has no new ideas, ideas are juvenile	1 point Has no new ideas, ideas are juvenile	1 point Has no new ideas, ideas are juvenile	
Level 4 11 or more	Level 3 8 or more	Level 2 5 or more	Level 1 0 or more	

7A. One final option available to modify your rubrics is at the bottom of the rubrics listed, this area includes the overall score of each level. With the different criteria groups used you can have an overall score. From here you can edit levels, add levels, and reverse levels.

- Edit Levels
- Add Level
- Reverse Level Order

7B. click edit levels

Cancel

Save

Descriptions for each of the overall performance levels should outline the requirements to meet that level. Feedback for each overall performance level is optional.

* Level Name	* Start Range	Description	Feedback
Exceeded Expectations	15		
Met Expectations	10		
Poorly Met Expectations	5		
Didn't Meet Expectations	0		

7C. You will be taken to a new screen to change the level name, start range, description, and feedback. However, you can't change the name of the overall score category. Start range is the minimum score needed to achieve that level of performance.

In this tutorial we have learned how to create and manage the levels and criteria of an existing custom points based analytic rubric.