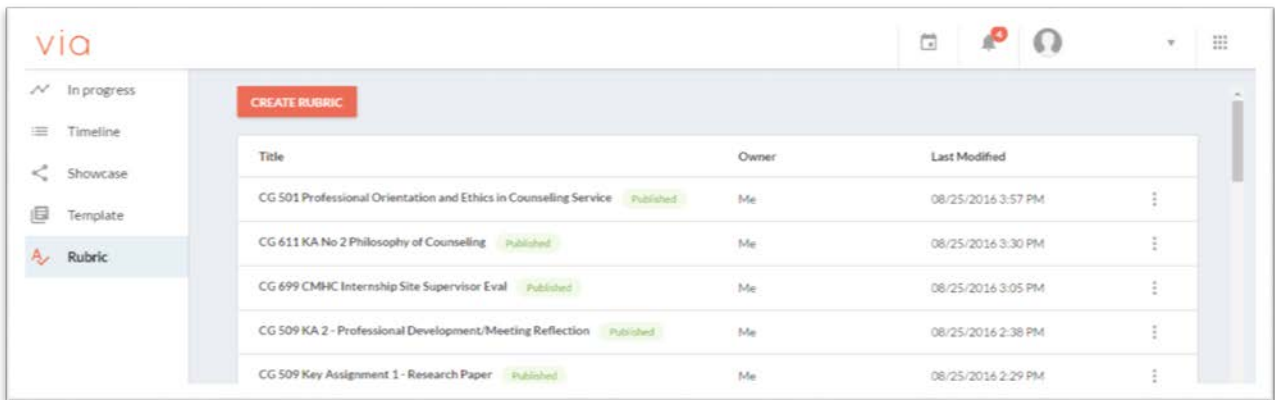




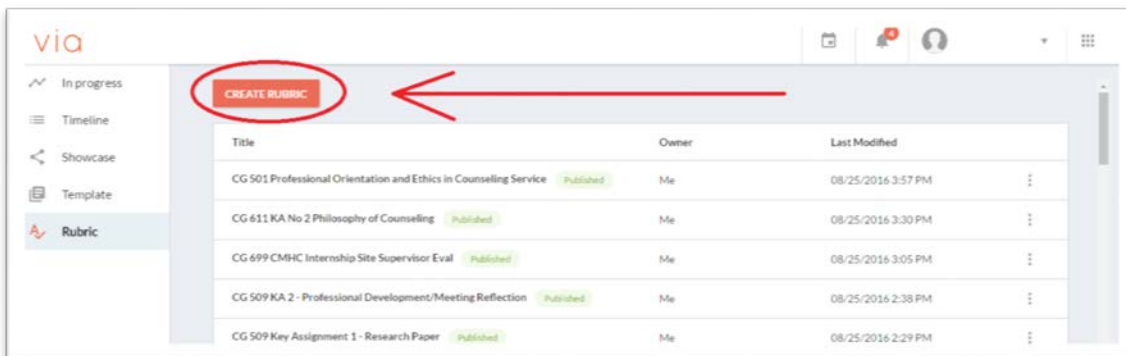
Rubric Creation

The first step to rubric creation is logging into Via at <http://www.vialivetext.com>. You will now be taken to the Via Dashboard where you will select the “Rubric” button in the left navigation.



You will see any rubrics that you have created here, and from here, you can take a few different steps to create a new rubric.

To start a new rubric, select the “Create Rubric” button at the top of the page.



This will take you to the rubric creation template.

× Create Rubric PUBLISH SAVE

Title *
Can't be blank

SELECT STANDARDS

Elements	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	ADD LEVEL
Element 1	No description	No description	No description	
SELECT STANDARDS				

ADD ELEMENT

You may select any of the cells to add text, select “Add Element” for additional rows, “Add Level” for more columns, and “Select Standards” to add any standards required.

After selecting a standard, make sure to mark the checkbox that is “Met” and “Not Met” rows.

Check “Met” for **Above Sufficient** and **Sufficient**, and don't place a check under **Below Sufficient**.

Elements	Above Sufficient <input type="checkbox"/>	Sufficient <input type="checkbox"/>	Below Sufficient <input type="checkbox"/>
Element 1	3 Points	2 Points	1 Point
	No description	No description	No description
SELECT STANDARDS			
LMU-CEC-1 - LMU-CEC 1	<input checked="" type="checkbox"/> Met	<input checked="" type="checkbox"/> Met	

Please use a 3,2,1 point scale displayed in the next image.

If no standard is selected for an element, the “Met” function will not be available to use.

Elements	Level 1 ✕	Level 2 ✕	Level 3 ✕
Element 1	3 Points	2 Points	1
	No description	No description	No description
SELECT STANDARDS			

After you title your rubric, you may choose to Save or Publish.

✕ Create Rubric PUBLISH SAVE

Title *

Can't be blank

[SELECT STANDARDS](#)

Elements	Level 1 ✕	Level 2 ✕	Level 3 ✕	ADD LEVEL
Element 1	No description	No description	No description	
SELECT STANDARDS				

[ADD ELEMENT](#)

Save – Will save all of your work and allow you to come back to work on the rubric later. **You will not be able to use a Saved rubric on your templates. It must be published before you can attach it to a template.**

Publish – Choose to publish when you are sure you are done editing your rubric. **Once you have published your rubric, you will no longer be able to edit the rubric title.** When your rubric has been published, it can be added to templates.

If you have published your rubric or want to use another rubric as a basis to create another, you may copy a published rubric and work on an identical unpublished version of that rubric and make changes where needed.

You will select the three vertical dots to the right of the rubric on your list of rubrics. It will give you the option to copy any published rubric.

CREATE RUBRIC			
Title	Owner	Last Modified	
CG 501 Professional Orientation and Ethics in Counseling Service Published	Me	08/25/2016 3:57 PM	⋮
CG 611 KA No 2 Philosophy of Counseling Published	Me	08/25/2016 3:30 PM	Copy
CG 699 CMHC Internship Site Supervisor Eval Published	Me	08/25/2016 3:05 PM	Transfer
CG 509 KA 2 - Professional Development/Meeting Reflection Published	Me	08/25/2016 2:38 PM	Archive
CG 509 Key Assignment 1 - Research Paper Published	Me	08/25/2016 2:29 PM	⋮

You can edit the copied version the same way as when you created the new rubric and choose to save or publish.

After you are done, select the same three vertical dots to transfer your rubric to the admin. Only do this if reporting needs to be done on the rubric. After selecting “Transfer”, select the appropriate program, ITLU, MED ITL, MED CI, MED Leadership, EdS, and EdD. In doing so, the rubric will be available for use under that program.