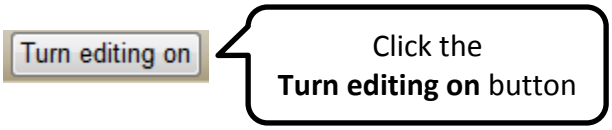
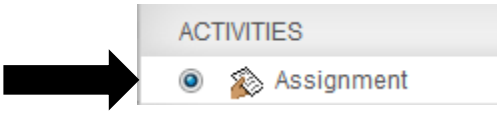
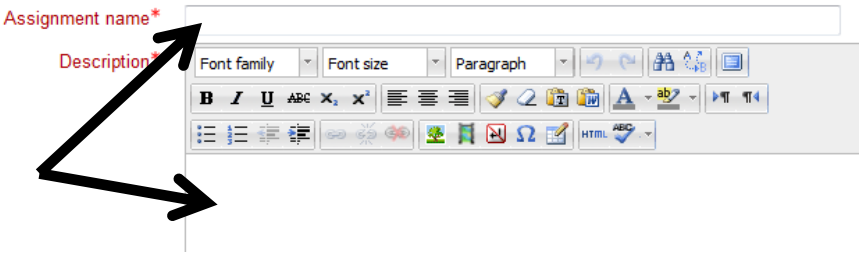
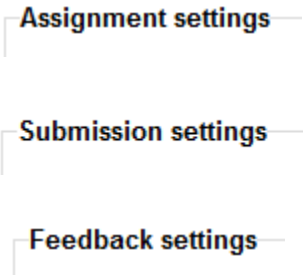
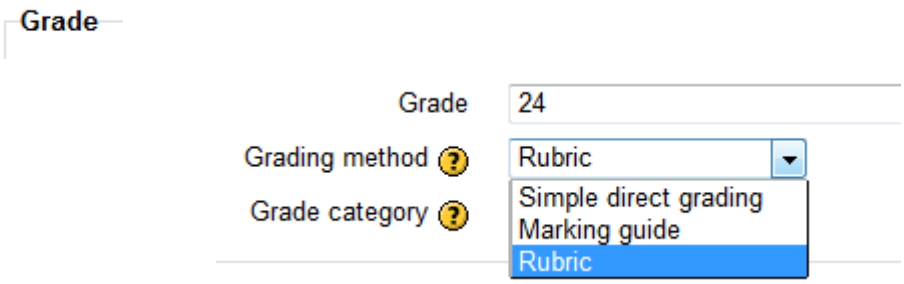
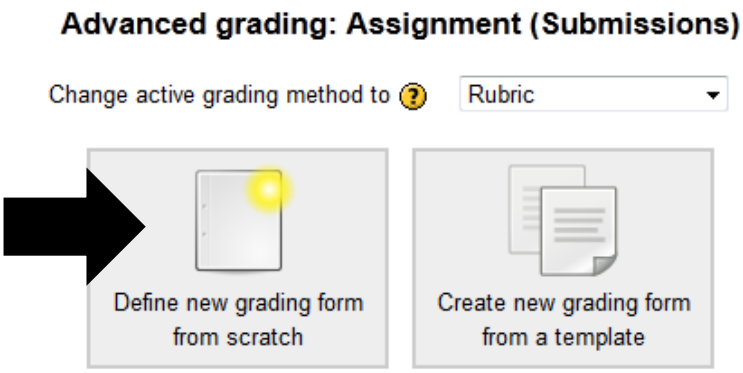
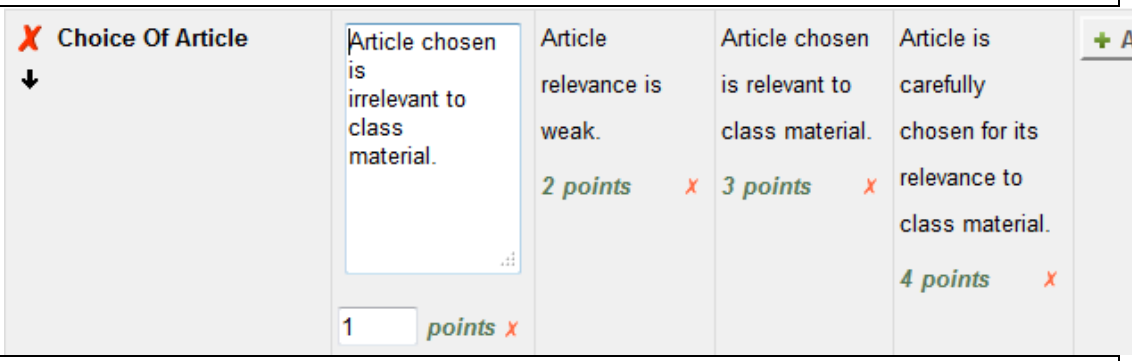
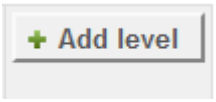
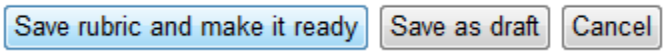
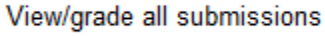
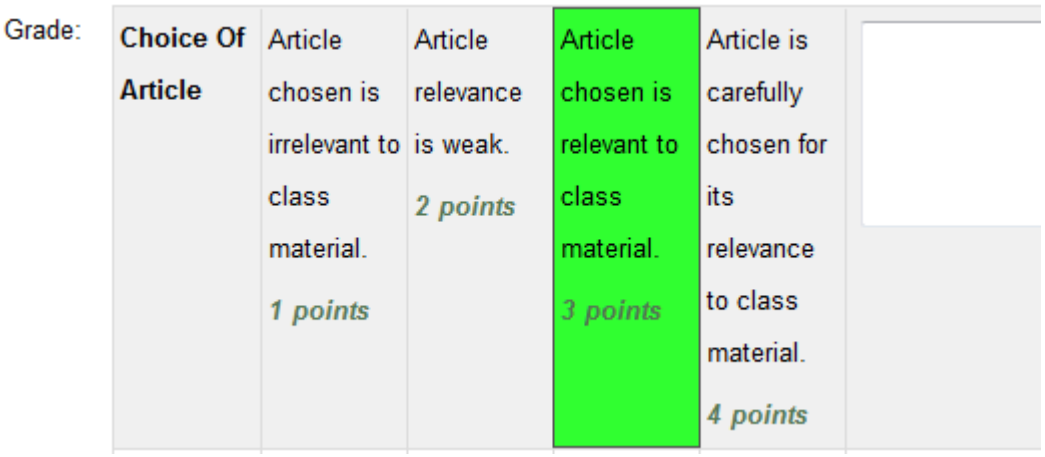
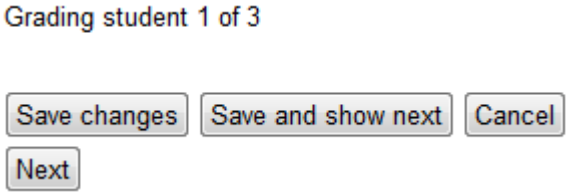
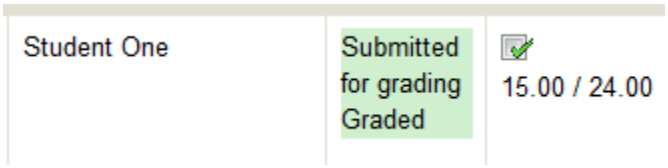
HOW TO CREATE A RUBRIC

Turn editing on	
Click on the link **Add an activity or resource**	
Under Activities, select **Assignment**	
Click **Add**	
Give the assignment a name **(Assignment name*)** Give the assignment a description **(Description*)**	
Complete the Assignment settings, Submission settings, and Feedback settings that are specific to this particular assignment.	

Under the Grade section, choose the points available in the Grade field for this particular assignment (100 points is the default). Change the Grading method to **Rubric.**	
Click **Save and display**.	
Select the option to **Define new grading form from scratch.**	

Give the rubric a name **(Name*).**	
Click to edit criterion and Click to edit level	
To add more point levels, click the **Add level** button.	
When all information has been entered for the criterion, click the Add criterion button and repeat until all of the rubric has been entered.	

Click on Save rubric and make it ready.	
After students have submitted, you can View/grade all submissions.	
For each criterion, select the point level. Once selected the cell will be highlighted green. Continue making selections for each criterion. The total points will be calculated.	

To repeat this process for the next student, select the option to Save and show next.	
Example of completed rubric grading.