

Rubrics

What are Rubrics?

The Rubrics tool allows instructors to create and share grading rubrics for use in Sakai tools such as Assignments, Forums, Tests & Quizzes, and Gradebook.

To access this tool, select Rubrics in the Tool Menu of your site.

 Site Info

 Rubrics

 Commons

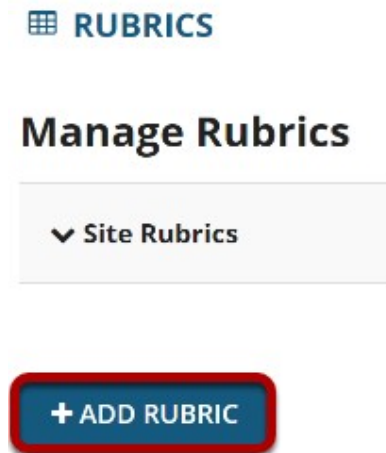
How do I add a rubric to my site?

Go to the Rubrics tool.

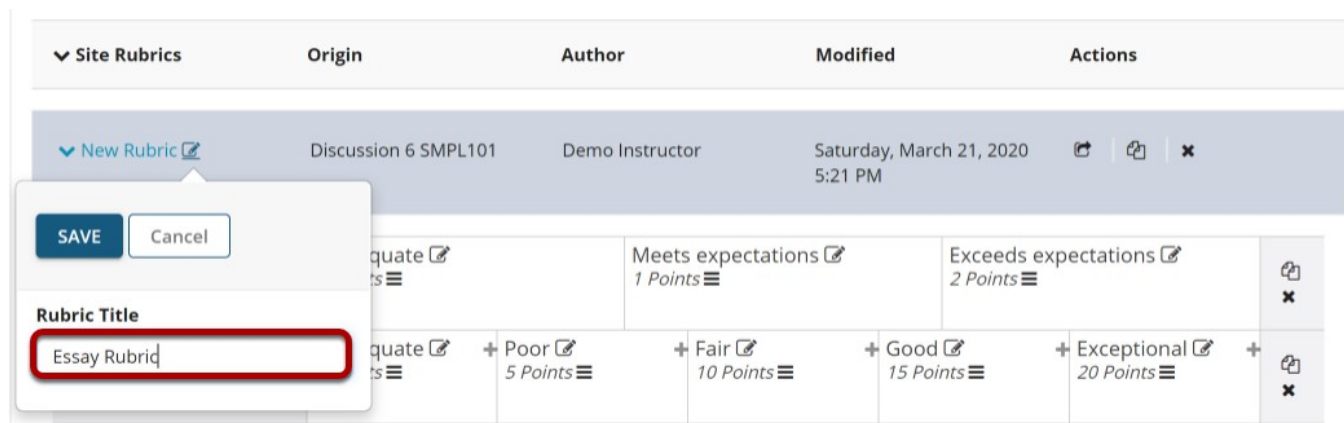


Select the **Rubrics** tool from the Tool Menu of your site.

Select **Add Rubric**.



Enter a Rubric Title.



Edit the existing criteria.

Essay Rubric	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 5:27 PM			
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	

Select **Edit Criterion** to rename the default criteria.

Criterion 1

Inadequate
0 Points

3

SAVE Cancel

1 Criterion Title
Content

2 Criterion Description
Paper topic

1. Edit the **Criterion Title**.
2. Optionally, you may enter a **Criterion Description**.
3. Select **Save** when done.

Edit the Rating Titles and Points.

Exceeds expectations
2 Points

Select the pencil icon next to the rating item you wish to edit.

Exceeds expectations

2

SAVE Remove Cancel

1 Rating Title Points 2

Exceeds expectations 2

3 Rating Description

Demonstrates exceptional understanding of the topic.

1. Enter the **Rating Title**. This is the performance level, such as "Does not meet expectations," "Meets expectations," or "Exceeds expectations."
2. Enter the **Points**.
3. Optionally, enter the **Rating Description**.
4. Select **Save** when finished.

<p>Content</p> <p>Paper topic</p>	<p>+ Needs development</p> <p>The paper topic is unclear and needs further development.</p> <p>1 Points</p>	<p>+ Meets expectations</p> <p>Demonstrates a clear understanding of the subject.</p> <p>3 Points</p>	<p>+ Exceeds expectations</p> <p>Demonstrates exceptional understanding of the topic.</p> <p>5 Points</p>	<p>+ [X]</p>
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To add another rating level to a criterion, mouse over the line separating one rating from the next and click on the + icon **[Add rating to Criterion]** to insert a new rating level at that location.

Add as many new criteria as needed.

▼ Essay Rubric Discussion 6 SMPL101 Demo Instructor Saturday, March 21, 2020 5:27 PM

☰ 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		
	☰ Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	

+ Add Criterion

Select Add Criterion to add a new row.

Or, copy an existing criterion.

▼ Essay Rubric Discussion 6 SMPL101 Demo Instructor Saturday, March 21, 2020 5:27 PM

☰ 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		
	☰ Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	

+ Add Criterion

Select the **Copy icon [Clone Criterion]** to copy an existing criterion.

Tip: Sometimes it is easier to copy an existing criterion and edit the copy, than to add a new one.

Drag and drop to reorder.

▼ Essay Rubric Discussion 6 SMPL101 Demo Instructor Saturday, March 21, 2020 5:27 PM

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

[+ Add Criterion](#)

You can change the order of both criteria and ratings by clicking on the **Reorder** icon in each cell and dragging the selected item to its new location.

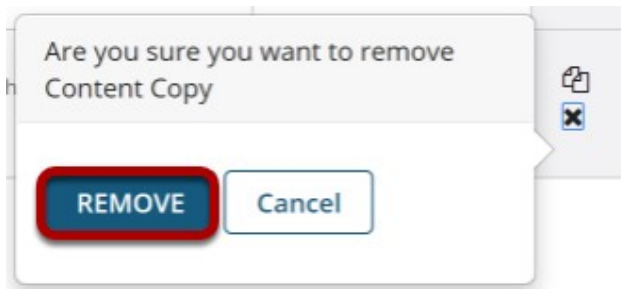
Delete any criteria you don't need.

▼ Essay Rubric Discussion 6 SMPL101 Demo Instructor Saturday, March 21, 2020 5:27 PM

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	 		
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	
Content Copy 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	 		

[+ Add Criterion](#)

Select the **X** icon [**Remove Criterion**] to delete an unnecessary criterion.



Select the **Remove** button when prompted to confirm the deletion.

How do I edit a rubric?

Note: You may only edit rubrics that are local to your site, and that have not been associated with an item for grading. Once a rubric is in use, it will appear with a lock icon next to it, indicating that it cannot be edited.

Go to Rubrics.

⚙ Site Info




📄 Rubrics

🏛 Commons

Select the **Rubrics** tool from the tool menu of your site.

Select the title of the rubric you would like to edit to expand it.

Manage Rubrics

▼ Site Rubrics	Origin	Author	Modified	Actions
▶ Essay Rubric	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 5:27 PM	  

Remember, locked rubrics may not be edited.

▶ Essay Rubric 1 	DAC-EDUCATION-DEPT1- SUBJ1-201	Sakai Administrator	Thursday, March 14, 2020 5:15 PM	 
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The Lock icon indicates that a rubric is associated with an activity in the site and it cannot be edited. If you need to edit a locked rubric, you should either detach it from the activity where it is being used, or make a copy of the rubric and edit the copy.

