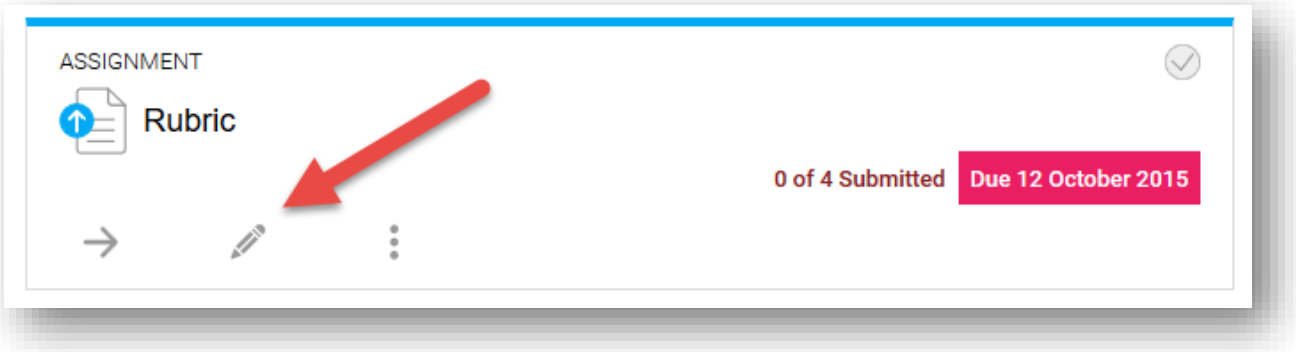
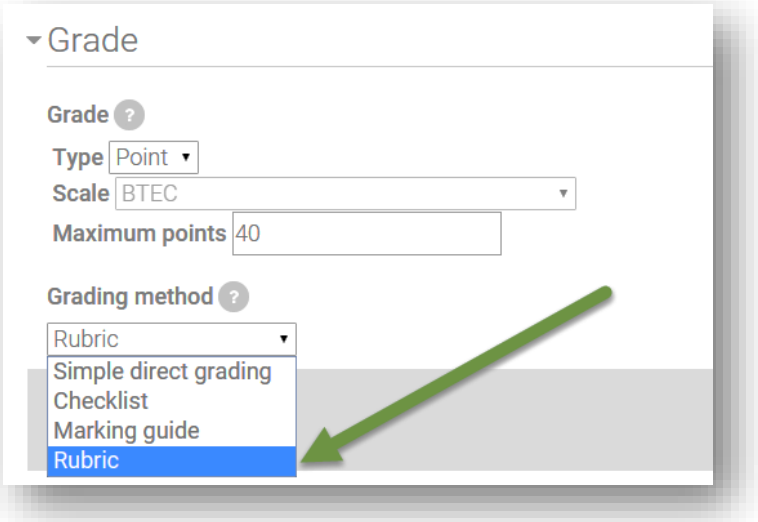
Grading with Rubrics

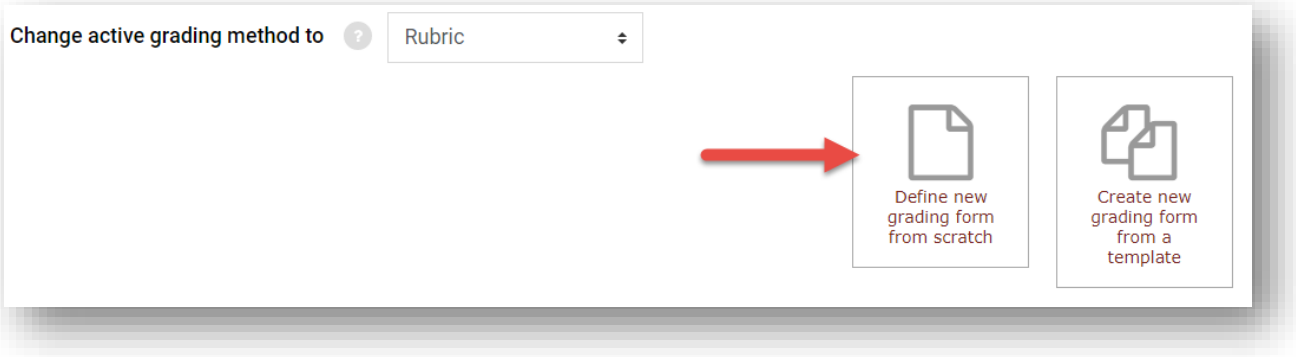
To add a rubric to an assignment or forum, first select the **Edit** icon on an assignment or forum.



