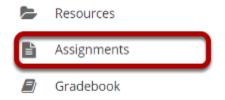
How do I grade an assignment using a rubric in the legacy grading interface?

Note: This article shows the steps for grading in the **legacy** grading interface. If you are using the new grading interface, please refer to the <u>How do I grade an assignment using a rubric?</u> article.

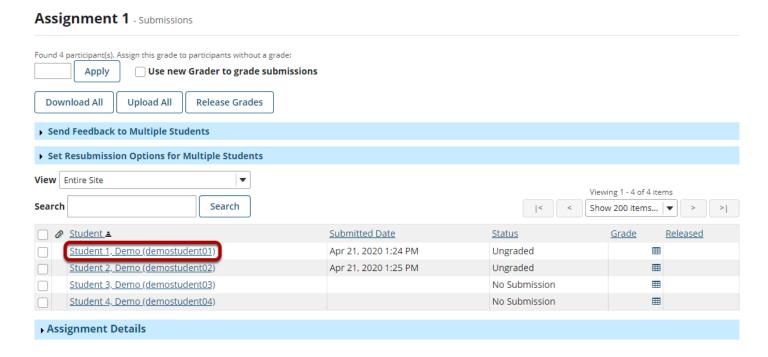
Go to Assignments.



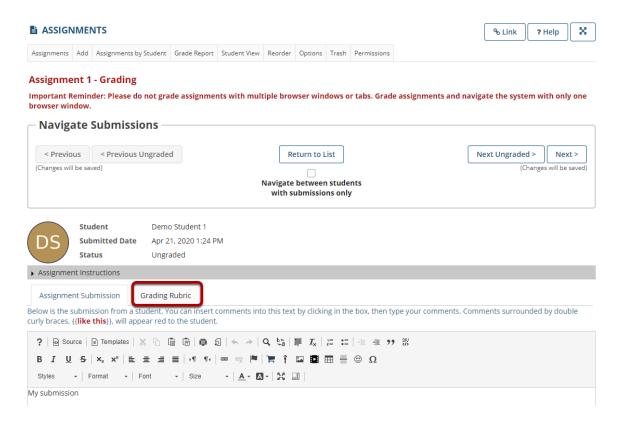
Select Grade for the assignment you want to grade.

Assignment Title	<u>For</u>	<u>Status</u>	Open Date	<u>Due Date</u>	In / New	<u>Scale</u>	Remove?
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Apr 21, 2020 1:20 PM	Apr 28, 2020 1:20 PM	2/2	0-100.00	

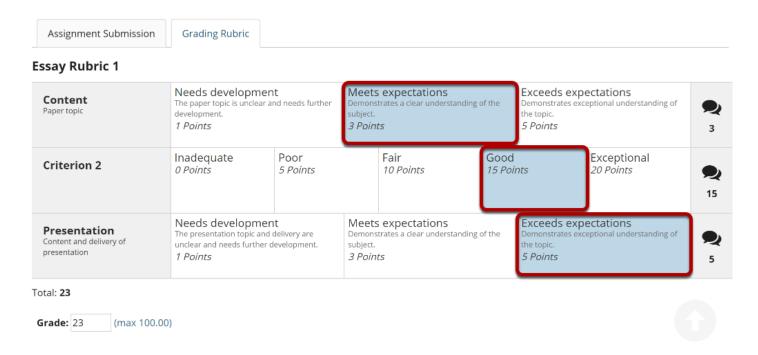
Select the student's name for the submission to be graded.



Select the Grading Rubric tab.



Select the appropriate rating level for each criterion.



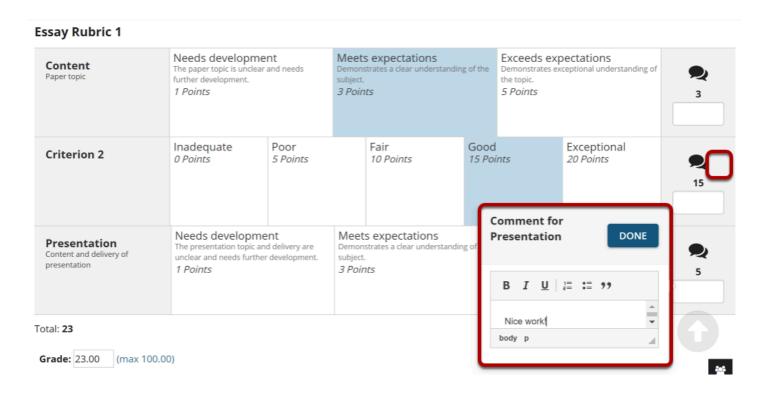
The points will be added up automatically based on your rating selections. The total points earned will appear in the **Grade** field below the rubric.

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

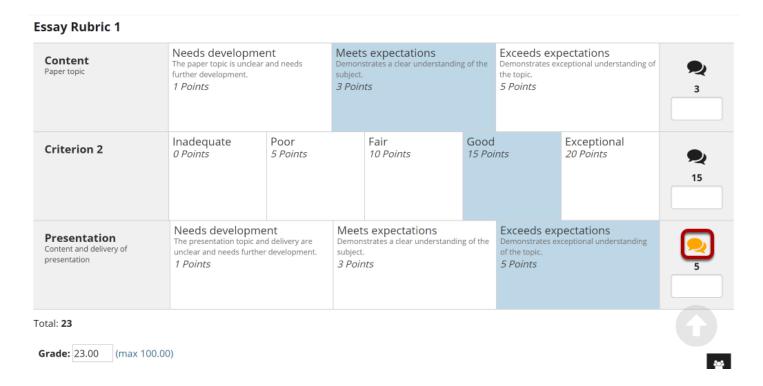
Essay Rubric 1



(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.

SAVE AND DON'T RELEASE TO STUDENT

Save and Release to Student

Preview

Cancel Changes