You may view and edit the rubric from this screen.

▼ Essay Rubric Discussion 6 SMPL101 Demo Instructor Saturday, March 21, 2020 5:27 PM

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				
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points		

[+ Add Criterion](#)

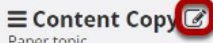




Select the Edit icon next to the rubric title to rename it.



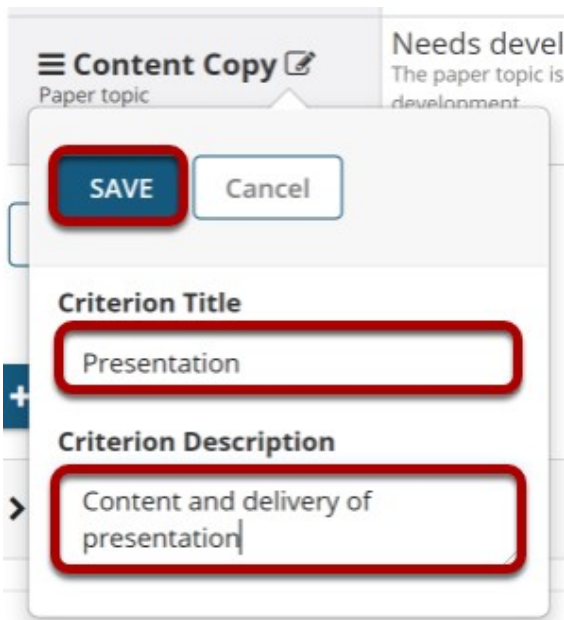
Modify the title and Save.


A screenshot of a modal dialog box for editing the rubric. At the top left, the text 'Essay Rubric' is visible with an edit icon. Below this, there are two buttons: 'SAVE' (highlighted with a red box) and 'Cancel'. Underneath the buttons is a section titled 'Rubric Title' with a text input field containing the text 'Essay Rubric 1'. The input field is also highlighted with a red box.

Select the Edit icon next to a criterion to modify that criterion.

 Content Copy 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	
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Modify the criterion title and/or description and Save.



Content Copy 
Paper topic

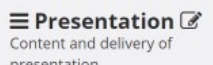




Needs devel
The paper topic is
development

SAVE Cancel

Criterion Title
Presentation

Criterion Description
Content and delivery of
presentation

Select the Edit icon next to a rating to modify that rating.

 Presentation Content and delivery of presentation	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	
--	---	---	---	---

Modify the rating title, points, and/or description and Save.

Note: If you would like to delete a rating level, you may do so by selecting the **Remove** button here.

Drag and drop to reorder.

▼ Essay Rubric 1 | Discussion 6 SMPL101 | Demo Instructor | Saturday, March 21, 2020 6:18 PM

Content Paper topic	Needs development The paper topic is unclear and needs further development. 1 Point	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points			
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			

+ Add Criterion

You can change the order of both criteria and ratings by clicking on the **Reorder** icon in each cell and dragging the selected item to its new location.

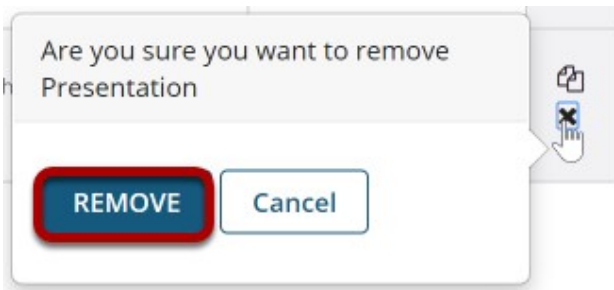
Delete any criteria you don't need.

▼ Essay Rubric 1 Discussion 6 SMPL101 Demo Instructor Saturday, March 21, 2020 6:18 PM

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			
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			

+ Add Criterion

Select the **X** icon **[Remove Criterion]** to delete an unnecessary criterion.

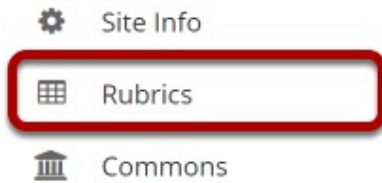


Select the **Remove** button when prompted to confirm the deletion.

How do I copy a rubric?

 Tip: Copying a rubric and editing a copy may be faster than creating a new one.




Go to the Rubrics tool.



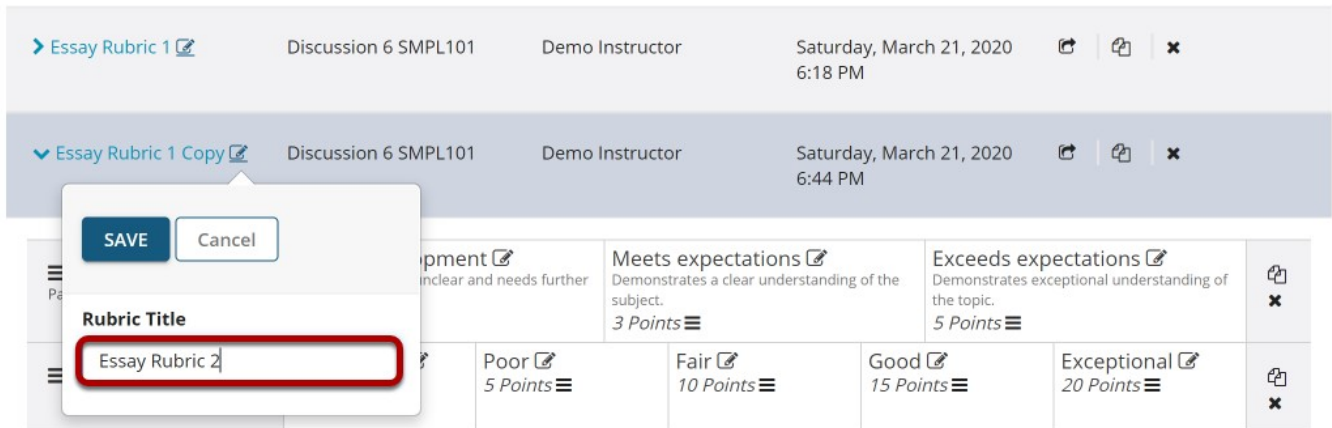
Select the **Rubrics** tool from the Tool Menu of your site.

Select the Copy icon [Copy Rubric] for the rubric you would like to copy.

Manage Rubrics

Site Rubrics	Origin	Author	Modified	Actions
▶ Essay Rubric 1 	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 6:18 PM	 

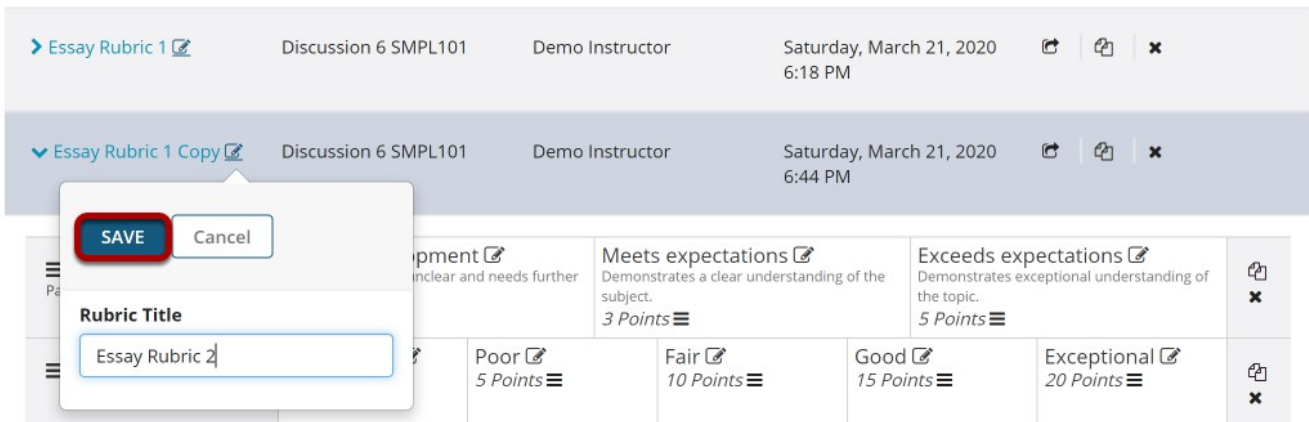
Enter a new Rubric Title.