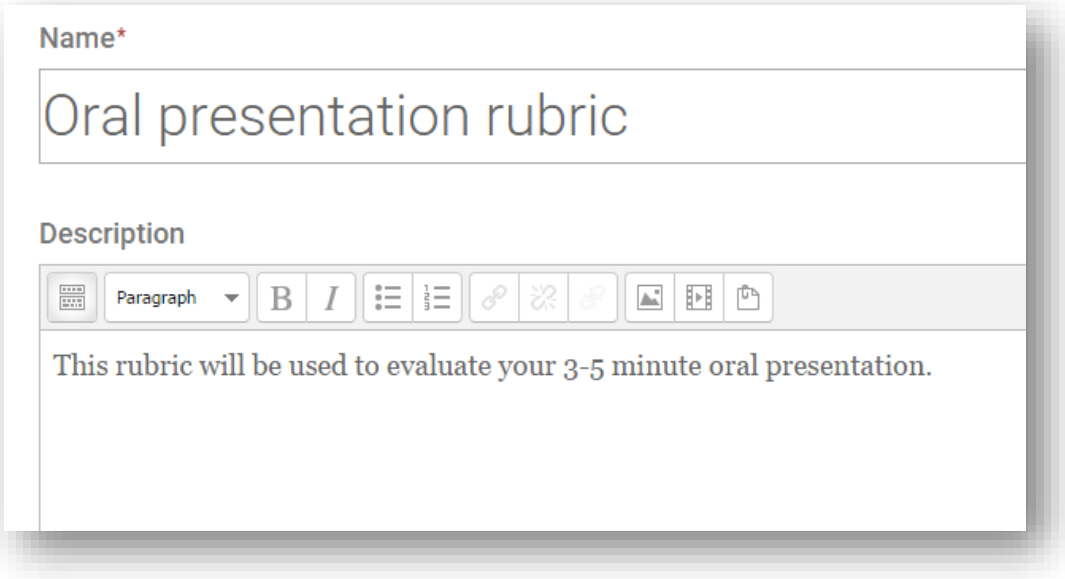
In the **Grade** menu, select the option grade using a **Rubric**.



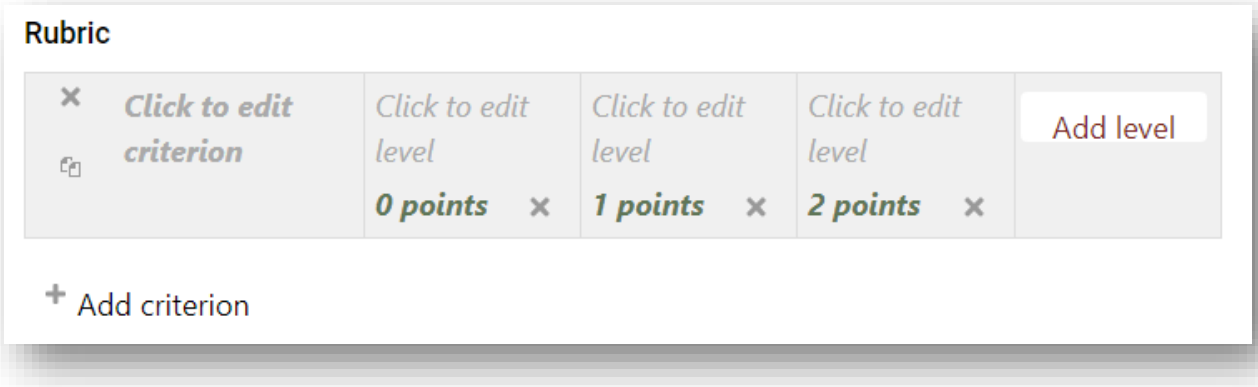
Select **Save and display**. On the next page, select **Define new grading form from scratch** to begin creating your rubric.



