





3. Select one or more course types using the drop-down menu.
  
4. Select one or more grade levels using the drop-down menu.
  
5. Determine how many criteria (rows) and level(s) of achievement (columns) the rubric will require. These numbers will adjust the rubric table on the right.
  
6. Optionally, define the rubric exemplar in the field provided.
  
  
  
  
  
  
  
  
  
  
7. Select the Enable Rubric Cell Level Anchor and Next Steps checkbox if you want to define anchors and/ or next steps for each level of the rubric.
  
8. Select the Available in Answer Key Only Tests checkbox if the rubric is being created specifically for an answer key only test. This will determine which rubrics appear as choices when building an AKO test.

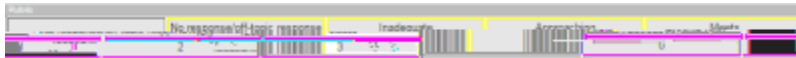
Rubrics with more than one criteria row cannot be used for Answer Key Only



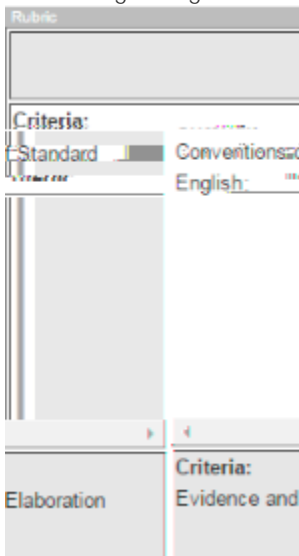
On the right side of the screen, the rubric table is displayed. Within the rubric, you can define the titles and point values for each level of achievement column and you can define the criteria for each row. Additionally, you can provide a description within the achievement level column.

To define the rubric criteria, follow these steps:

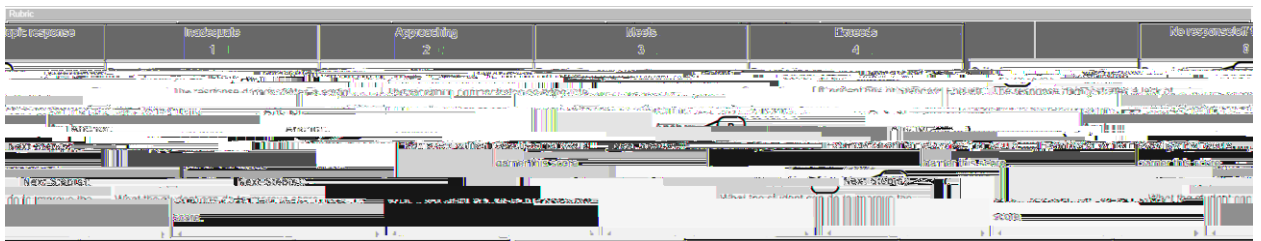
1. In the column headers, enter the title and point value for each level of achievement for the rubric.



2. At the beginning of each row, enter the criterion name.



3. For each criterion row, enter the descriptions, anchors and next steps as appropriate for each level of achievement.



- A. Description: Enter in a clear definition of the specific criteria the student must meet to earn this score.
  - B. Anchor: Provide an example of a student response which would earn this score.
  - C. Next Step(s): Define an action plan for students who have earned this score.
4. Click .