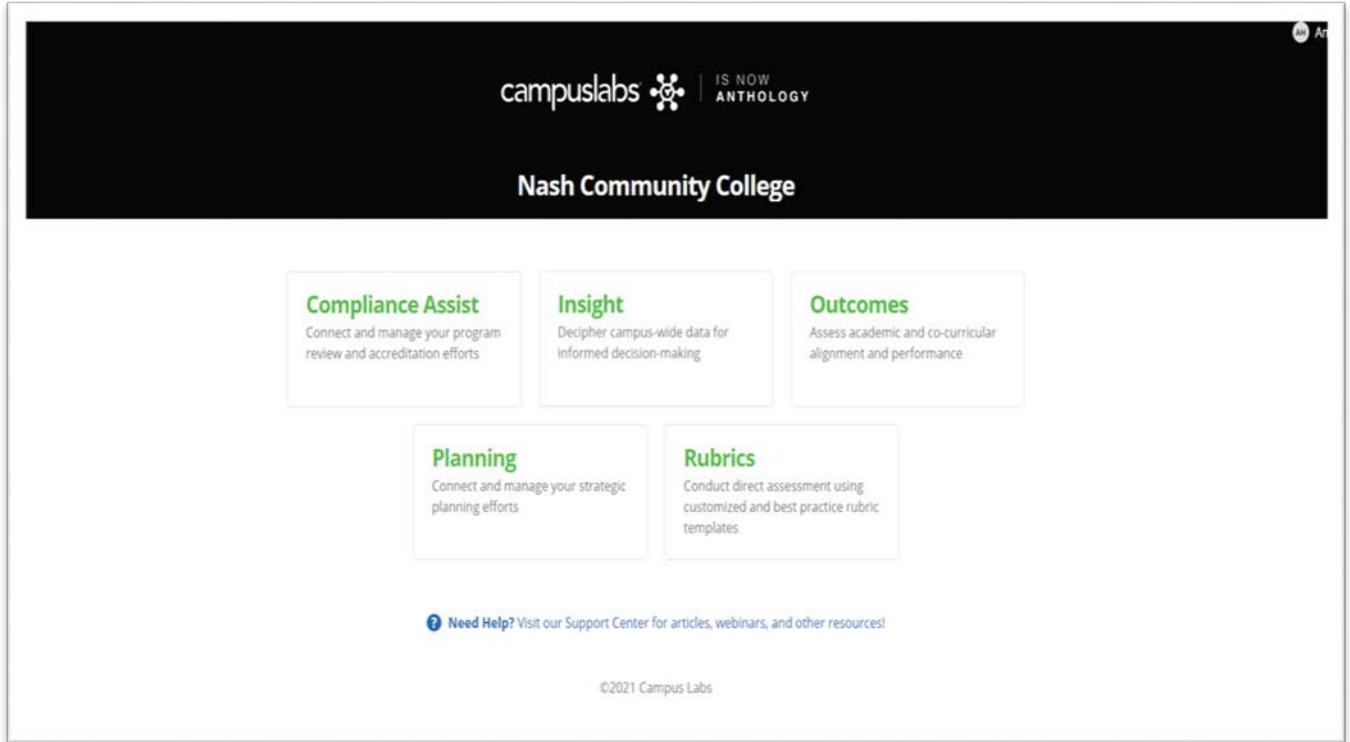
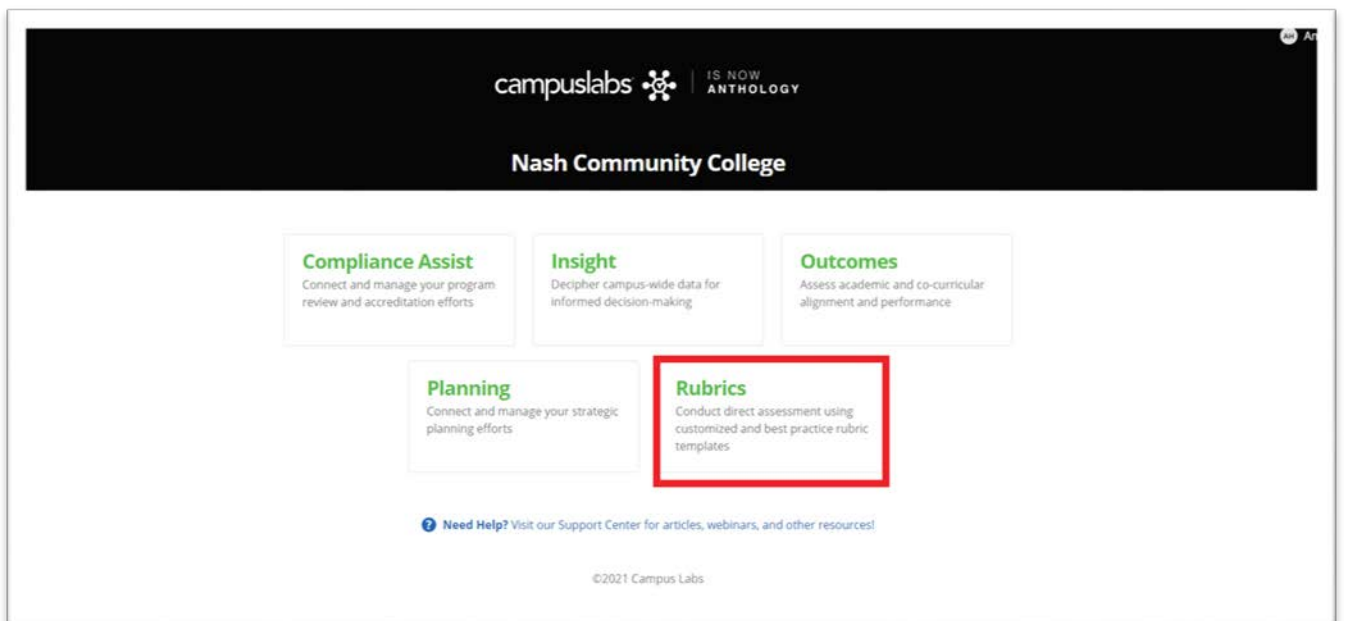