The screenshot shows a rubric editor interface. At the top, there are two tabs: 'Essay Rubric 1' (selected) and 'Essay Rubric 1 Copy'. Below the tabs is a table with columns for different performance levels: 'Poor', 'Fair', 'Good', and 'Exceptional'. A dialog box is open over the 'Meets expectations' column, with a 'SAVE' button highlighted in blue and a 'Cancel' button. The 'Rubric Title' field in the dialog box contains the text 'Essay Rubric 2' and is highlighted with a red border.

The default title will be the name of the original rubric with "Copy" appended. You may replace the default title with a new title.

Select Save.



This screenshot is similar to the one above, but the 'SAVE' button in the dialog box is now highlighted with a red border, indicating it has been selected. The 'Rubric Title' field still contains 'Essay Rubric 2'.

You may now edit any of the criteria or ratings in the copied rubric as needed.






How do I delete a rubric?

Go to the Rubrics tool.

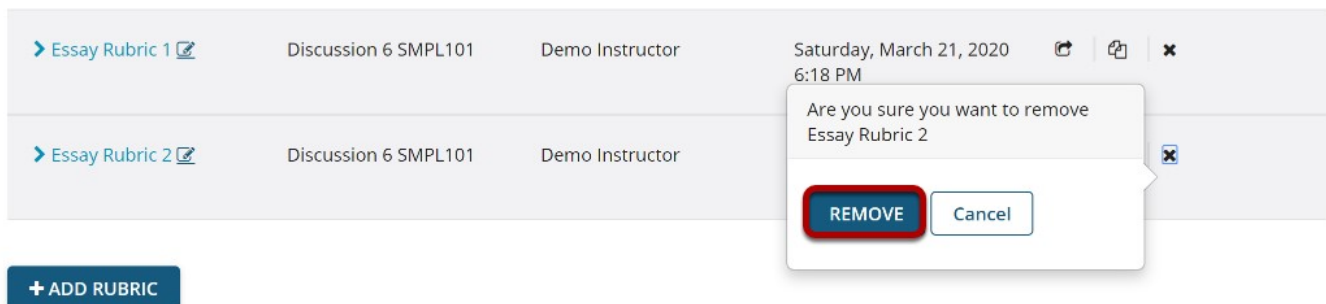


Select the **Rubrics** tool from the Tool Menu of your site.

Select the X icon [Remove Rubric] for the rubric you would like to delete.

Essay Rubric 1	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 6:18 PM			
Essay Rubric 2	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 7:06 PM			

Select Remove to confirm the deletion.

A screenshot of the rubric list interface. The table from the previous image is visible. A confirmation dialog box is overlaid on the table, containing the text 'Are you sure you want to remove Essay Rubric 2' and two buttons: 'REMOVE' and 'Cancel'. The 'REMOVE' button is highlighted with a red border. Below the table is a blue button labeled '+ ADD RUBRIC'.

How do I share a rubric?







Go to the Rubrics tool.



Select the **Rubrics** tool from the Tool Menu of your site.

Select the Share icon [Share Rubric] for the rubric you would like to share.

Manage Rubrics

Site Rubrics	Origin	Author	Modified	Actions
Essay Rubric 1	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 6:18 PM	  
Essay Rubric 2	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 7:06 PM	  

The rubric will now appear listed in the Shared Rubrics area.

Manage Rubrics

▼ Site Rubrics	Origin	Author	Modified	Actions
▶ Essay Rubric 1	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 7:31 PM	
▶ Essay Rubric 2	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 7:06 PM	

+ ADD RUBRIC

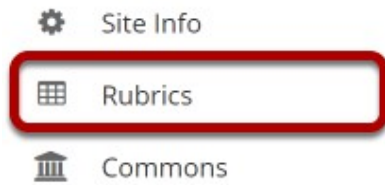
▼ Shared Rubrics	Origin	Author	Modified	Actions
▶ 20x-Decimals-Rubrics	20xAGS FEB 23A Spring 2020	Jane Doe	Tuesday, March 3, 2020 7:37 PM	
▶ Essay Rubric 1	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 7:31 PM	

The rubric is now shared throughout your institution. Any user with the appropriate site permissions may copy the shared rubric into his or her site to use for grading or to make changes to their individual copy.

*Note: Shared rubrics may not be edited. If you would like to modify a shared rubric, you must **Revoke** sharing and make changes to your site rubric before re-sharing.*

How do I stop sharing a rubric?







Go to the Rubrics tool.



Select the **Rubrics** tool from the Tool Menu of your site.

Select the **Revoke sharing icon [Revoke sharing]** for the rubric you would like to stop sharing.









Manage Rubrics

Site Rubrics	Origin	Author	Modified	Actions
▶ Essay Rubric 1	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 7:31 PM	  
▶ Essay Rubric 2	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 7:06 PM	  



Note: You may only revoke sharing for rubrics that have been shared from within the current site. If the rubric had another site of origin, you must go to that site to revoke sharing.

The rubric is no longer shared and has been removed from the Shared Rubrics list.

Manage Rubrics

▼ Site Rubrics	Origin	Author	Modified	Actions
▶ Essay Rubric 1 	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 7:50 PM	  
▶ Essay Rubric 2 	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 7:06 PM	  

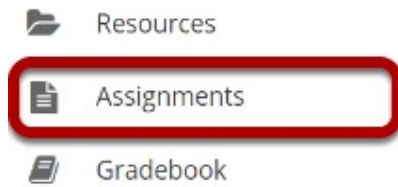
+ ADD RUBRIC

▼ Shared Rubrics	Origin	Author	Modified	Actions
▶ 20x-Decimals-Rubrics	20xAGS FEB 23A Spring 2020	Jane Doe	Tuesday, March 3, 2020 7:37 PM	 

Note: Revoking a shared rubric has no effect on copies of that shared rubric being used within individual sites.

How do I add a rubric to an assignment?

Go to the Assignment tool.



Add or edit an assignment.

ASSIGNMENTS Link Help

Add Assignments Assignments by Student Grade Report Student View Permissions Options Trash

Assignments

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

	Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
	Assignment 1 Edit Duplicate View Submissions	Entire Site	Open	Mar 17, 2020 10:25 PM	Mar 24, 2020 10:25 PM	0/0	No Grade	<input type="checkbox"/>

Under Grading, select Points as the Grade Scale.

