A rubric template for Google Docs: copy a real table, no add-on

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Make a rubric in Peabody's free rubric maker, press Copy as a table, and paste it into Google Docs as a bordered table you can edit. No add-on, no sign-in.

To get a rubric template into Google Docs without an add-on, build it in Peabody Teach's free rubric maker, press "Copy as a table", click into your document and paste. Docs receives a real table with a border on every cell, the rubric's title above it, and a score column if you left points on. Every cell stays editable in Docs. There is no sign-in and no add-on to install, and Peabody is free through the end of 2026.

This post is about our own tool. Everything below comes from the maker's code as it stood on 30 October 2026, including what it doesn't do.

Why a pasted table beats a screenshot

A rubric in a document is only useful if you can change it. A screenshot or an image of a grid looks fine until you need to reword one cell for the student who is reading two grades below the class. Then you are back to drawing boxes in Docs by hand.

The maker's copy button puts the rubric on your clipboard twice: once as an HTML table and once as plain tab-separated text. When you paste into Google Docs, Docs takes the HTML version, so you get rows, columns and borders. When you paste into a spreadsheet, the cells land in cells. If your browser can't put HTML on the clipboard, the button falls back to the tab-separated text only.

What lands in your document

- Part of the rubric: The title you typed · What Docs gets: A small heading above the table
- Part of the rubric: Level names and points · What Docs gets: The header row, written as "Meets (3)"
- Part of the rubric: Each criterion · What Docs gets: One row, with its weight added as "(×2)" when it counts more
- Part of the rubric: The cells you wrote · What Docs gets: One table cell each, editable
- Part of the rubric: Score column (if on) · What Docs gets: "/ 4" on each row, or "/ 8" on a row that counts twice on the default scale
- Part of the rubric: Total (if on) · What Docs gets: A last row with the maximum score

Every cell carries a thin dark border and a little padding, written into the table itself, so the borders survive the paste. Text is aligned to the top left of each cell.

If you switch the maker to a single-point rubric, the copied table has three columns instead: "Areas for growth", "Criteria" and "Evidence of going beyond". The middle column holds each criterion's name and its standard; the two outside columns are left blank for your comments.

Step by step

1. Open teach.peabody.kids/make/rubric. It starts on a six-trait writing template.
2. Pick a template, or go to the premade rubrics, choose one and press "Open in the maker" under your grade band.
3. Set the levels (3, 4 or 5) and the criteria (1 to 8). Rename levels and change their points if you like.
4. Rewrite any cell. Each one holds up to 220 characters.
5. Press Copy as a table. The button says "Copied" for a moment.
6. In Google Docs, click where the rubric should go and paste.

If you never need to change a word, the premade rubric pages also have a "Copy for Google Docs" button under each grade band. It copies the same kind of table straight from the page.

Shaping it once it is in Docs

Once the table is in your document, it is a Docs table like any other. A few things teachers often do next:

- Turn the page landscape. A four-level rubric with a score column is wide. In Docs, File, then Page setup, then Landscape gives every column more room.
- Add a row for your own goal. Docs lets you insert a row anywhere. The maker caps a rubric at eight criteria, but your document doesn't.
- Add your standards codes. Our rubrics don't include any state's codes. If your school wants them, type them into the criterion cells.
- Make one copy per class. Duplicate the document, then tweak the wording for each group.

What it doesn't do

- It isn't a Google Docs add-on. Nothing is installed in your Google account, and the maker never sees your documents. You copy, then paste.
- No sign-in, so no cloud saving. The rubric you build is kept in this browser and in the page's link after the #, which our server never receives. The copy you paste into Docs is yours to keep.
- No AI drafting. Templates and premade rubrics were written ahead of time and checked by a person.
- Never type student names into it. The rubric is a blank form. Names go on the printed sheet or in your own document.

Try it this week

- Paste the rubric into the assignment document itself, right under the directions, so students read both in one place.
- Share a "view only" copy with families from Docs, so they see what the top column asks for.
- Paste the plain-text version into a spreadsheet if you track scores there. Each level lands in its own column.

There is more about the maker in the rubric maker post, and the Word version of these steps is in rubric template for Word. Peabody is also a free reading site for kids: the stories your students can read at home are in the library.

Questions

How do I put a rubric into Google Docs as a table?

Build or open a rubric in Peabody's rubric maker, press "Copy as a table", then click into your Google Doc and paste. Docs keeps it as a table with borders, the title above it and every cell editable. No add-on is needed.

Is there a free rubric template for Google Docs?

Yes. The rubric maker and the premade rubrics on teach.peabody.kids are free through the end of 2026, need no sign-in and show no ads. Each premade rubric page has a "Copy for Google Docs" button under each grade band.

Will the borders and points come with the paste?

Yes. Each cell has its border written into the copied table, the header row shows each level's points, and if the score column is on, each row shows its maximum and a total row follows. Turn the score column off in the maker first if you want a rubric with no points.

Free at peabody.kids/blog/rubric-template-google-docs