How to create a rubric in Anthology

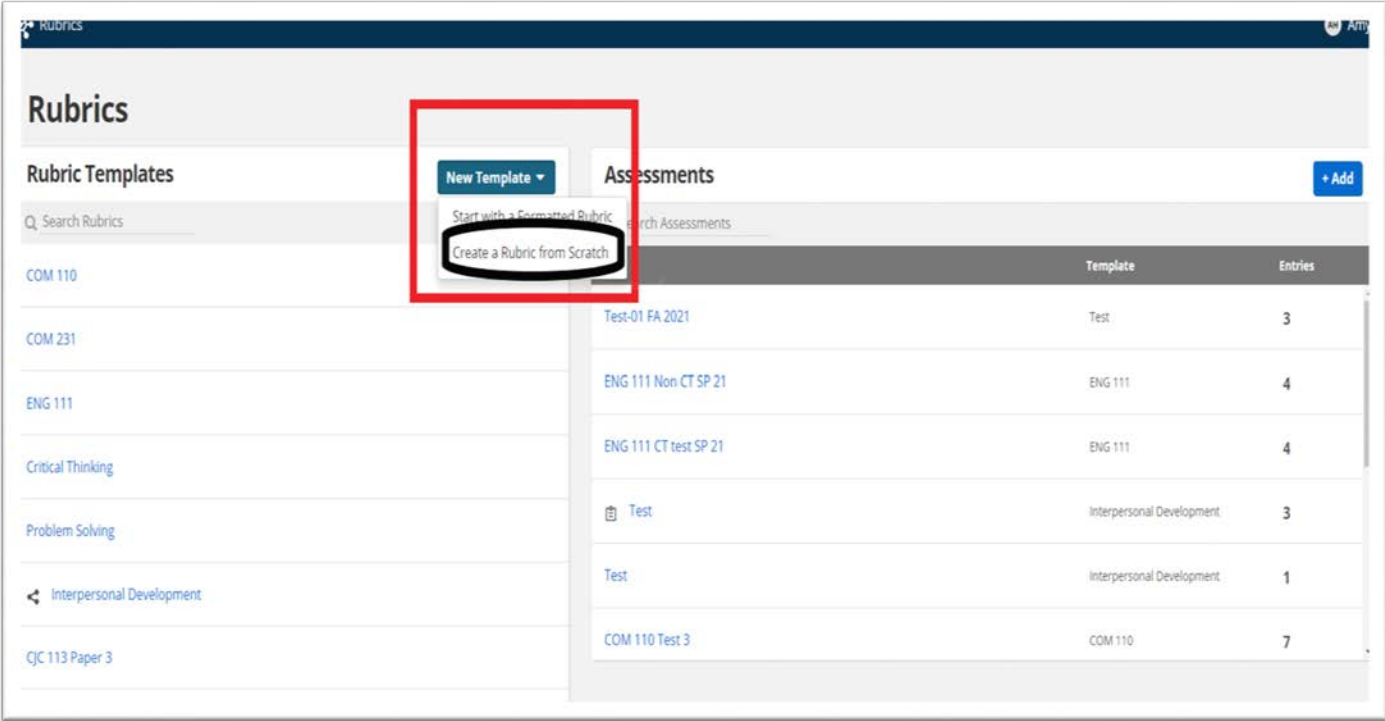
Log onto the Anthology landing page using your single-sign on campus credentials:
<https://nashcc.campuslabs.com/home>.



