



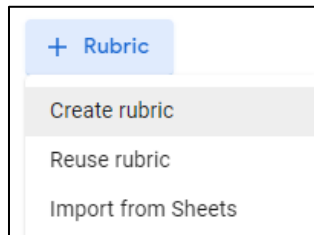
Create Grade Rubric

Step 1.

Open classroom.google.com, then select the class. Click on the “Classwork” tab near the top of the screen.

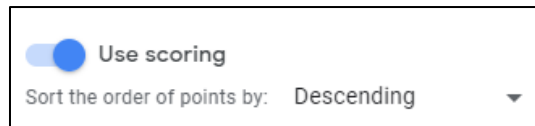
Step 2.

Create an assignment with a title, then click “Rubric” (lower right corner of the screen), then “Create Rubric”.



Step 3.

Determine if you want to sort the order of points by descending or ascending order.



Step 4.

Identify the Criterion Title (for example, “Research and Note Taking”). The criterion description is optional.

Step 5.

Enter the number of points for the level, then the level title (for example, Exemplary, Proficient, Unsatisfactory). Add the description.

Points (required) 3
Level title Proficient
Description Note cards indicate you accurately researched a variety of information sources, recorded and interpreted significant facts, meaningful graphics, accurate sounds and evaluated alternative points of view.

Step 6.

Click the plus (+) sign next to the level just created to add the next level. Repeat Step 5. An example of a complete criterion is shown here.

Criterion title (required) Research and Note Taking			
Criterion description			
Points (required) 3	Points (required) 2	Points (required) 1	Points (required) 0
Level title Exemplary	Level title Proficient	Level title Partially Proficient	Level title Unsatisfactory
Description Note cards indicate you accurately researched a variety of information sources, recorded and interpreted significant facts, meaningful graphics, accurate sounds and evaluated alternative points of view.	Description Note cards show you recorded relevant information from multiple sources of information, evaluated and synthesized relevant information.	Description Note cards show you misinterpreted statements, graphics and questions and failed to identify relevant arguments.	Description Note cards show you recorded information from four or less resources, did not find graphics or sounds, and ignored alternative points of view.

Step 7.

Repeat steps 4-6 for each criterion you wish to include in the rubric.

Step 8.

Click Save in the upper right corner.