00:00:07:02 - 00:00:21:27
Narrator
After you've logged in to Carmen and selected your course to create
and add a new rubric to your courses, rubrics list first select
rubrics from the navigation pane on the left hand side of the screen.
This will take you to a new page that will house the list of all
Carmen rubrics that exist in your course.

00:00:22:26 - 00:00:34:14
Narrator
To add a new rubric to the course list, click the Add Rubric button
near the top right of the page. You should now see a new rubric with a
single sample row appear on the screen. To begin to edit the rubric
for your specific course,

00:00:34:25 - 00:00:50:14
Narrator
give the rubric an appropriate title. Now you can begin editing your
grading criteria. To do this, you will first want to update the sample
criteria that appears in your newly created rubric. Under the Criteria
column, click the pencil icon in the cell that reads description of
criteria.

00:00:50:22 - 00:01:10:19
Narrator
An edit box will appear on the screen where you can include a short
description name and a longer detailed description that more fully
explains this single criterion. Once you've typed in your
descriptions, click the Update Criterion button. To add a new
Criterion row to your rubric, you can do so in one of two ways.

00:01:11:00 - 00:01:25:23
Narrator
First, you can use the Add Criterion Link to add new criterion from
scratch. Or you can duplicate a criteria row that already exists in
your rubric. If you're using Carmen Outcomes in your course, you can
also put outcomes directly into your rubric.

00:01:26:02 - 00:01:42:04
Narrator
Click the Find Outcome link. This will bring up a window with a list
of outcomes that currently exist in your course. Select the outcome
that you want to include in your rubric and click Import. Once you
have all of your criteria included in the rubric, you need to update
the number of points connected to each one. To

00:01:42:04 - 00:01:58:03
Narrator
do this, under the points column, delete the current points indicated
and type in the number of your choosing. The last step is to update

the rating scale for each criterion. You can edit existing ratings by selecting the pencil icon within the cell that you would like to edit.

00:01:58:19 — 00:02:16:23
Narrator
This will bring up a new edit window where you can update the points, rating title, and description. To add additional points to the scale under the ratings column, select the add icon. This will bring up an edit window where you can type in the number of points that you would like to associate to this new rating, give

00:02:16:23 — 00:02:33:04
Narrator
the rating a title and provide a detailed description of what this particular rating means within the broader criterion listed. If you want to incorporate a rating scale that uses a range of values, you can do so by clicking the range checkbox that appears under the criterion

00:02:33:04 — 00:02:51:08
Narrator
name and description in the first column of the rubric and then updating your rating values accordingly. When you are finished adding and updating the criteria and corresponding points within your rubric, click the Create Rubric button displayed just below the rubric table.

00:02:52:11 — 00:02:57:24
Narrator
The rubric is now saved in your courses rubrics list, and you can now add it to new or existing assignments as needed.