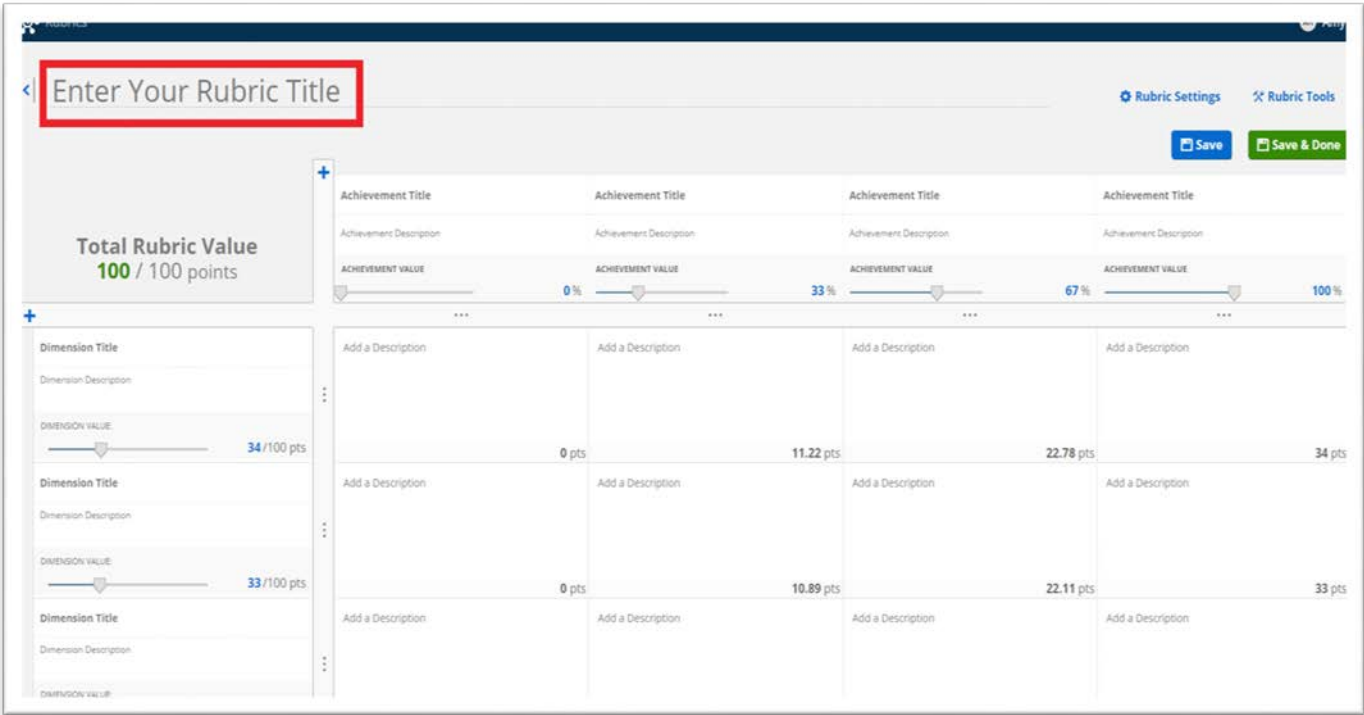
Click on Rubrics



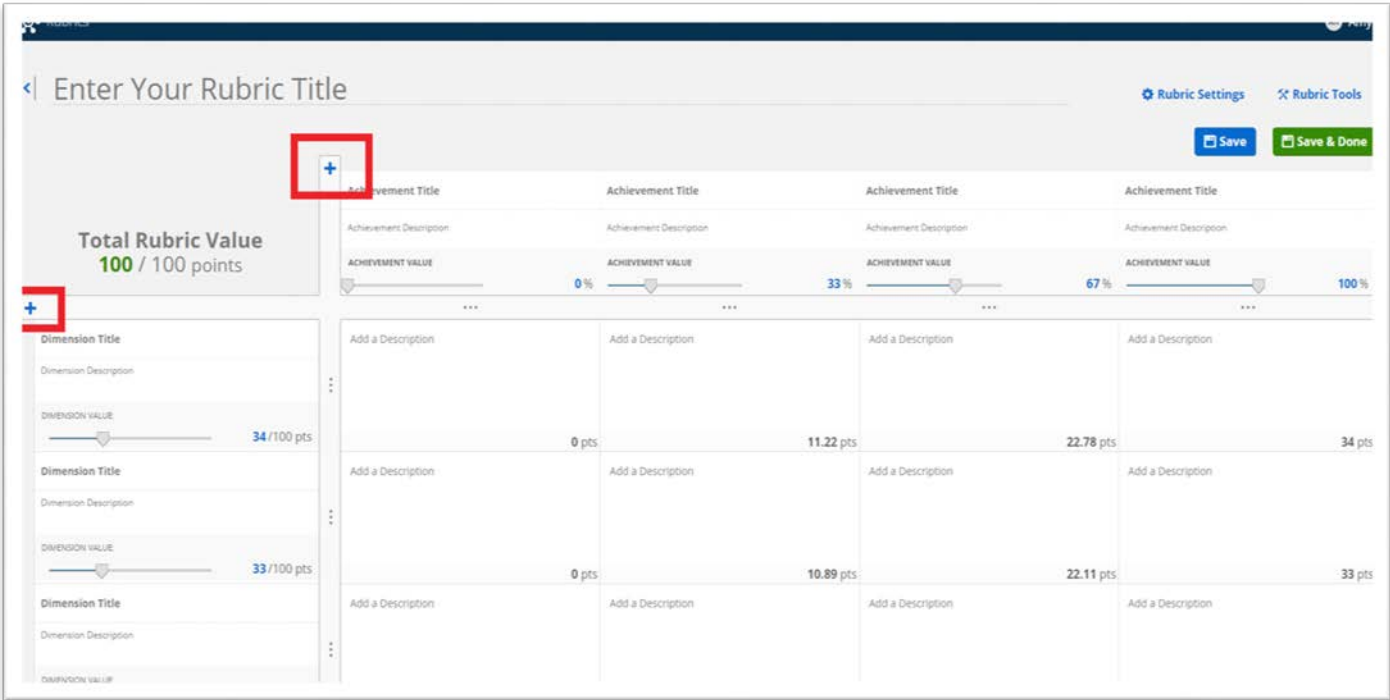
Click on New Template/Create a rubric from scratch.