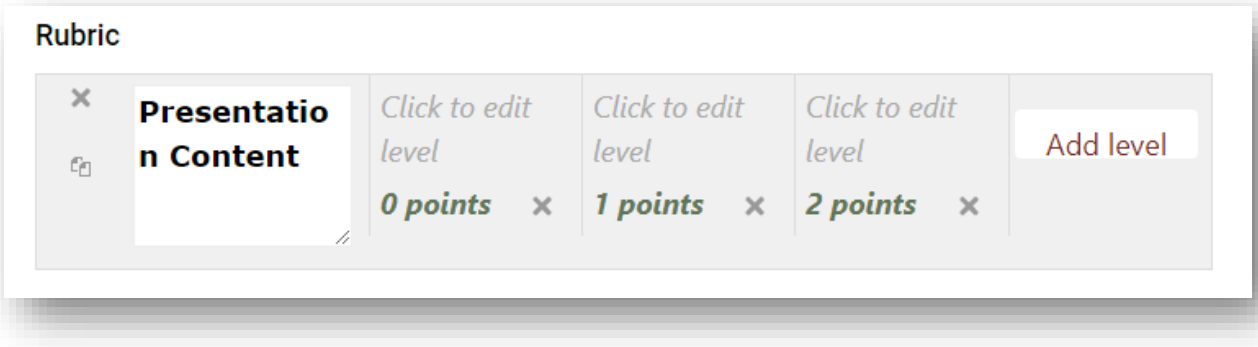
On the **Define rubric** page, you should start by giving your rubric a name and a description.



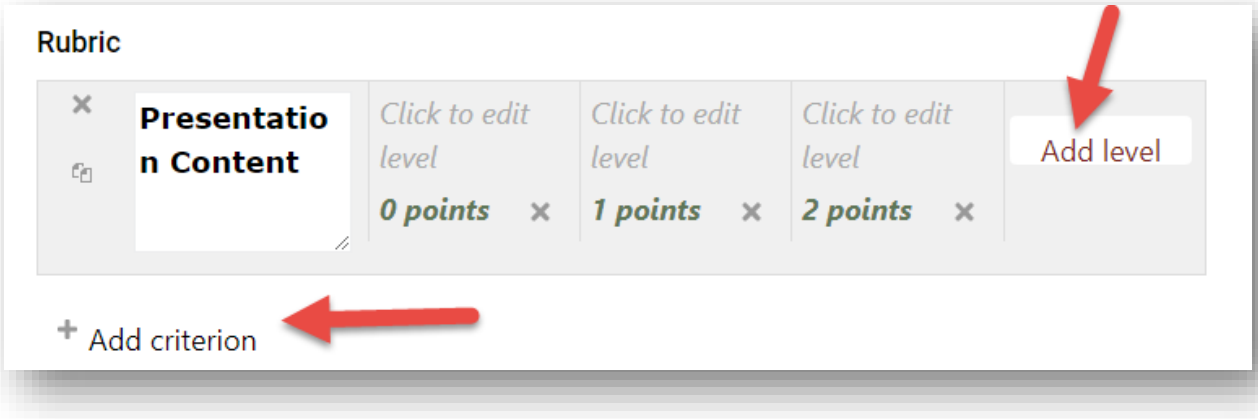
Next, you will see a blank Rubric.



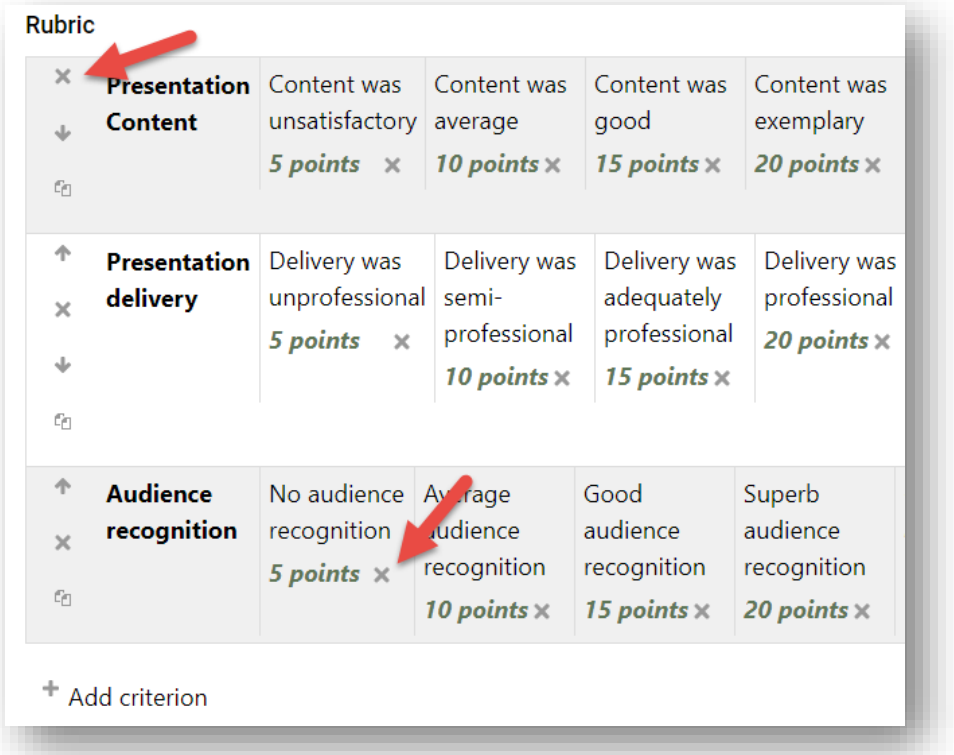
This rubric needs clearly defined criteria and levels of achievement to be a useful grading tool. To begin defining your criteria, select **Click to edit criterion** and type the name of your first criterion.