Grading

- Hide submitters' identities (e.g. for anonymous grading)
- Grade this assignment

Grade Scale* Points

Max Points*

Do not use a rubric to grade this assignment
 Use the following rubric to grade this assignment

Essay Rubric 1 Preview Rubric

Adjust individual student scores
 Hide Rubric from student

Send grades to the Gradebook
 Create new Gradebook item

Use peer assessment

Once you have selected **Points**, the **Grading Rubric** section will appear just below.

Configure the rubric options.

Do not use a rubric to grade this assignment
 Use the following rubric to grade this assignment

Essay Rubric 1 Preview Rubric

Adjust individual student scores
 Hide Rubric from student

1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.

5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Select Post when you have finished setting up the assignment.



Your assignment now has a rubric attached.


ASSIGNMENTS [Link](#) [? Help](#) [✕](#)

Add **Assignments** Assignments by Student Grade Report Student View Permissions Options Trash

Assignments

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
Assignment 1  Edit Duplicate Grade	Entire Site	Open	Mar 23, 2020 10:20 AM	Mar 30, 2020 10:20 AM	0/0	0-100.00	<input type="checkbox"/>

Assignments with rubrics attached will display a rubric icon next to the title of the assignment.

How do I add a rubric to a forum topic?

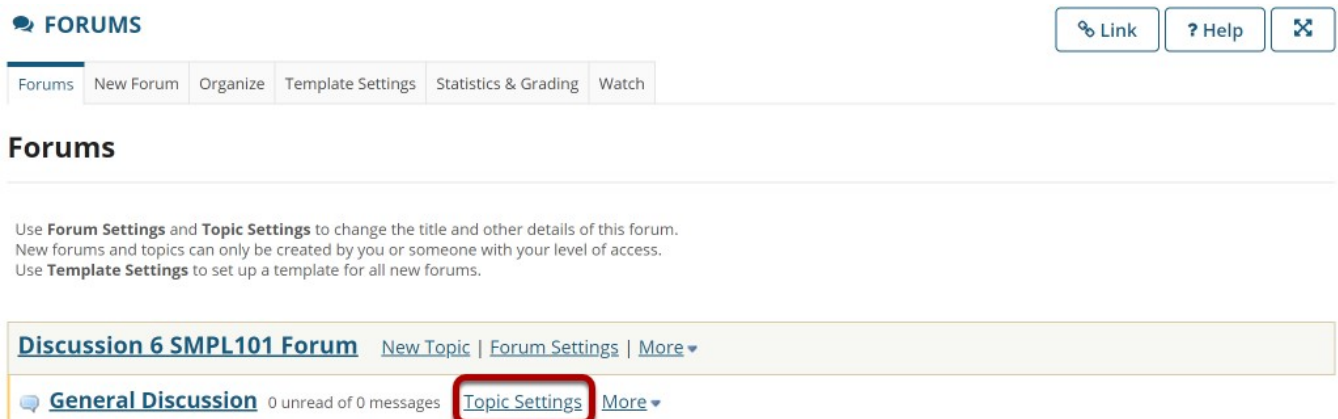
Note: In order to attach a rubric to a forum, you must first [create a gradebook item](#) and [attach the rubric to that item](#). Then, you may select the gradebook item with rubric attached to associate with your forum or topic.

Go to Forums.



Select the **Forums** tool from the tool menu of your site.

Go to Topic Settings for a new or existing forum topic.



In the Grading section, choose the Gradebook item to associate with this topic.

Grading

Gradebook item: forum post This will be the default when grading in this topic. (More?)

Note: You must have an existing Gradebook item in order to associate the forum topic with that item, and the gradebook item must already have the rubric attached. If there are no existing items, you will need to go to the Gradebook to create the item first.

Preview the rubric.

Grading Rubric

Forum rubric ▾

Preview Rubric

Forum rubric

Content	Inadequate <i>0 Points</i>	Meets expectations <i>1 Points</i>	Exceeds expectations <i>2 Points</i>
Sources	Inadequate <i>0 Points</i>	Meets expectations <i>1 Points</i>	Exceeds expectations <i>2 Points</i>
Word Count	Inadequate <i>0 Points</i>	Meets expectations <i>1 Points</i>	Exceeds expectations <i>2 Points</i>

Once you have selected a gradebook item with a rubric, you may select Preview Rubric to see what the selected rubric looks like.

Note: If you want to select a different rubric, you will need to go to the Gradebook and modify the gradebook item to use the new rubric. If you need to make changes to the rubric itself, you will need to go to the Rubrics tool and modify the rubric criteria and ratings.

Select Save when you have finished setting up the topic.

SAVE

Save Draft

Save Settings & Add Topic

Delete Topic

Cancel

Your forum topic now has a rubric attached.

FORUMS


Link

Help

New Forum Organize Template Settings Statistics & Grading Watch

Forums

Discussions [New Topic](#) | [Forum Settings](#) | [More](#) ▾

 [Chapter 1](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

Topics with rubrics attached will display a rubric icon next to the title of the assignment.

How do I add a rubric to an assessment (i.e., test or quiz)?

Rubrics may be associated with individual questions on an assessment. You may add a rubric to any of the instructor-graded question types: **File Upload**, **Short Answer/Essay**, or **Student Audio Response**.

Go to Tests & Quizzes.

 Assignments

Tests & Quizzes

 Gradebook

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

Add or Edit an instructor-graded question type in an assessment.

Edit Question: Test 1

Question1 - Short Answer/Essay

Change Question Type

Short Answer/Essay

SAVE

Cancel

Answer Point Value

10

Display Point Value while student is taking the exam

Yes

No

Grading Rubric

Do not use a rubric to grade this assignment

Use the following rubric to grade this assignment

New Rubric

Preview Rubric

Adjust individual student scores

Hide Rubric from student

You will see the **Grading Rubric** options just below the point value information, once you have selected one of the instructor-graded questions types.

Configure the rubric options.

Grading Rubric

Do not use a rubric to grade this assignment

Use the following rubric to grade this assignment

New Rubric

Preview Rubric

Adjust individual student scores

Hide Rubric from student


1. Select the **Use the following rubric to grade this assignment** radio button.

2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Select Save when you have finished setting up the question.



Your question now has a rubric attached.

Question 1 ▼ Short Answer/Essay - 10.0 points 

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

Questions with rubrics attached display a rubric icon next to the points for the question.

How do I add a rubric to a Gradebook item?

Go to Gradebook.

Tests & Quizzes

Gradebook

Web Content

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

Add or Edit a Gradebook item.

The screenshot shows the Gradebook interface. At the top, there are buttons for 'Link', 'Help', and a refresh icon. Below that, there are tabs for 'Grades', 'Import / Export', 'Permissions', and 'Settings'. The 'Add Gradebook Item' button is highlighted with a red box and a circled '1'. Below the tabs, there are filters for 'Filter students' (Showing 3 students) and 'Showing 8 of 8 columns'. There are also buttons for 'View Columns', 'Item Order', 'Group By Category', and 'Bulk Edit'. The main table has columns for 'Students', 'Course Grade', and several assignment items. The 'Assignment 2' column has a dropdown arrow highlighted with a red box and a circled '2'. A context menu is open over this dropdown, with 'Edit Item Details' highlighted by a red box.