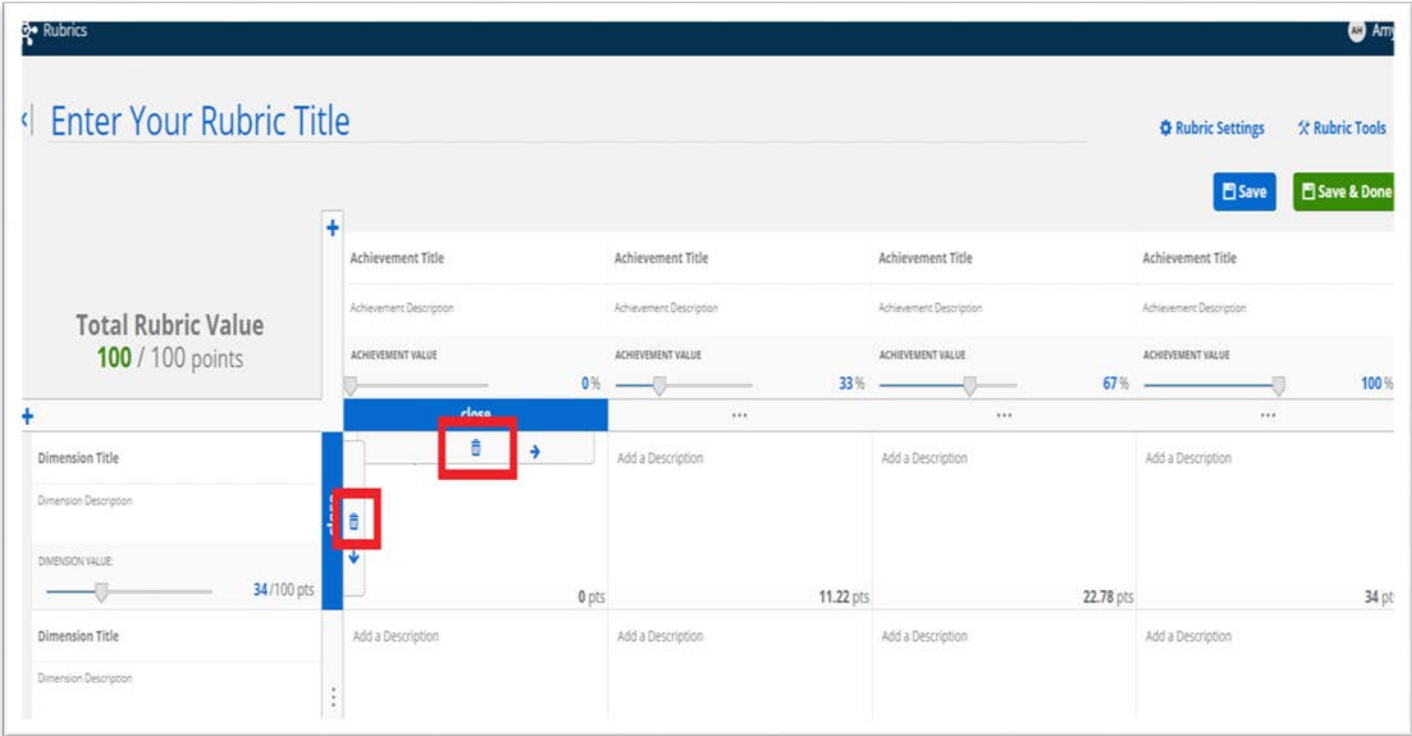
Provide the rubric with a name.