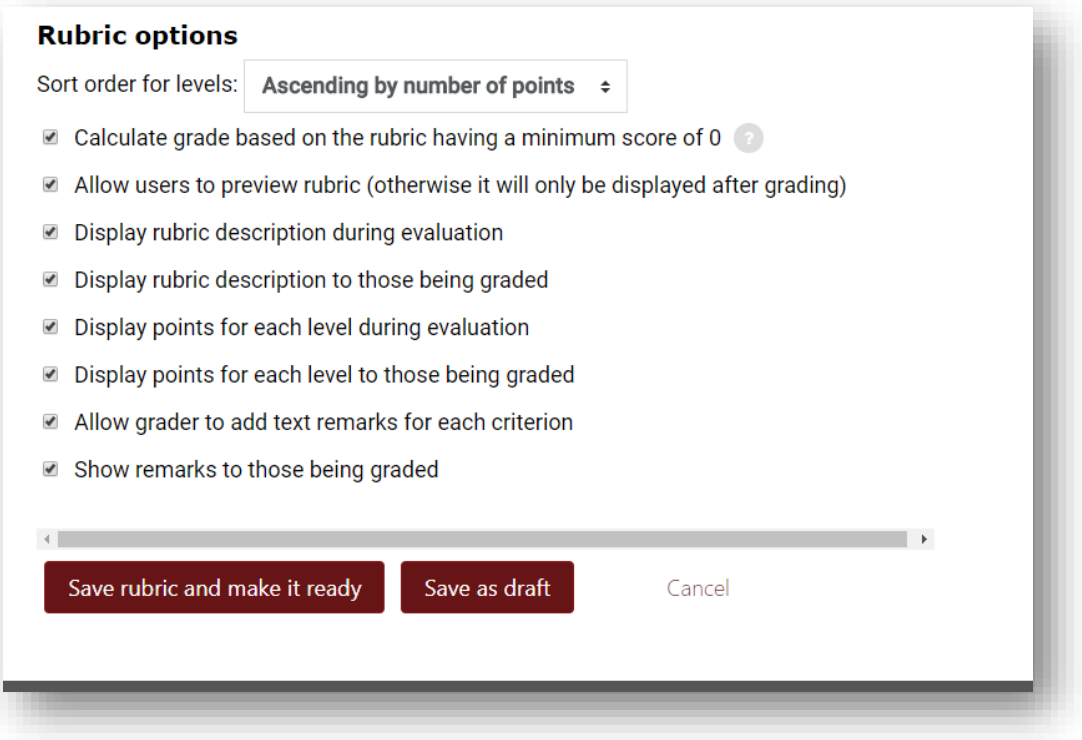
Once you name the criterion, select **Click to edit level** do describe each achievement level. You can also select the points to edit the amount of points associated with each level. If you need more levels of achievement, simply select **Add level**. Once you are satisfied with your first criterion, select **Add criterion** to add more in the same way.



If you want to remove either criteria or levels of achievement, use the 'X' icons.

