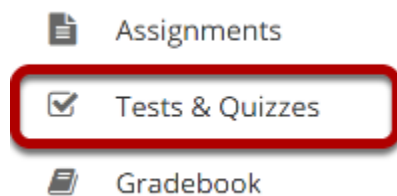


How do I add a rubric to an assessment (i.e., test or quiz)?

Rubrics may be associated with individual questions on an assessment. You may add a rubric to any of the instructor-graded question types: **File Upload**, **Short Answer/Essay**, or **Student Audio Response**.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the tool menu of your site.

Add or Edit an instructor-graded question type in an assessment.

Edit Question: Test 1

Question1 - Short Answer/Essay

Change Question Type

Short Answer/Essay

SAVE

Cancel

Answer Point Value

10

Display Point Value while student is taking the exam

Yes

No

Grading Rubric

Do not use a rubric to grade this assignment

Use the following rubric to grade this assignment

New Rubric

Preview Rubric

Adjust individual student scores

Hide Rubric from student

You will see the **Grading Rubric** options just below the point value information, once you have selected one of the instructor-graded questions types.

Configure the rubric options.

Grading Rubric

Do not use a rubric to grade this assignment

1 Use the following rubric to grade this assignment

2

New Rubric

Preview Rubric

3

4

Adjust individual student scores

5

Hide Rubric from student


1. Select the **Use the following rubric to grade this assignment** radio button.

2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Select Save when you have finished setting up the question.



Your question now has a rubric attached.

Question 1 Short Answer/Essay - 10.0 points 

Write a 500 word response on this week's assigned topic.

Questions with rubrics attached display a rubric icon next to the points for the question.