**Topic: Rubrics**

Rubrics are sets of guidelines and criteria to compare student’s performances on assignments. Click **ASSESSMENTS** and **Rubrics** from the drop down menu to access Rubrics.

There are two types of rubrics:

- **Analytic**: multiple levels and columns to use multiple and varied aspects of criteria set for the assessments.
- **Holistic**: one level of assessment criteria.

**Making Analytic Rubrics**

Find the definitions for the status of your rubric by clicking the **What is a rubric status?** button.
After inputting the general information, you will scroll down to type in the number of levels and the number of criteria for the rubric. You will also select the scoring method you wish to use.

- Access the definitions for the different **Scoring Methods** by clicking **What are scoring methods?**

From there you can click the **Levels and Criteria** tab at the top of the page. Here is where you can edit and customize the levels and criteria.

- Clicking the arrows next to each area allows you to **edit**, **copy**, **add**, and **delete** criterion.
- Options at the top allow you to **add** criterion, levels, criteria groups, and **reorder** and **reverse** the order of your criteria and levels.
Making Holistic Rubrics

Making a Holistic Rubric is very similar to making an Analytic Rubric except holistic rubrics do not break performance into separate criteria.

The process involves the same steps as creating the Analytic, except you want to make sure that you now have Holistic selected under the Rubric Type.

You can then fill in the number of levels and the scoring methods.

Under the Levels tab at the top of the page you have many options of editing your Holistic Rubric.
Applying the Rubrics

Once you have made the Rubric, you can then apply them to different things like quizzes, discussions, and drop boxes.

If you open a new or edit a previously existing quiz, discussion, or drop box, it will have the option of adding a rubric.

- Clicking the Add Rubric button under one of these will bring up a new window where you can pick which rubric you would like to select.

Once you have selected the rubric you want to use, click Add Selected at the bottom of that page and you will have successfully added a rubric to assignment.
For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.