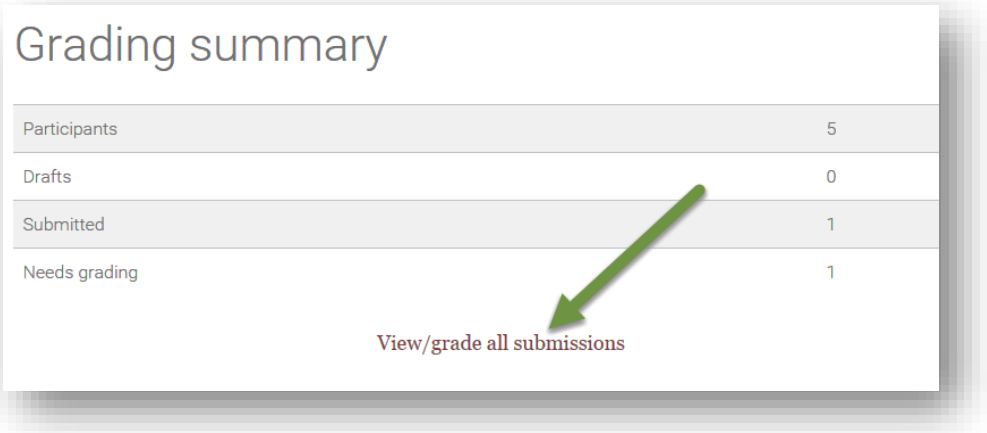


Once you are satisfied with your levels and criteria, you can adjust the **Rubric options** below.

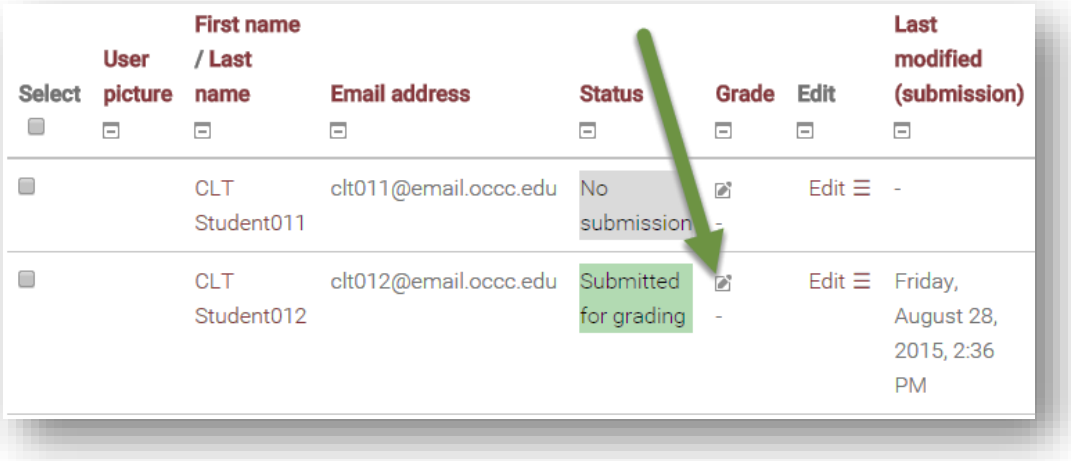


These options control what information is displayed to students about your rubric. When you are finished adjusting options, select **Save rubric and make it ready**.

