## How do I grade an assessment (i.e. test or quiz) using a rubric?

## Go to Tests \& Quizzes.

Assignments
Tests \& Quizzes
Gradebook

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

## From the Actions menu for the assessment you want to grade, select Scores.

```
* TESTS & QUIZZES
```

```
Assessments Add Question Pools Event Log User Activity Report Trash
```

Assessment List


Tip: You may also select the number in the Submitted column to go to the student submissions for an assessment.

## To grade one student at a time, select the student's name

## for the submission to be graded.

## Total Scores: Test 1

| Submission Status | Total Scores | Questions | Statistics | Item Analysis |
| :--- | :--- | :--- | :--- | :--- |
| Export |  |  |  |  |

Max Score Possible: 10


## Select the Grading Rubric tab.

## Demo Student 1

Submission Status Total Scores Questions Statistics

## Test 1

Comments for
Student: $\square$

## Table of Contents

Part 1 - Default - 1/1 Answered Question, 0.0 / 10.0 Points

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

Part 1 of 1

Question 1 of 1: $\quad 0.0$

Student Response

Write a 500 word response on this week's assigned topic.
Kangaroos have a few natural predators. The thylacine, considered by palaeontologists to have once been a major natural predator of the kangaroo, is now extinct. $\mathrm{OI}^{\prime}$. lators included the marsupial lion, Megalania and the Wonambi. However, with the arrival of humans in Australia at least 50,000 years ago (max 10.00) ....ction of the dingo about 5,000 years ago, kangaroos have had to adapt. Wedge-tailed eagles and other raptors usually eat kangaroo carrion. Goannas and other carnivorous reptiles also pose a danger to smaller kangaroo species when other food sources are lacking.

## Select the appropriate rating level for each criterion.


total: 21

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.



[^0]
## (Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.



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


Total: $\mathbf{2 0}$

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

## Select Update when finished grading the assessment.

UPDATE Cancel

# Alternatively, you may select the Questions tab to grade one question at a time for the whole class. 

## Part 1: Question 1 (Test 1)



Part 1:01
Part 1: Question 1 - Short Answer/Essay (10.0 Points)

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

Responses


| $\frac{\text { Name }}{\underline{\underline{I}}}$ | Userid | Role | Date | Score | Student Response | Comments for Student (What's This?) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Student 1. Demo Email | demostudent01 | Student | $\begin{aligned} & \text { Apr } \\ & 21, \\ & 2020 \\ & 1: 37 \\ & \text { PM } \end{aligned}$ | $\begin{gathered} 20 \\ \hline \text { 再 } \end{gathered}$ | Kangaroos have a few natural predators. The thylacine, considered by palaeontologists to have once been a major natural predator of the kangaroo, is now extinct. Other extinct predators included the marsupial lion, Megalania and the Wonambi. However, with the arrival of humans in Australia at least 50,000 years ago and the introduction of the dingo about 5,000 years ago, kangaroos have had to adapt. Wedge-tailed eagles and other raptors usually eat kangaroo carrion. Goannas and other carnivorous reptiles also pose a danger to smaller kangaroo species when other food sources are lacking. | Add Attachments |
| Student <br> 2. <br> Demo | demostudent02 | Student | $\begin{aligned} & \text { Apr } \\ & 21, \\ & 2020 \end{aligned}$ | $0$ | The kangaroo has always been a very important animal for Aboriginal Australians, for its meat, hide, bone, and tendon. Kangaroo hides were also sometimes used for recreation: in particular there are accounts of | 할 |

## Select the Rubric icon for the student you want to grade.

| Student <br> 2. <br> Demo | demostudent02 | Student | Apr <br> 21, <br> 2020 |  | The kangaroo has always been a very important animal for Aboriginal Australians, for its meat, hide, bone, and tendon. Kangaroo hides were also sometimes used for recreation; in particular there are accounts of |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Email |  |  |  |  | some tribes (Kurnai) using stuffed kangaroo scrotum as a ball for the traditional football game of marngrook. In addition, there were important Dreaming stories and ceremonies involving the kangaroo. Aherrenge is a current kangaroo dreaming site in the Northern Territory.[57] | Add Attachments |

Select the appropriate rating level for each criterion.

Save Rubric Grading

New Rubric

total: 21

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.


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

## additional feedback.



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

| Save Rubric Grading |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| New Rubric |  |  |  |  |  |  |
| Criterion 1 | Inadequate 0 Points |  | Meets expectations 1 Points |  | Exceeds expectations 2 Points |  |
| Criterion 2 | Inadequate 0 Points | Poor 5 Points | Fair 10 Points | Good 15 Points | Exceptional 20 Points |  |
|  |  |  |  |  |  | 19 |

total: 20

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

## Select Update when finished grading the question.


[^0]:    Total: $\mathbf{2 0}$

