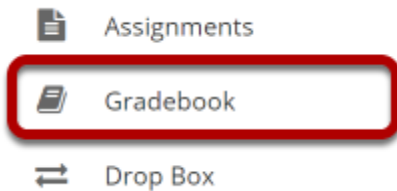


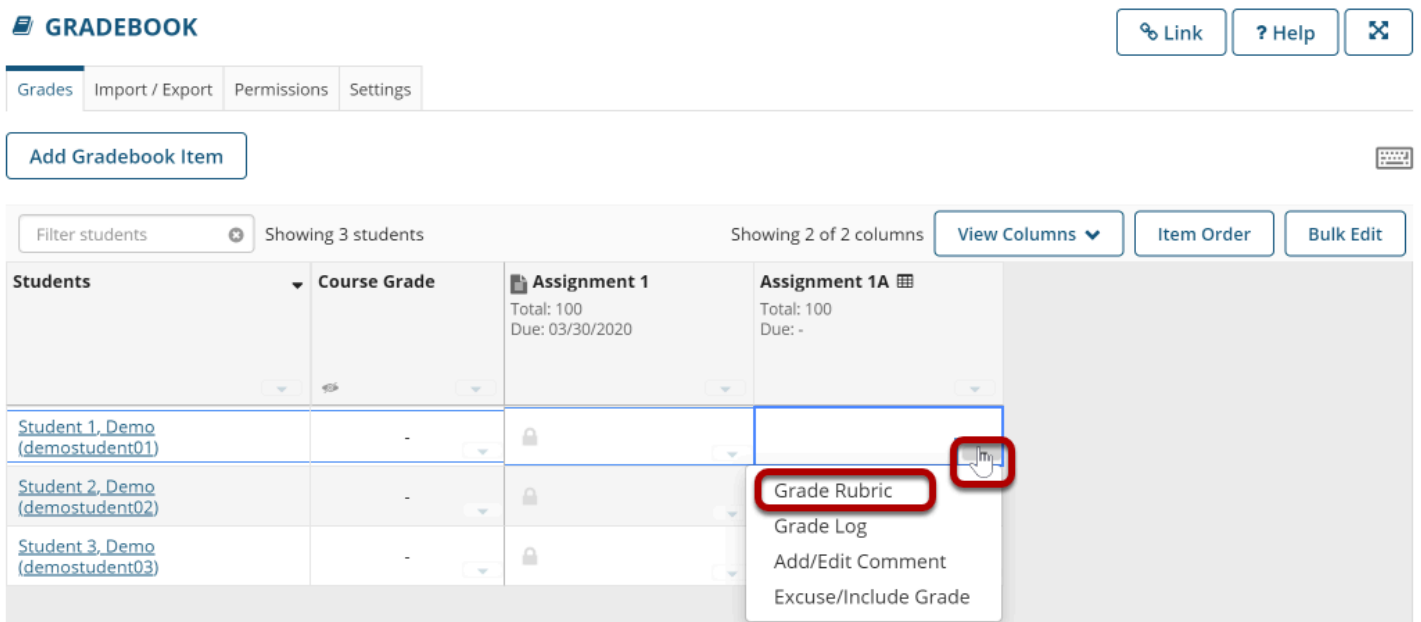
How do I grade a gradebook item using a rubric?

Go to Gradebook.



Select **Gradebook** from the Tool Menu in your site.

Select the down arrow in the cell for the student you would like to grade and choose Grade Rubric.

A screenshot of the 'GRADEBOOK' interface. At the top, there are tabs for 'Grades', 'Import / Export', 'Permissions', and 'Settings'. To the right are buttons for 'Link', 'Help', and a close icon. Below the tabs is an 'Add Gradebook Item' button. The main area shows a table with columns for 'Students', 'Course Grade', 'Assignment 1', and 'Assignment 1A'. The table contains three rows of student data. A context menu is open over the 'Course Grade' cell for 'Student 1, Demo', with the 'Grade Rubric' option highlighted by a red box. The menu also includes 'Grade Log', 'Add/Edit Comment', and 'Excuse/Include Grade'.

Students	Course Grade	Assignment 1 Total: 100 Due: 03/30/2020	Assignment 1A Total: 100 Due: -
Student 1, Demo (demostudent01)	-		
Student 2, Demo (demostudent02)	-		
Student 3, Demo (demostudent03)	-		

Select the appropriate rating level for each criterion.

Grade Rubric for Demo Student 1 (demostudent01)

Essay Rubric 1

Content Paper topic	Needs development The paper topic is unclear and needs further development. <i>1 Points</i>	Meets expectations Demonstrates a clear understanding of the subject. <i>3 Points</i>		Exceeds expectations Demonstrates exceptional understanding of the topic. <i>5 Points</i>	5	
Criterion 2	Inadequate <i>0 Points</i>	Poor <i>5 Points</i>	Fair <i>10 Points</i>	Good <i>15 Points</i>	Exceptional <i>20 Points</i>	15
Presentation Content and delivery of presentation	Needs development The presentation topic and delivery are unclear and needs further development. <i>1 Points</i>	Meets expectations Demonstrates a clear understanding of the subject. <i>3 Points</i>		Exceeds expectations Demonstrates exceptional understanding of the topic. <i>5 Points</i>	5	

Total: 25

The points will be added up automatically based on your rating selections. The total points earned will appear below the rubric.

(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed.

Essay Rubric 1

Content Paper topic	Needs development The paper topic is unclear and needs further development. <i>1 Points</i>	Meets expectations Demonstrates a clear understanding of the subject. <i>3 Points</i>		Exceeds expectations Demonstrates exceptional understanding of the topic. <i>5 Points</i>	5	
Criterion 2	Inadequate <i>0 Points</i>	Poor <i>5 Points</i>	Fair <i>10 Points</i>	Good <i>15 Points</i>	Exceptional <i>20 Points</i>	15
Presentation Content and delivery of presentation	Needs development The presentation topic and delivery are unclear and needs further development. <i>1 Points</i>	Meets expectations Demonstrates a clear understanding of the subject. <i>3 Points</i>		Exceeds expectations Demonstrates exceptional understanding of the topic. <i>5 Points</i>	5	

Total: 27

(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.

Essay Rubric 1

Content Paper topic	Needs development The paper topic is unclear and needs further development. 1 Points		Meets expectations Demonstrates a clear understanding of the subject. 3 Points		<div style="border: 2px solid red; padding: 5px;"> <p>Comment for Content DONE</p> <p>B I U </p> <p>Great job!</p> <p>body p</p> </div>
	Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	
Presentation Content and delivery of presentation	Needs development The presentation topic and delivery are unclear and needs further development. 1 Points		Meets expectations Demonstrates a clear understanding of the subject. 3 Points		15 <input type="text" value="17"/>
			Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points		

Total: 27

Save Rubric Grading Cancel

Enter your comments into the text field provided, and select **Done** when finished.

Essay Rubric 1

Content Paper topic	Needs development The paper topic is unclear and needs further development. 1 Points		Meets expectations Demonstrates a clear understanding of the subject. 3 Points		Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points		5 <input type="text" value=""/>
	Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	
Presentation Content and delivery of presentation	Needs development The presentation topic and delivery are unclear and needs further development. 1 Points		Meets expectations Demonstrates a clear understanding of the subject. 3 Points		Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points		5 <input type="text" value=""/>

Total: 27

Save Rubric Grading Cancel

Note: The Comments icon changes color when comments are saved.

Select Save Rubric Grading when finished grading the item.

Save Rubric Grading

Cancel