


My.Wartburg... *Tips to make your teaching life easier!*

Create a Rubric in Coursework

- 1) Open My.Wartburg and open your course
- 2) Click on **Coursework**
- 3) Click on  **Add an Assignment**
- 4) Choose between the **File Upload** (if you want students to upload a document) or the **Basic Format**
- 5) Enter the name of the assignment, due date, and the open timeframe
- 6) From the drop-down menu after [Grading"] select [**Graded: Rubric**]
- 7) Edit/add **levels** (Expert, Adequate, Inadequate) by clicking on the label or points across the top
 1. Enter a name (optional)
 2. Enter a point value for each level students can earn
- 8) Edit/add **criterion** on the left side of the rubric by clicking [Add a criterion] and [Save]
- 9) Enter **descriptions of the criterion** at each level by clicking on the [Define...at the Expert level] and [Save]
- 10) Click on **Save** your new assignment
- 11) Use the rubric in grading an assignment
 1. Click on **Coursework**
 2. Click on the **assignment**
 3. Click on a **student**
 4. Click on the earned cells (level in each criterion)