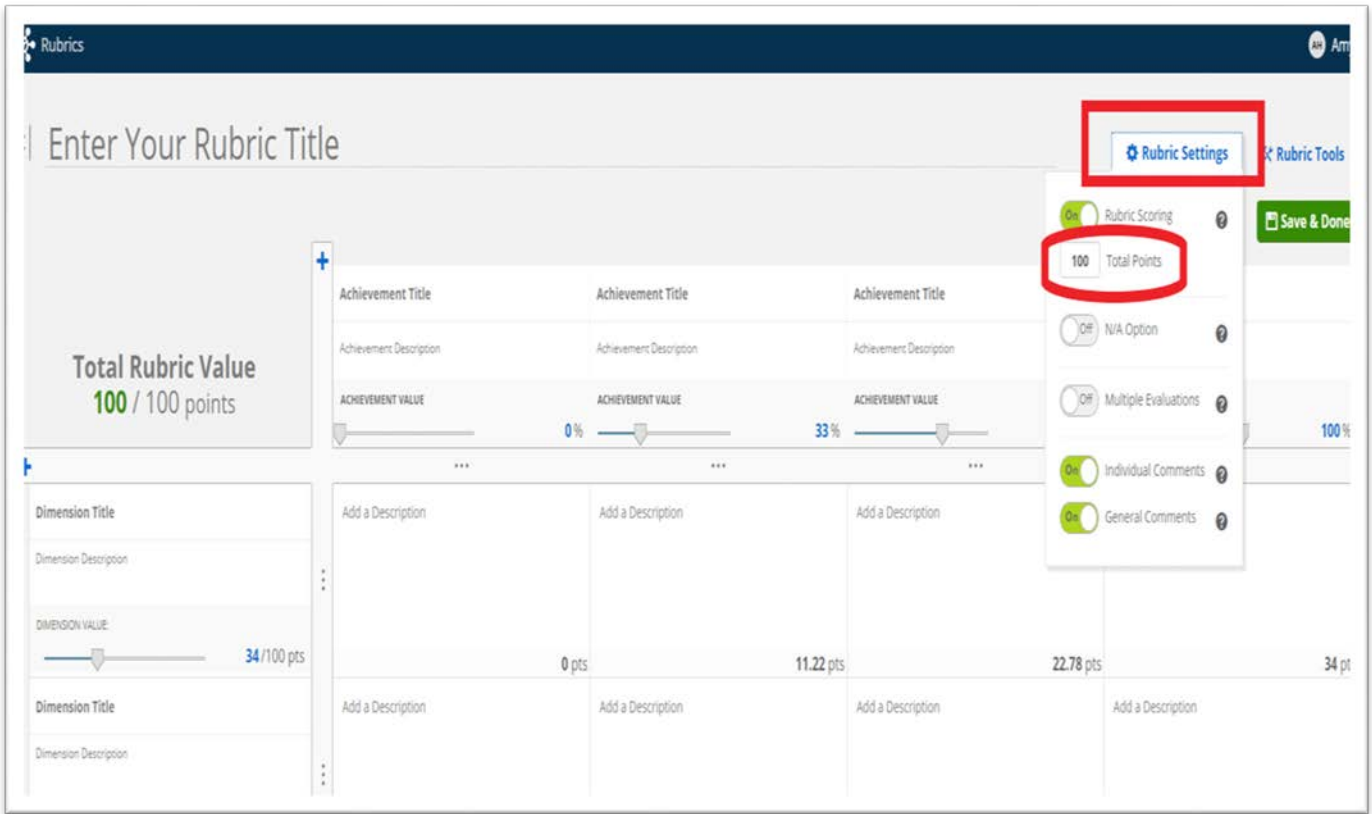
Add columns or rows as necessary using the appropriate + sign.