Students	Course Grade	Assignment 2 Cat: Assignment [30%] Total: 10 Due: -	Assignment 5B Cat: Assignment [30%] Total: 10 Due: 02/27/2020	Assignment 3 Cat: Assignment [30%] Total: 100 Due: -	Assignment Cat: Assignme Total: 100 Due: -
Student 1, Demo (demostudent01)	A (85.24%)	Edit Item Details	🔒	95	7
Student 2, Demo (demostudent02)	A- (94.76%)	View Grade Statistics	🔒	95	9
Student 3, Demo (demostudent03)	B (84.76%)	Move Right	🔒	100	7
		Set Score for Empty Cells			
		Hide Item			
		Message Students			
		Delete Item			

1. Select **Add Gradebook Item** to create a new item.
2. Or select the down arrow in the column heading for an existing Gradebook item, and then select **Edit Item Details**.

Note: If the Gradebook item is locked, it is coming from another tool. You will not be able to associate a rubric with locked items, since they must be graded from within the tool of origin.

Configure the rubric options.

The screenshot shows the 'Edit Gradebook Item' dialog box. It has a title bar with a close button (X). The form contains the following elements:

- * Title: A text input field containing 'forum post'.
- * Point value: A text input field containing '22'.
- Extra credit: An unchecked checkbox.
- Grading Rubric section:
 - Do not use a rubric to grade this assignment: An unchecked radio button.
 - Use the following rubric to grade this assignment: A selected radio button, marked with a circled '1'.
 - Forum rubric: A dropdown menu, marked with a circled '2'.
 - Preview Rubric: A button, marked with a circled '3'.
 - Adjust individual student scores: An unchecked checkbox, marked with a circled '4'.
 - Hide Rubric from student: An unchecked checkbox, marked with a circled '5'.
- Due date: A date picker field.
- Release item to students?: A checked checkbox.
- Include item in course grade calculations?: A checked checkbox.
- Save Changes: A button.
- Cancel: A button.

1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Select Save Changes when you have finished setting up the gradebook item.



Your gradebook item now has a rubric attached.

GRADEBOOK

Grades Import / Export Permissions Settings




Gradebook item 'forum post' has been updated.

Add Gradebook Item

Filter students



Showing 1 students

Students	Course Grade	 peer review Total: 100 Due: 04/08/2020	forum post  Total: 22 Due: -
Student 2, Demo (demostudent02)	-		


Gradebook items with rubrics attached will display a rubric icon next to the title of the item.

How do I grade an assignment using a rubric?

Go to Assignments.

 Resources

 **Assignments**

 Gradebook

Select Grade for the assignment you want to grade.

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Mar 23, 2020 10:20 AM	Mar 30, 2020 10:20 AM	0/0	0-100.00	<input type="checkbox"/>

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

Assignment 2 - Submissions

Found 4 participant(s). Assign this grade to participants without a grade:

Use new Grader to grade submissions

View

Search

Viewing 1 - 4 of 4 items

<input type="checkbox"/>	Student	Submitted Date	Status	Grade	Released
<input checked="" type="checkbox"/>	Student 1, Demo (demostudent01)	Apr 21, 2020 12:48 PM	Ungraded		<input type="checkbox"/>
<input type="checkbox"/>	Student 2, Demo (demostudent02)	Apr 21, 2020 12:51 PM	Graded	22.00	<input type="checkbox"/>
<input type="checkbox"/>	Student 3, Demo (demostudent03)		No Submission		<input type="checkbox"/>
<input type="checkbox"/>	Student 4, Demo (demostudent04)		No Submission		<input type="checkbox"/>

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.

ASSIGNMENTS

MPH 001 002 Spring 2020
Assignment 2

Graded 1 / 4

Return to List
Demo Student 1 DS

Viewing: [The Florida Panther.docx](#)

The Florida Panther

The Florida panther is an endangered population of cougar (Puma concolor) that lives in forests and swamps of southern Florida in the United States. Its current taxonomic status (Puma concolor coryi or Puma concolor couguar) is unresolved, but recent genetic research alone does not alter the legal conservation status. Florida panthers are usually found in pinelands, hardwood hammocks, and mix swamp forests.


Males can weigh up to 160 pounds (73 kg) and live within a range that includes the Big Cypress National Preserve, Everglades National Park, the Florida Panther National Wildlife Refuge, Picayune Strand State Forest, rural communities of Collier County, Florida including Golden Gate Estates, Hendry County, Florida, Lee County, Florida, Miami-Dade County, Florida and Monroe County, Florida . This population, the only unequivocal cougar representative in the eastern United States, currently occupies 5% of its historic range[citation needed] . In the 1970s, there were an estimated 20 Florida panthers in the wild, although their numbers have increased to an estimated 230 by 2017.

In 1982, the Florida panther was chosen as the Florida state animal.

Description

DS Demo Student 1 at 4/21/2020 @ 12:48

Submitted Attachments:
[The Florida Panther.docx](#)

Grade (max 100.00) 

Feedback Comment

Feedback Attachment(s)
Add Attachments

Private Notes

Allow Resubmission

SAVE Save and Release to Student Cancel

The rubric will open in a pop-up window.

ASSIGNMENTS

MPH 001 002 Spring 2020
Assignment 2

Graded 1 / 4

Return to List
Demo Student 1 DS

Viewing: [The Florida Panther.docx](#)

The Florida Panther

DS Demo Student 1 at 4/21/2020 @ 12:48

Submitted Attachments:
[The Florida Panther.docx](#)

Rubric

New Rubric

Criterion 1	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations 2 Points		0
	Inadequate 0 Points		Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	
Criterion 2	Inadequate 0 Points		Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	0

Total: 0

Done

In 1982, the Florida panther was chosen as the Florida state animal.

Cancel

Select the appropriate rating level for each criterion.

ASSIGNMENTS

MPH 001 002 Spring 2020
Assignment 2

Graded 1 / 4

Return to List
Demo Student 1 DS

Viewing: [The Florida Panther.docx](#)

DS Demo Student 1 at 4/21/2020 @ 12:48

Submitted Attachments:
[The Florida Panther.docx](#)

Grade 22 (max 100.00)

Rubric

New Rubric

Criterion 1	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations 2 Points	2
	Inadequate 0 Points		Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points

Total: 22

Done

Cancel

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.

Rubric ✕

New Rubric

Criterion 1	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations 2 Points		2 <input type="text" value="2"/>
	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points		
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points		20 <input type="text" value="19"/>

Total: 21

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

Rubric ✕

New Rubric

Criterion 1	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations 2 Points		2 <input type="text" value="2"/>
	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points		
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points		20 <input type="text" value="19"/>

Total: 21

Comment for Criterion 2

B I U |


good job

body p

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

Rubric ✕

New Rubric

Criterion 1	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations 2 Points		 2 <input type="text" value="2"/>
	Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	

Total: 21

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

Save when finished grading the submission.

ASSIGNMENTS

MPH 001 002 Spring 2020
Assignment 2

Graded 2 / 4

[Return to List](#)
 Demo Student 1

Viewing: [The Florida Panther.docx](#)

The Florida Panther

The Florida panther is an endangered population of cougar (Puma concolor) that lives in forests and swamps of southern Florida in the United States. Its current taxonomic status (Puma concolor coryi or Puma concolor cougar) is unresolved, but recent genetic research alone does not alter the legal conservation status. Florida panthers are usually found in pinelands, hardwood hammocks, and mix swamp forests.

Males can weigh up to 160 pounds (73 kg) and live within a range that includes the Big Cypress National Preserve, Everglades National Park, the Florida Panther National Wildlife Refuge, Picayune Strand State Forest, rural communities of Collier County, Florida including Golden Gate Estates, Hendry County, Florida, Lee County, Florida, Miami-Dade County, Florida and Monroe County, Florida . This population, the only unequivocal cougar representative in the eastern United States, currently occupies 5% of its historic range[citation needed] . In the 1970s, there were an estimated 20 Florida panthers in the wild, although their numbers have increased to an estimated 230 by 2017.

