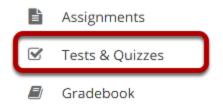
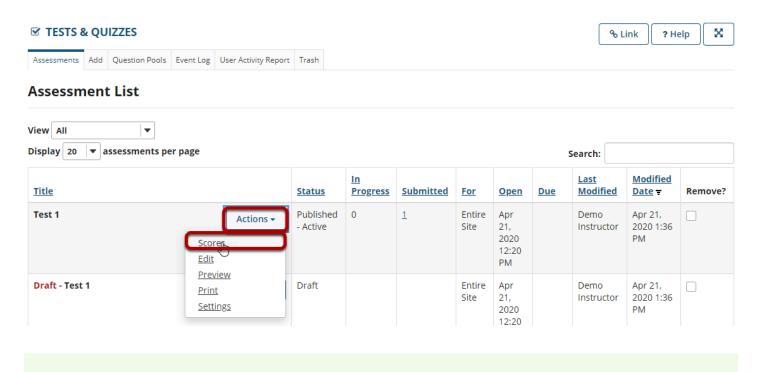
How do I grade an assessment (i.e. test or quiz) using a rubric?

Go to Tests & Quizzes.



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

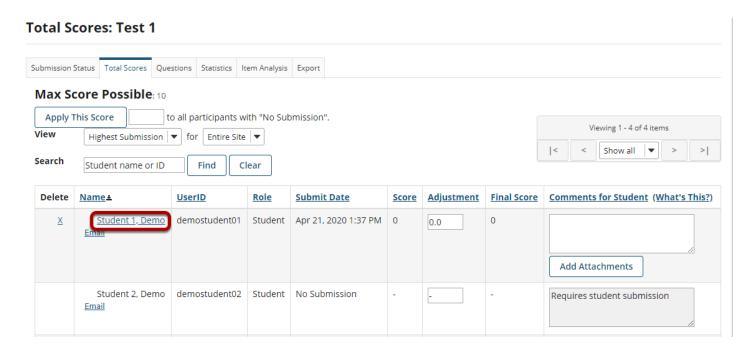
From the Actions menu for the assessment you want to grade, select Scores.



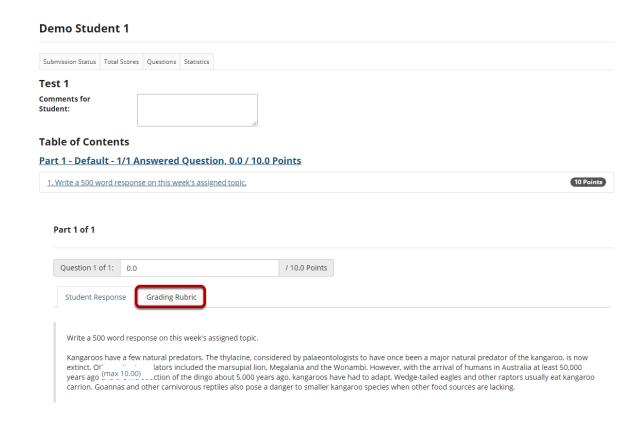
Tip: You may also select the number in the Submitted column to go to the student submissions for an assessment.

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

for the submission to be graded.



Select the Grading Rubric tab.



Select the appropriate rating level for each criterion.



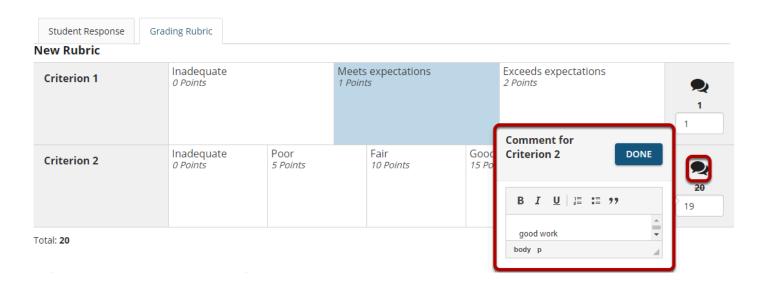
The points will be added up automatically based on your rating selections. The total points earned will appear below the rubric.

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



Total: **20**

(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.