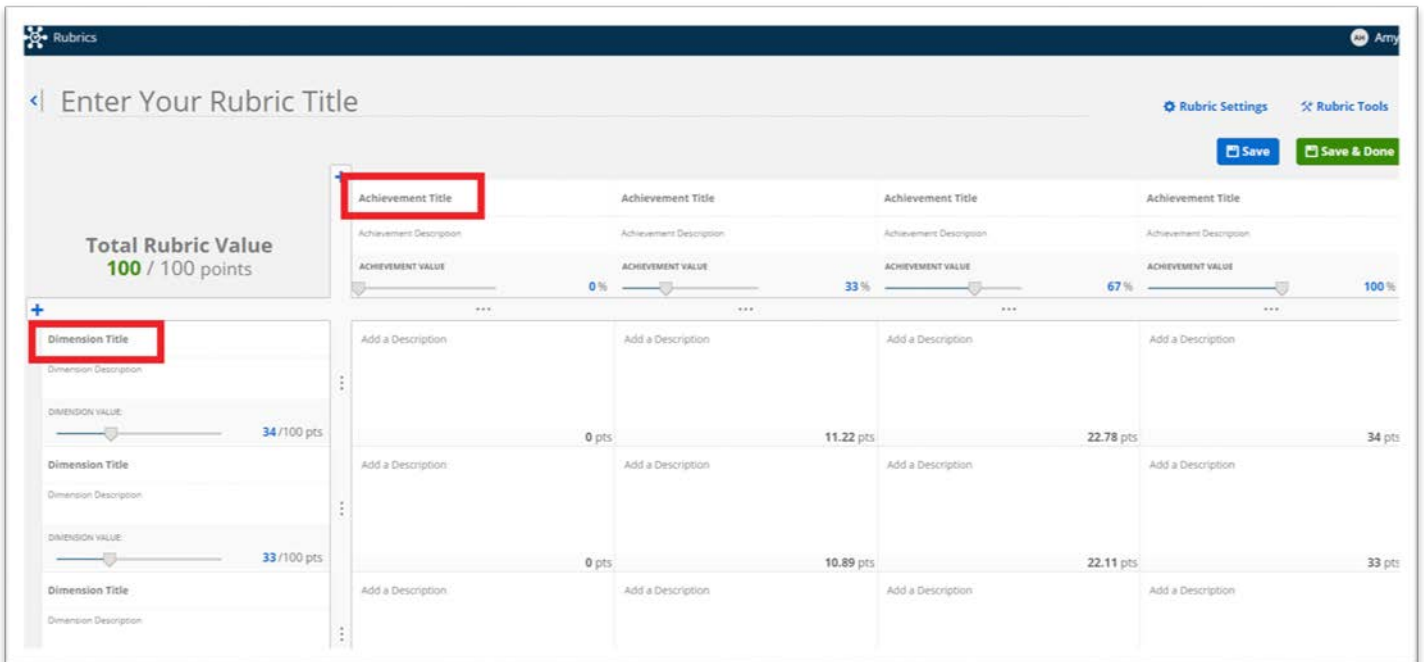
Rows or columns can also be deleted by clicking on the three dots (...) and the trash can icon.



The point value of the rubric can be changed under Rubric Settings.