In 1982, the Florida panther was chosen as the Florida state animal.

DS Demo Student 1 at 4/21/2020 @ 12:48

Submitted Attachments:
[The Florida Panther.docx](#)

Grade (max 100.00)

Feedback Attachment(s)

Allow Resubmission

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


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 [How do I grade an assignment using a rubric?](#) article.*


Go to Assignments.

 Resources

 Assignments

 Gradebook

Select Grade for the assignment you want to grade.

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	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	<input type="checkbox"/>

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

Assignment 1 - Submissions

Found 4 participant(s). Assign this grade to participants without a grade:

Use new Grader to grade submissions

▶ Send Feedback to Multiple Students

▶ Set Resubmission Options for Multiple Students

View

Search

Viewing 1 - 4 of 4 items

<input type="checkbox"/>	Student	Submitted Date	Status	Grade	Released
<input type="checkbox"/>	Student 1. Demo.(demostudent01)	Apr 21, 2020 1:24 PM	Ungraded	<input type="button" value="⊞"/>	
<input type="checkbox"/>	Student 2. Demo.(demostudent02)	Apr 21, 2020 1:25 PM	Ungraded	<input type="button" value="⊞"/>	
<input type="checkbox"/>	Student 3. Demo.(demostudent03)		No Submission	<input type="button" value="⊞"/>	
<input type="checkbox"/>	Student 4. Demo.(demostudent04)		No Submission	<input type="button" value="⊞"/>	

▶ Assignment Details

Select the Grading Rubric tab.

ASSIGNMENTS

Assignments Add Assignments by Student Grade Report Student View Reorder Options Trash Permissions

Assignment 1 - Grading

Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.

Navigate Submissions

(Changes will be saved)

(Changes will be saved)

Navigate between students
with submissions only

DS Student Demo Student 1
Submitted Date Apr 21, 2020 1:24 PM
Status Ungraded

Assignment Instructions

Assignment Submission

Below is the submission from a student. You can insert comments into this text by clicking in the box, then type your comments. Comments surrounded by double curly braces, `{{like this}}`, will appear red to the student.




Rich text editor toolbar with options: Source, Templates, Undo, Redo, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Table, Table of Contents, Smiley, and Help. Below the toolbar is a text area labeled "My submission".

Select the appropriate rating level for each criterion.

Assignment Submission

Grading Rubric

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>	 3		
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: 23

Grade: (max 100.00) ↑

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


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>	 3 <input style="width: 40px; height: 20px;" type="text"/>		
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 <input style="width: 40px; height: 20px; border: 2px solid red;" type="text"/>
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 <input style="width: 40px; height: 20px;" type="text"/>		

Total: 23




Grade: (max 100.00) ↑ 

(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		Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	 3 <input type="text"/>
	Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 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

Comment for Presentation DONE

B I U |   

Nice work!


body p

Total: 23

Grade: (max 100.00)

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	 3 <input type="text"/>
	Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 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

Total: 23

Grade: (max 100.00)

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

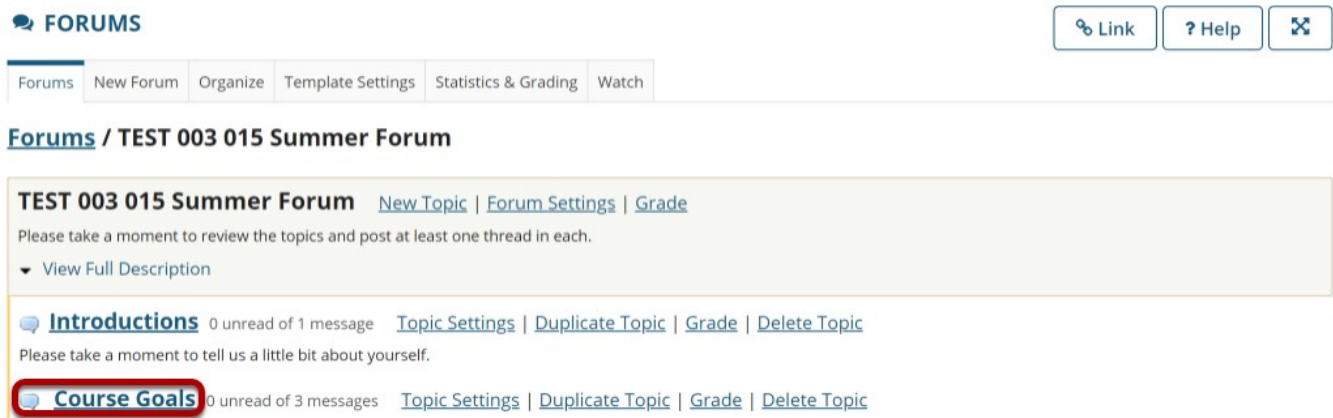
How do I grade a forum topic using a rubric?

Go to Forums.



Select the **Forums** tool from the tool menu of your site.

Select topic you want to grade.




Select the title of the student's post to be graded.

FORUMS [Link](#) [Help](#) [X](#)

Forums | [New Forum](#) | [Organize](#) | [Template Settings](#) | [Statistics & Grading](#) | [Watch](#)

Forums / TEST 003 015 Summer Forum / Course Goals [Previous Topic](#) [Next Topic >](#)


[Start a New Conversation](#) [Display Message Content](#) [Topic Settings](#) 

Course Goals

[Move Thread\(s\)](#)

	Conversation	Authored By	Date
<input type="checkbox"/>	Understanding 0 unread of 2 messages	Demo Instructor (demoinstructor)	Feb 26, 2020 12:01 PM
<input type="checkbox"/>	My Goal 1 unread of 1 message	Demo Student 1 (demostudent01)	Feb 26, 2020 1:55 PM

Select the Grade button in the student post.

 **My Goal**
Demo Student 1 (demostudent01) (Feb 26, 2020 1:55 PM) - Read by: 2

[Reply](#) [Email](#) [Grade](#) [Edit](#) [Delete Message](#)

Last Edited By Demo Instructor (demoinstructor) on Mar 24, 2020 11:44 AM

My main goal is to get an A in this class.

Scroll to the bottom of the window.

Comments:

Responses

Content	Inadequate <i>0 Points</i>	Meets expectations <i>3 Points</i>	Exceeds expectations <i>5 Points</i>	 0
Peer Reply	Inadequate <i>0 Points</i>	Meets expectations <i>3 Points</i>	Exceeds expectations <i>5 Points</i>	 0

Total: 0

The rubric will appear at the bottom of the modal window, just below the **Comments** field.

Select the appropriate rating level for each criterion.

