A rubric template for Word, and a PDF, from one free maker

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Peabody's free rubric maker copies a bordered table you paste into Word, and prints a landscape sheet you can save as a PDF. What it does, step by step.

For a rubric template in Word, build the rubric in Peabody Teach's free rubric maker, press "Copy as a table" and paste into your Word document: the copy is an HTML table with a border on every cell, so it arrives as a table you can edit. For a PDF, press Print and choose "Save as PDF" as the printer. The maker lays the rubric out on one landscape page, on US Letter or A4. There is no download to open and no sign-in, and Peabody is free through the end of 2026.

This post is about our own tool. Everything below is what the maker's code does as of 30 October 2026, and nothing more. We don't hand out a .docx file, and we say so below.

Two ways out of the maker

Most teachers want one of two things: a rubric they can keep changing, or a rubric they can hand out exactly as it is. The maker has one button for each.

- You want: A rubric to edit in Word · Press: Copy as a table · What you get: A bordered table on the clipboard, with the title above it
- You want: A sheet to hand out · Press: Print · What you get: One landscape page with a name and date line and a comments line
- You want: A file to email or post · Press: Print, then "Save as PDF" · What you get: The same page as a PDF
- You want: A picture for slides · Press: Save as PNG, under the sheet · What you get: The page as an image

Into Word

1. Open teach.peabody.kids/make/rubric, or open one of the premade rubrics and press "Open in the maker".
2. Change the title, levels, criteria and cells until it says what you want.
3. Press Copy as a table.
4. Open your Word document, click where it should go and paste.

What is copied: a header row with each level's name and points, such as "Exceeds (4)"; one row for each criterion, marked "(×2)" or "(×3)" if it counts more; and, when the score column is on, each row's maximum and a total row. Each cell has its border and padding written into the table, which is why it keeps its lines when it lands in a document. The clipboard also holds a

plain tab-separated version, which is what a spreadsheet uses. If your browser can't copy HTML, the button copies only that plain version.

Once it is in Word, it is your table. Turn the page to landscape so the columns have room, add rows, change fonts, or add your school's standards codes, which our rubrics don't include.

Into a PDF

The maker draws the rubric as a printable sheet the whole time you edit, so what you see is what prints.

1. Choose the paper under "Paper": US Letter or A4. The maker remembers your choice in this browser.
2. Press Print.
3. In the print window, choose "Save as PDF" (or your computer's PDF printer) as the destination.

The page is landscape. Across the top: the title, and a name and date line if you left that box ticked. Under it, one line telling students what to do: "Circle the level for each row," with the total points when the score column is on. Then the grid, and at the bottom a comments line, plus a total line when points are on. A small note in the corner says where the sheet came from.

If a cell is too long, the maker shrinks its text to fit, and warns you above the sheet when any cell will print in small type, so you can shorten it before you print.

What it doesn't do

- No .docx download. You get Word by pasting, not by opening a file from us.
- No sign-in, so no cloud saving. Your rubric stays in this browser and in the page's link after the #, which our server never receives. The Word file or PDF you make is yours.
- No more than eight criteria and five levels, so it fits one landscape page.
- No student names, no scores stored. It is a blank form. You circle on paper or type in your own copy.

Try it this week

- Keep both. Paste the table into Word for next year's edits, and save today's version as a PDF for the class website.
- Print the K–2 version for your youngest writers. In the maker, "K–2 levels: Wow! / Yes / Not yet" sets three levels and turns points off.
- Bookmark the maker's link after your last change. The link carries the rubric, so the bookmark reopens it.

The Google Docs version of these steps is in rubric template for Google Docs, and more on points is in grading rubrics for elementary students. 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 make a rubric template in Word?

Build the rubric in Peabody's free rubric maker, press "Copy as a table", then paste into Word. It arrives as a bordered table with the title above it, and every cell stays editable. You can also paste a premade rubric from its own page.

Can I save my rubric as a PDF?

Yes. Press Print in the maker and choose "Save as PDF" as the printer. The PDF is one landscape page on US Letter or A4, with a name and date line, the grid and a comments line.

Is there a downloadable Word file?

No. The maker doesn't make .docx files. Pasting gives you the same table inside a document you already have, and Print to PDF gives you a file to share. Both are free through the end of 2026.

Free at peabody.kids/blog/rubric-template-word