Name each column and row in accordance with the rubric criteria. Include descriptions if you would like. (These descriptions would typically explain the items to another grader.)



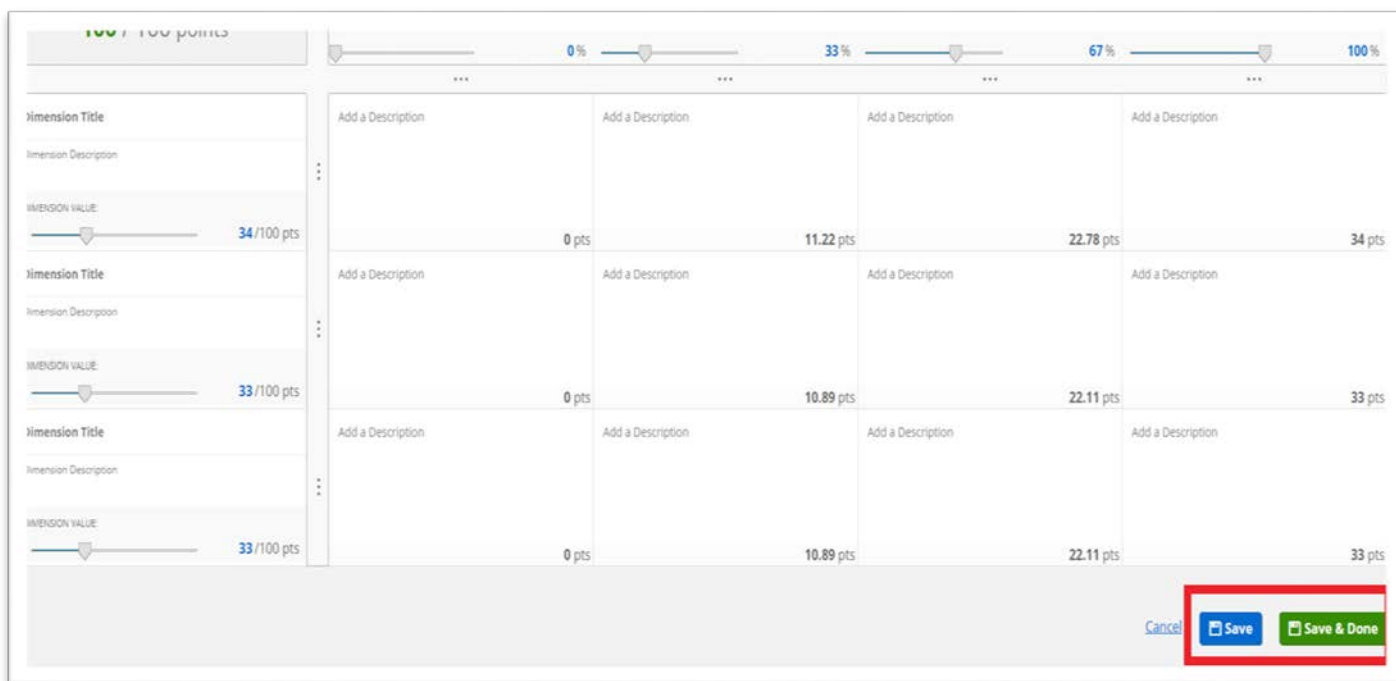
Add descriptions for each intersection of the achievement level and dimension. (This is what explains to a student how each level of mastery is achieved.)

The screenshot shows the 'Rubrics' interface with a 'Total Rubric Value' of 100 / 100 points. The interface includes a sidebar for adding dimensions and a main grid for adding descriptions. The grid has 4 columns and 3 rows. The top row is for Achievement Title, and the bottom two rows are for Dimension Title. The grid cells contain 'Add a Description' text. A red box highlights the grid area.

