5. Enter the number of criteria you will you use in the "Initial # of Criteria" field (Figure 2). Criteria can be things like "accuracy" or "organization". (Three is the default option.)

6. Select an option from the "Scoring Method" drop-down menu (Figure 3):

- **Points** (default option): The Rubric will calculate a numeric score with all criteria weighted equally
- **Custom Points**: The Rubric will calculate a numeric score with some criteria weighted more heavily than others
- **Text Only**: The Rubric will display only text feedback, not a numeric score.

7. Click **Save**. You will return to the "Edit Rubric" page.

3. Click the drop-down arrow to the right of the name of the Rubric you want to publish, and select **Set Status.**

4. Click **Published** (Figure 7). The Rubric's status will now be listed as "Published" on the "Rubrics" page.

Adding a Rubric to a Dropbox Folder, Discussion Topic, or Grade Item

1. After you have finished creating your Rubric, you must associate it with the appropriate Dropbox Folder, Discussion Topic, or Grade Item. You can add a Rubric as you create one of these items, or you can add a Rubric to the item later through its editing options. Go to the Dropbox Folder, Discussion Topic, or Grade Item that you want to associate with the Rubric.

2. Click the drop-down arrow to the right of the item's name, and select the **Edit** option.

3. Click **Add Rubric** (Figure 8). The "Select Rubric" window will open.

4. Select the checkbox next to the Rubric you want to add.

5. Click **Add Selected**. The window will close, and the rubric you selected will appear in the "Rubrics" section.

6. Click

Assessing with a Rubric

You can assess students' submissions using a Rubric in the Dropbox area, but you can only assess Discussion Topics with a rubric in the Grades area.

Assess a Dropbox Folder

1. Click **Dropbox** in the course navigation bar.

2. Click the name of the Dropbox Folder that contains the files you want to assess. A page that lists all of the files submitted by students to the Dropbox Folder will open.

3. Click on the name of the file that you want to assess. A page that displays the document and the grading interface will open.

4. Click the name of the Rubric associated with this Dropbox Folder; it is listed on the right side of the page under the "Evaluation" heading (Figure 11).

5. Click the radio button for the level the student achieved for each criterion on your Rubric. When you have selected a score for each criterion, the Rubric will automatically calculate the overall score.n tcalcutomatically calcutomatically calcutomatically

This guide is a derivative of DePaul University's