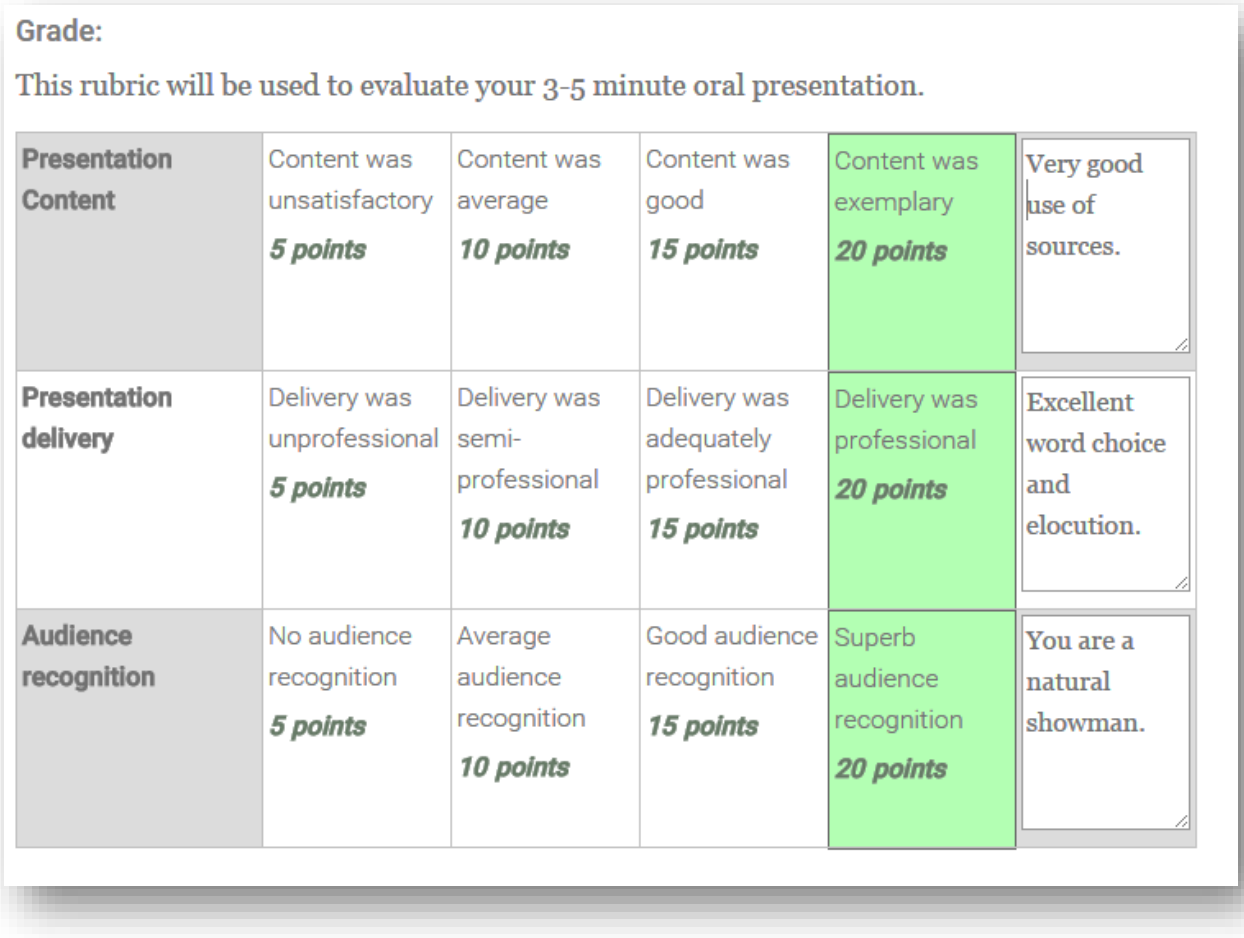
To grade an assignment using this rubric, navigate to the assignment and select **View/grade all submissions**.



Select the pencil icon for the submission you wish to grade.

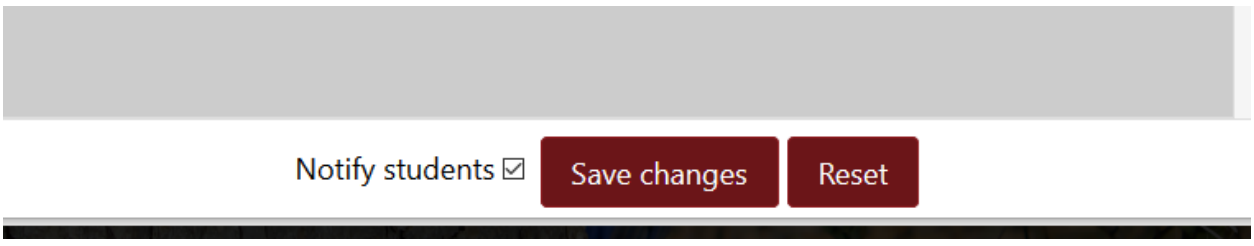


This will open a page displaying the student submission at the top, and your rubric at the bottom. To grade using your rubric, simply select the achievement levels to award points. You can use the box to the right of the achievement levels to leave comments.



Grade:

This rubric will be used to evaluate your 3-5 minute oral presentation.

Presentation Content	Content was unsatisfactory ***5 points***	Content was average ***10 points***	Content was good ***15 points***	Content was exemplary ***20 points***	Very good use of sources.
Presentation delivery	Delivery was unprofessional ***5 points***	Delivery was semi-professional ***10 points***	Delivery was adequately professional ***15 points***	Delivery was professional ***20 points***	Excellent word choice and elocution.
Audience recognition	No audience recognition ***5 points***	Average audience recognition ***10 points***	Good audience recognition ***15 points***	Superb audience recognition ***20 points***	You are a natural showman.

There is a larger space for overall comments below the rubric. When you are finished grading, select **Save changes**.