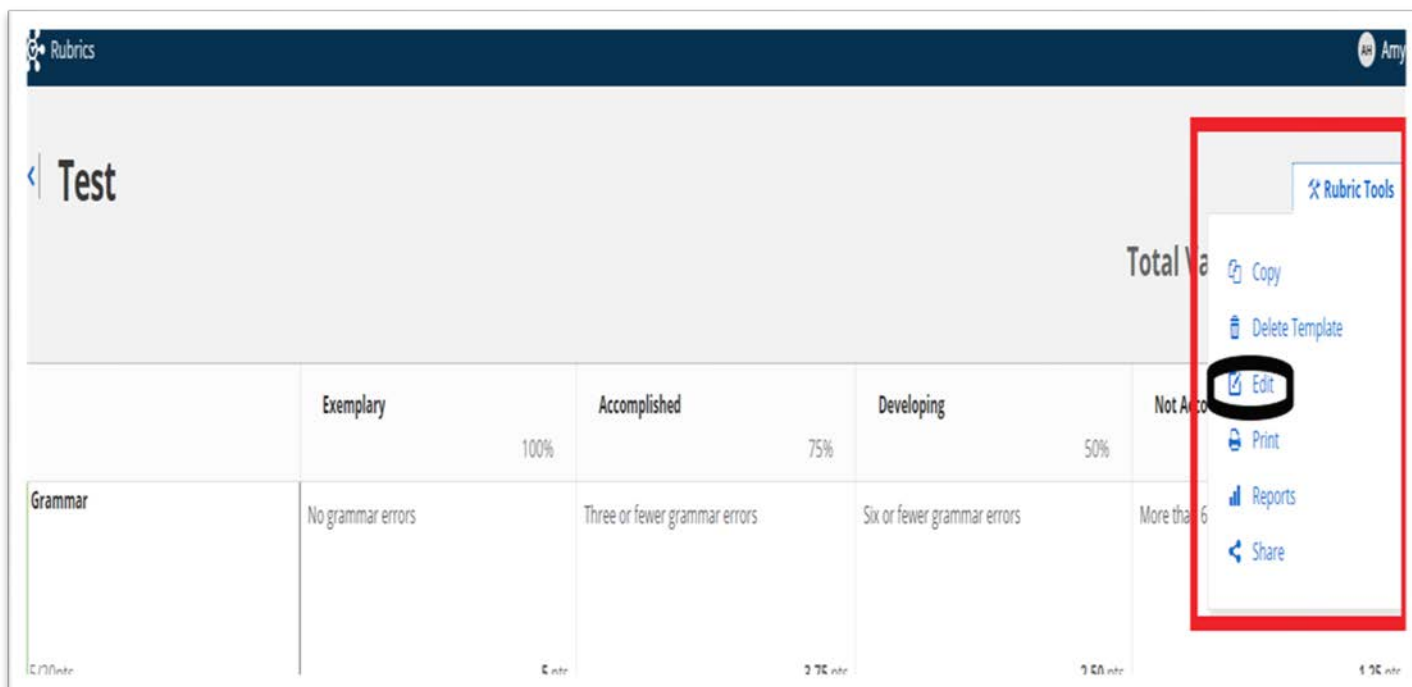
Set the point values for each row and column.

The screenshot shows the 'Rubrics' interface with a 'Total Rubric Value' of 100 / 100 points. The interface includes a sidebar for adding dimensions and a main grid for adding descriptions. The grid has 4 columns and 3 rows. The top row is for Achievement Title, and the bottom two rows are for Dimension Title. The grid cells contain point values: 0 pts, 11.22 pts, 22.78 pts, 34 pts for the first row; 0 pts, 10.89 pts, 22.11 pts, 33 pts for the second row. A red box highlights the 'ACHIEVEMENT VALUE' row and the 'DIMENSION VALUE' row.

As you are working, click “Save” to maintain your progress. When you are finished, click “Save & Done.”



If you want to edit a rubric after creating it, click Rubric Tools – Edit and follow the steps above to make changes.



Click “Done” when you have finished editing.

The screenshot displays a rubric editor interface. On the left, there are three criteria sections: 'Content', 'Structure', and 'Writing style'. Each section has a progress indicator showing '5/20 pts' and a vertical ellipsis menu. The main area is a table with four columns representing different levels of performance, with point values: 5 pts, 3.75 pts, 2.5 pts, and 1.25 pts. Each cell in the table contains the text 'Add a Description'. In the bottom right corner, there is a blue button labeled 'Done' with a white checkmark icon, which is highlighted with a red square.

IMPORTANT NOTE: Take caution in editing a rubric that has already been used in an assessment. The point values and scale should not be changed as doing so will impact the integrity and consistency of data already collected. It is advised to make a copy and then make edits if the rubric has already been used in assessment.

Once created, rubrics can be printed, copied, and also shared with other employees. Rubrics can even be shared with students to complete a self-assessment or peer assessment. (Be careful to use the “limited evaluator” feature so they cannot see other students’ score. The “reports” feature will aggregate the results from multiple evaluators on the same rubric.

Video Directions - <https://youtu.be/gh-zjEJx1lw>