Student Response Grading Rubric								
New Rubric								
Criterion 1	Inadequate 0 Points		Meets expectations 1 Points			Exceeds expectations 2 Points		1
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Poi		Good 15 Poin	nts	Exceptional 20 Points	20 19

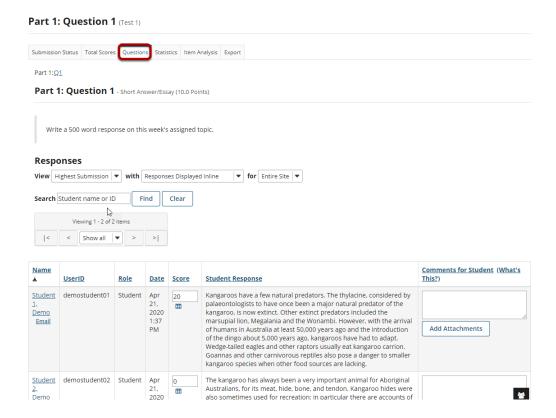
Total: 20

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

Select Update when finished grading the assessment.



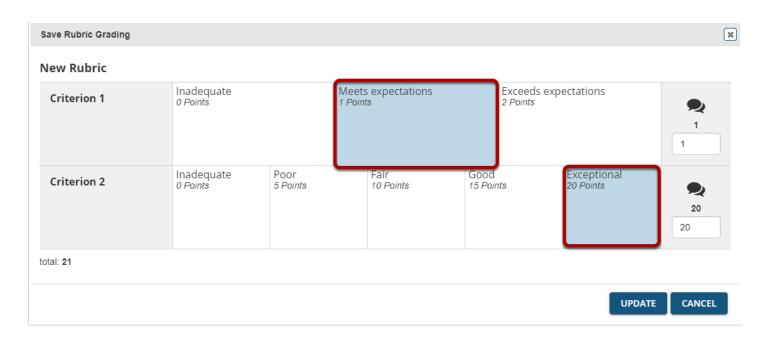
Alternatively, you may select the Questions tab to grade one question at a time for the whole class.



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

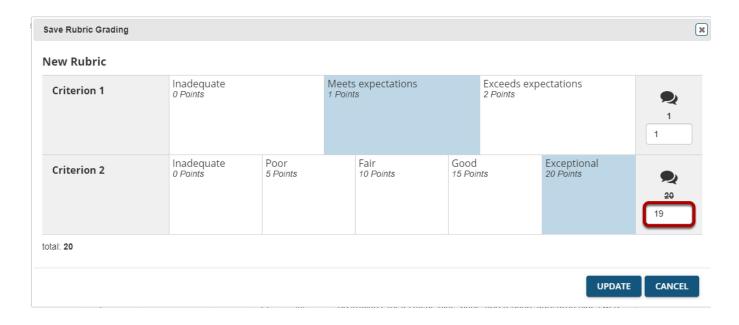


Select the appropriate rating level for each criterion.



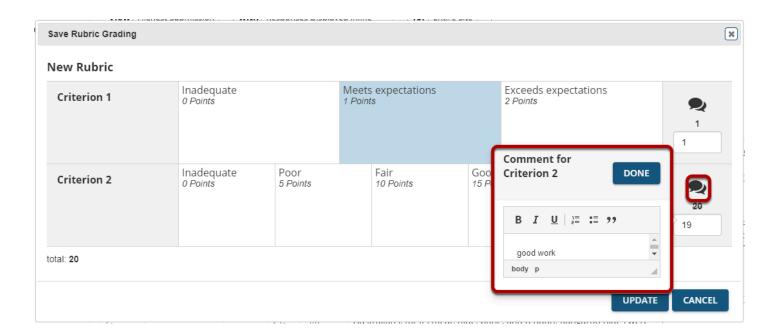
The points will be added up automatically based on your rating selections. The total points earned will appear below the rubric.

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

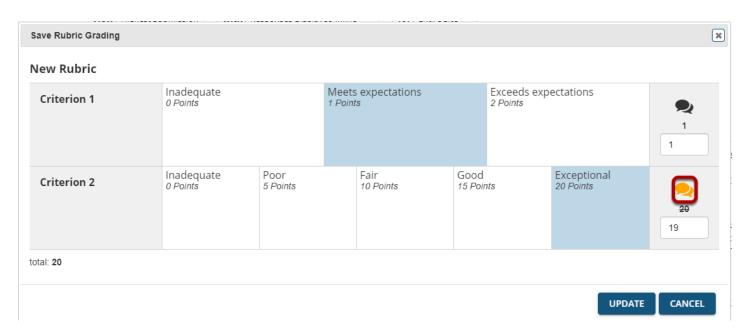


(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include

additional feedback.



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



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

Select Update when finished grading the question.

