Effective Rubric Design
The following steps will help you to design effective analytic rubrics.

Steps to Creating an Effective Rubric

1. **Identify what you are assessing, this is your criteria.**
   - a. What are students being asked to do?
   - b. What you identify as criteria should be clearly outlined in the instructions for students.

2. **Describe Criteria by:**
   - a. Starting with a verb or topic.
   - b. Specifying demonstration of a skill or knowledge.
   - c. Keeping it singular, simple, and succinct!

3. **Describe Levels of Achievement for each Criteria.**
   - a. 4 Levels: Emerging, Competence, Proficiency, Mastery.
   - b. Work from the outside to the inside levels.
   - c. Focus on the presence of quality.
   - d. Use supportive language for students.

4. **Determine weight and points for:**
   - a. Assessment (Total Points)
     - i. Weight of assessment in relation to other assessments in course.
   - b. Each Criteria (what students are asked to do)
     - i. Divide up the total points for each criteria based on the relative weight of each criteria in the assessment.
   - c. Each Level of Achievement for the Criteria
     - i. Divide up the points for each criteria into the four levels of achievement.

5. **Review completed Rubric and Assessment for:**
   - a. Alignment of instructions and criteria.
   - b. Mutually exclusive levels of achievement.
   - c. Wordiness, jargon, & negative connotation.
   - d. Alignment of points for levels of achievement for each criteria, with total criteria points and total assessment points.

Documents

- Grading Rubric Template
- Gradebook Template

**REMINDERS**

- Criteria should be aligned to assessment instructions, “speaking the same language.”
- The Levels of Achievement:
  - Emerging – No to Beginning demonstration
  - Competence – Adequate demonstration
  - Proficiency – Effective demonstration
  - Mastery – Exceeds demonstration
- Rubric needs to be written clearly to be understood by both faculty and students.
- Emerging is a scale of points, encompasses a no submit to a submission that is developing.
- Competence is a passing level of points.
- Validate that your point distribution matches your total assigned points.