Outcomes – Manage Rubrics

• **Rubrics** is crucial for instructors to communicate the course expectation with students, and it will help students to catch up with the assignments. Instructors also can attach the rubrics to Assignments, Quizzes and Discussions.

• Step 1: Click on the **Outcomes** in the navigation menu

• Step 2: Click on the **Manage Rubrics** button

• Step 3: Click on the **Add Rubric** button
Outcomes – Manage Rubrics II

• Step 4: Enter the title of the rubric in the text field
• Step 5: Click on the **View Longer Description** to edit the criterion's longer description
• Step 6: Add the points for each criteria
• Step 7: Select the **Add Criterion** to add criterion description
• Step 8: Click **Create Rubric**, the rubrics will appear in the **Outcomes** page, and it will be on **Course Rubrics** list