Responses

Content	Inadequate <i>0 Points</i>	Meets expectations <i>3 Points</i>	Exceeds expectations <i>5 Points</i>	 3
Peer Reply	Inadequate <i>0 Points</i>	Meets expectations <i>3 Points</i>	Exceeds expectations <i>5 Points</i>	 5

Total: 8

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

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

Responses






Content	Inadequate <i>0 Points</i>	Meets expectations <i>3 Points</i>	Exceeds expectations <i>5 Points</i>	 3 <input type="text" value="2"/>
Peer Reply	Inadequate <i>0 Points</i>	Meets expectations <i>3 Points</i>	Exceeds expectations <i>5 Points</i>	 5 <input type="text" value="5"/>

Total: 7

SUBMIT GRADE

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

Responses

Content	Inadequate <i>0 Points</i>	Meets expectations <i>3 Points</i>	<div data-bbox="938 1157 1344 1497">Comment for Content <input type="button" value="DONE"/> <hr/>B I U    have liked to have seen a more thoughtful response. body p</div>	 3 <input type="text" value="2"/>
Peer Reply	Inadequate <i>0 Points</i>	Meets expectations <i>3 Points</i>	 5 <input type="text" value="5"/>	

Total: 7

SUBMIT GRADE

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

Responses

Content	Inadequate 0 Points	Meets expectations 3 Points	Exceeds expectations 5 Points	 3 <input type="text" value="2"/>
Peer Reply	Inadequate 0 Points	Meets expectations 3 Points	Exceeds expectations 5 Points	 5 <input type="text" value="5"/>

Total: 7

SUBMIT GRADE

Cancel

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

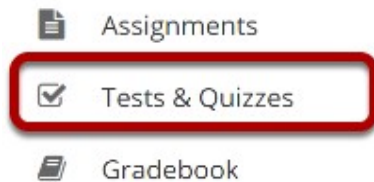
Select Submit Grade when finished grading this post.

SUBMIT GRADE

Cancel

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**.

☑ TESTS & QUIZZES Link Help Close

Assessments Add Question Pools Event Log User Activity Report Trash


Assessment List

View All

Display 20 assessments per page Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Test 1	Published - Active	0	1	Entire Site	Apr 21, 2020 12:20 PM		Demo Instructor	Apr 21, 2020 1:36 PM	<input type="checkbox"/>
Draft - Test 1	Draft			Entire Site	Apr 21, 2020 12:20		Demo Instructor	Apr 21, 2020 1:36 PM	<input type="checkbox"/>

Actions menu for 'Test 1': Scores, Edit, Preview, Print, Settings

 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

Apply This Score to all participants with "No Submission".

View Highest Submission for Entire Site

Search Student name or ID Find Clear

Viewing 1 - 4 of 4 items
|< < Show all > >|

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	Student 1, Demo Email	demostudent01	Student	Apr 21, 2020 1:37 PM	0	0.0	0	<input type="text"/> Add Attachments
	Student 2, Demo Email	demostudent02	Student	No Submission	-	-	-	Requires student submission

Select the Grading Rubric tab.

Demo Student 1

Submission Status **Total Scores** Questions Statistics

Test 1

Comments for Student:

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. **10 Points**

Part 1 of 1

Question 1 of 1: 0.0 / 10.0 Points

Student Response **Grading Rubric**

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. Other predators included the marsupial lion, Megalania and the Wonambi. However, with the arrival of humans in Australia at least 50,000 years ago, the extinction 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.

Question 1 of 1: 21 / 10.0 Points

Student Response Grading Rubric

New Rubric

Criterion 1	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations 2 Points		1
	Inadequate 0 Points		Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	
Criterion 2	Inadequate 0 Points		Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	20

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.

Student Response Grading Rubric

New Rubric

Criterion 1	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations 2 Points		1 <input type="text" value="1"/>
	Inadequate 0 Points		Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	
Criterion 2	Inadequate 0 Points		Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	20 <input type="text" value="19"/>

Total: 20

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

Student Response Grading Rubric

New Rubric

Criterion 1	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations 2 Points		1 1
	Inadequate 0 Points		Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	
Criterion 2	Inadequate 0 Points		Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	20 19

Total: 20

Comment for Criterion 2 **DONE**

B I U | | |

good work

body p

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 1
	Inadequate 0 Points		Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	
Criterion 2	Inadequate 0 Points		Poor 5 Points	Fair 10 Points	Good 15 Points	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.

Part 1: Question 1 (Test 1)

Submission Status | Total Scores | **Questions** | Statistics | Item Analysis | Export

Part 1:Q1

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

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

Responses

View Highest Submission with Responses Displayed Inline for Entire Site

Search Student name or ID Find Clear

Viewing 1 - 2 of 2 items
 |< < Show all > >|

Name	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
Student 1. Demo Email	demostudent01	Student	Apr 21, 2020 1:37 PM	20	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.	<input type="text"/> <input type="button" value="Add Attachments"/>
Student 2. Demo	demostudent02	Student	Apr 21, 2020	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	<input type="text"/> <input type="button" value="Add Attachments"/>

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

Student 2. Demo Email	demostudent02	Student	Apr 21, 2020 1:51 PM	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 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]	<input type="text"/> <input type="button" value="Add Attachments"/>
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Select the appropriate rating level for each criterion.

Save Rubric Grading ✕

New Rubric

Criterion 1	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations 2 Points		1 <input type="text" value="1"/>	
	Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points		20 <input type="text" value="20"/>

total: 21

UPDATE **CANCEL**

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.

Save Rubric Grading ✕

New Rubric

Criterion 1	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations 2 Points		1 <input type="text" value="1"/>	
	Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points		20 <input type="text" value="19"/>

total: 20

UPDATE **CANCEL**

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

additional feedback.

The screenshot shows a 'Save Rubric Grading' window with a table for 'New Rubric'. The table has two rows: 'Criterion 1' and 'Criterion 2'. 'Criterion 1' has three columns: 'Inadequate 0 Points', 'Meets expectations 1 Points', and 'Exceeds expectations 2 Points'. 'Criterion 2' has five columns: 'Inadequate 0 Points', 'Poor 5 Points', 'Fair 10 Points', 'Good 15 Points', and 'Exceptional 20 Points'. A 'total: 20' is shown below the table. A red-bordered comment box is overlaid on the 'Exceptional' cell of 'Criterion 2'. The comment box contains the text 'good work' and 'body p'. A 'DONE' button is next to the comment box. The 'Comments' icon for 'Criterion 2' is highlighted with a red circle, and the number '20' is shown next to it. 'UPDATE' and 'CANCEL' buttons are at the bottom right.

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

This screenshot is similar to the previous one, but the 'UPDATE' button at the bottom right is highlighted with a red border. The comment box is no longer visible, and the 'Comments' icon for 'Criterion 2' is now a yellow speech bubble with a red border, indicating that comments have been saved. The number '20' is still shown next to the icon.

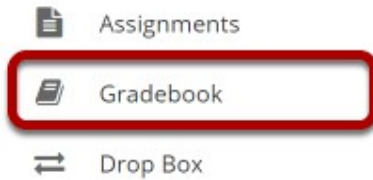
Note: The Comments icon changes color when there are comments saved.

Select Update when finished grading the question.



