# How do I grade an assignment using a rubric?

## Go to Assignments.



## Select Grade for the assignment you want to grade.

| Assignment Title | For | Status | Open Date | Due Date | In / New | Scale | Remove? |
|---|---|---|---|---|---|---|---|
| Assignment 1 ⊞<br>Edit \| Duplicate \| Grade | Entire Site | Open | Mar 23, 2020 10:20 AM | **Mar 30, 2020 10:20 AM** | 0/0 | 0-100.00 | ☐ |

## Select the student's name for the submission to be graded.



*Tip: You may also click on the rubric icon in the same row as the student's name to open the grading rubric for that student. However, opening the rubric from here will bypass the instructor's view of the student submission, so it is best used to review or verify a previously scored rubric.*

# Select the Grading Rubric icon.



# The rubric will open in a pop-up window.

# 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 in the **Grade** field next to the rubric icon.

## (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 comments are saved.*

# Save when finished grading the submission.



Note that a rubric icon which has been scored changes to green in color once the score is saved.