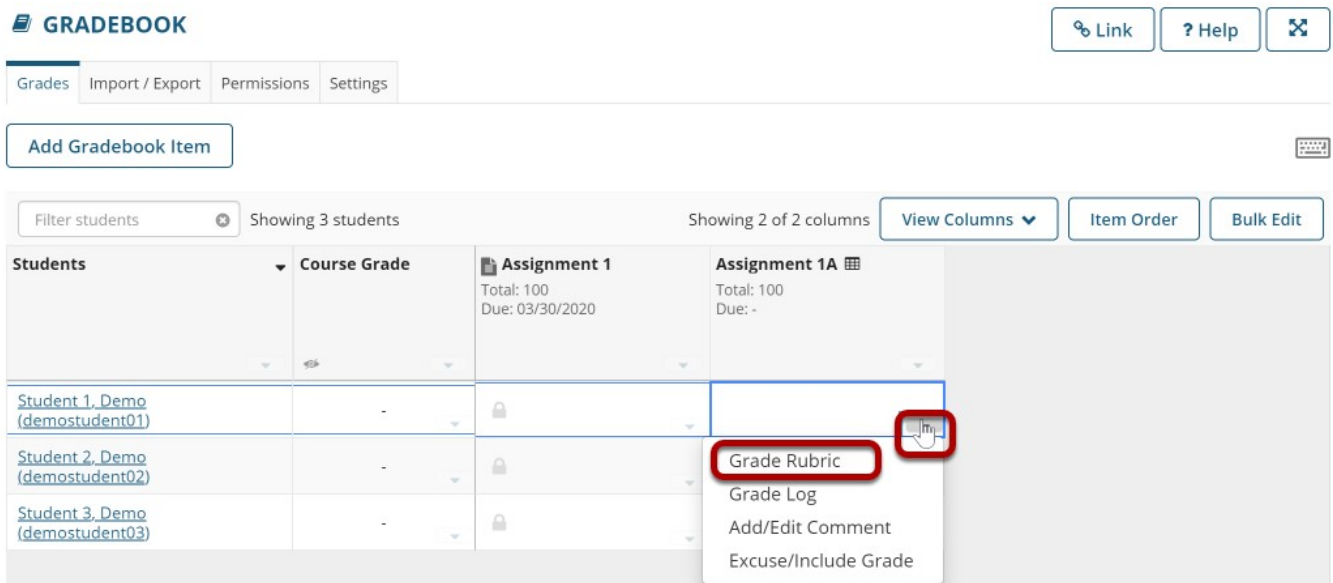
How do I grade a gradebook item using a rubric?

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**.



The screenshot shows the 'GRADEBOOK' interface. At the top, there are tabs for 'Grades', 'Import / Export', 'Permissions', and 'Settings'. On the right, there are buttons for 'Link', 'Help', and a close icon. Below the tabs is a button for 'Add Gradebook Item'. The main area displays a table with columns for 'Students', 'Course Grade', 'Assignment 1', and 'Assignment 1A'. The 'Students' column lists three demo students. The 'Course Grade' column shows dashes. The 'Assignment 1' and 'Assignment 1A' columns show 'Total: 100' and 'Due: 03/30/2020' and 'Due: -' respectively. A dropdown menu is open over the 'Assignment 1A' cell for 'Student 1, Demo (demostudent01)'. The menu options are 'Grade Rubric', 'Grade Log', 'Add/Edit Comment', and 'Excuse/Include Grade'. The 'Grade Rubric' option is highlighted with a red rounded rectangle. A mouse cursor is also shown clicking on the dropdown arrow in the cell.

Students	Course Grade	Assignment 1 Total: 100 Due: 03/30/2020	Assignment 1A Total: 100 Due: -
Student 1, Demo (demostudent01)	-	🔒	Grade Rubric Grade Log Add/Edit Comment Excuse/Include Grade
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. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	5		
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	15
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		

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. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	5		
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	15
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		

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> <div style="text-align: right; margin-top: 5px;"> 5 <input style="width: 50px; height: 20px; margin-top: 5px;" type="text"/> </div>
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	<div style="text-align: right;"> 45 <input style="width: 50px; height: 20px; margin-top: 5px;" type="text"/> 17 </div>
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			<div style="text-align: right;"> 5 <input style="width: 50px; height: 20px; margin-top: 5px;" type="text"/> </div>

Total: 27

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	<div style="text-align: right;"> 5 <input style="width: 50px; height: 20px; margin-top: 5px;" type="text"/> </div>
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	<div style="text-align: right;"> 45 <input style="width: 50px; height: 20px; margin-top: 5px;" type="text"/> 17 </div>
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	<div style="text-align: right;"> 5 <input style="width: 50px; height: 20px; margin-top: 5px;" type="text"/> </div>

Total: 27

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

Select Save Rubric Grading when finished grading the item.

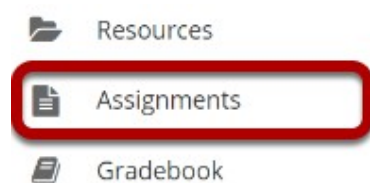
Save Rubric Grading

Cancel

How do I view my rubric feedback as a student?

Students may view rubric feedback within the tool where the rubric was used. In other words students can go to Assignments to view Assignment Rubrics, Gradebook to view Gradebook Rubrics, and Tests & Quizzes to view Assessment Rubrics.

Go to the Assignment tool.



Select a returned assignment.

ASSIGNMENTS [Link](#) [? Help](#) [✕](#)

Assignments

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

Assignment Title	Status	Open Date	Due Date
Assignment 1	Returned	Mar 23, 2020 10:20 AM	Mar 30, 2020 10:20 AM

View the graded rubric.

ASSIGNMENTS [Link](#) [Help](#) [Close](#)

Assignment 1 - Returned

Draft - in progress Submitted Returned

Title: Assignment 1
Student: Demo Student 1
Submitted Date: Mar 25, 2020 5:17 PM
Grade: **23.00 (max 30.00)**

Instructions
Please follow instructions.

Additional resources for assignment
No attachments yet

Original submission text with the instructor's comments inserted if applicable
My assignment is attached.
No attachments submitted

Essay Rubric 1

Content Paper topic	Needs development The paper topic is unclear and needs further development. 7 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	5		
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	15
Presentation Content and delivery of presentation	Needs development The presentation topic and delivery are unclear and needs further development. 7 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	3		

Total: 23

Additional instructor's comments about your submission
The content of this assignment was excellent. I just would have liked more visuals to tie the math and statistics in.

[BACK TO LIST](#)

The graded assignment rubric appears at the bottom of the screen.

Go to the Gradebook tool.

Assignments

Gradebook

Drop Box

Select the rubric icon for a graded Gradebook item.

 GRADEBOOK

 Link




 Help



Grade Report for Demo Student 1

 Print

Course Grade: -

Gradebook Item	Grade	Due Date	Comments
Assignment 1 	23 /30 	03/30/2020	The content of this assignment was excellent. I just would have liked more visuals to tie the math and statistics in.
Assignment 1A 	25 /30 	-	

View the graded rubric.


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
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

Total: 23

Go to the Test & Quizzes tool.

 Assignments

Tests & Quizzes

 Gradebook

Select the Feedback link for the assessment.

Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions/Scores".

View All Submissions/Scores | [View Only Recorded Scores](#)

Search:

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
Timed Writing	Statistics	8 (Highest)	Immediate			
			Feedback	8	n/a	2019-03-15 4:33 PM

View the graded rubric.

Timed Writing



[Return to Assessment List](#)

Part 1 of 1 - **8.0 / 10.0 Points**

Question 1 of 1 8.0

10.0 Points

Essay Rubric 1

	Needs Development	Meets expectations	Exceeds expectations	
Content Paper topic	The paper topic is unclear or needs further development. <i>1 Points</i>	Demonstrates a clear understanding of the subject. <i>3 Points</i>	Demonstrates exceptional understanding of the topic. <i>5 Points</i>	 3
Mechanics Grammar, usage, and formatting	Numerous errors <i>1 Points</i>	Only a few, minor errors <i>3 Points</i>	Exceeds Expectations No errors <i>5 Points</i>	 5

Total: 8

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

Lorem ipsum magna aliquam nec mollis maecenas tempus, felis semper non placerat turpis molestie consequat, luctus convallis felis faucibus nam phasellus et donec nisi enim sit.