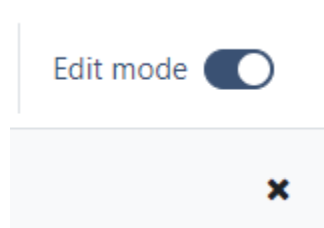
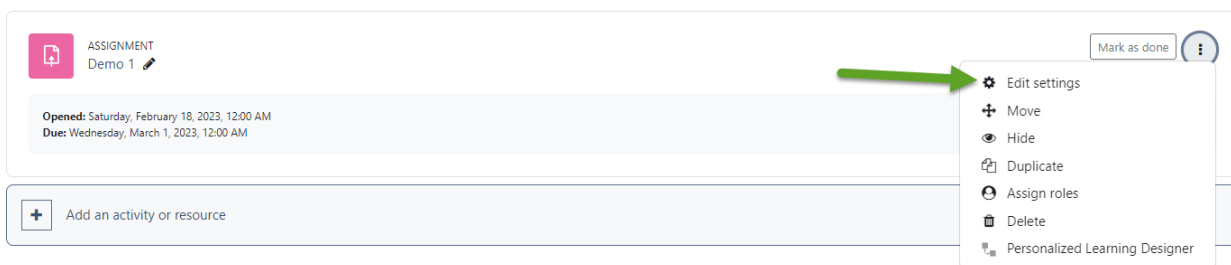


## Grading Assignments with a Rubric

To add a rubric to an assignment or forum, toggle on **Edit Mode**, located in the screen's upper right-hand corner.



Locate the assignment or forum, click on the three vertical dots to open up the menu options, and select **Edit settings**.



Scroll down to the **Grade** menu and select the option grade using a **Rubric**.

## Grade

Grade



Type Point

Maximum grade

30

Grading method



Rubric

Simple direct grading

Checklist

Marking guide

Rubric

Grade category



Grade to pass



Anonymous submissions



No

Hide grader identity from students



No

Use marking workflow



No

## > Outcomes

## > Common module settings

## > Restrict access

## > Activity completion

## > Tags

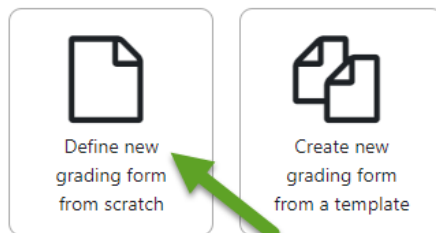
☐ Send content change notification

Save and return to course

Save and display

Cancel

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, start by giving your rubric a name and a description.

**Due:** Wednesday, March 1, 2023, 12:00 AM

Name

Description



Rubric - Class Presentations

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and other formatting options.

Next, when you scroll down, you will see a blank Rubric.

Rubric

✕ <b>Click to edit criterion</b>	Click to edit level ✕	Click to edit level ✕	Click to edit level ✕	+ Add level
	0 points	1 points	2 points	

+Add criterion

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.

Rubric

✕ <b>Presentation Delivery</b>	Click to edit level ✕	Click to edit level ✕	Click to edit level ✕	+ Add level
	0 points	1 points	2 points	

Select outcome

Once you name the criterion, select **Click to edit level** to describe each achievement level. You can also select the points to edit the number 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.























Rubric

✕ <b>Presentation Delivery</b>	Click to edit level ✕	Click to edit level ✕	Click to edit level ✕	+ Add level
	0 points	1 points	2 points	

+Add criterion

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

Rubric

  	<b>Presentation Delivery</b> Needs improvement <i>3 points</i>	 Satisfactory <i>5 points</i>	 Well done <i>8 points</i>	 Excellent <i>10 points</i>	 + Add level
   	<b>Content</b> Needs improvement <i>3 points</i>	 Satisfactory <i>5 points</i>	 Well done <i>8 points</i>	 Excellent <i>10 points</i>	 + Add level
  	<b>Supporting Technology</b> Needs improvement <i>3 points</i>	 Satisfactory <i>5 points</i>	 Well done <i>8 points</i>	 Excellent <i>10 points</i>	 + Add level

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

#### Rubric options

Sort order for levels: Ascending by number of points

- ☒ Calculate grade having a minimum score of the minimum achievable grade for the rubric?
- ☒ Allow users to preview rubric (otherwise it will only be displayed after grading)
- ☒ Display rubric description during evaluation
- ☒ Display rubric description to those being graded
- ☒ Display points for each level during evaluation
- ☒ Display points for each level to those being graded
- ☒ Allow grader to add text remarks for each criterion
- ☒ Show remarks to those being graded


Save rubric and make it ready

Save as draft

Cancel

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**.



ASSIGNMENT  
**Demo 1**

Assignment
Settings
Advanced grading

---

Mark as done

**Opened:** Saturday, February 18, 2023, 12:00 AM

**Due:** Wednesday, March 1, 2023, 12:00 AM

View all submissions

Grade


Select the **Grade** for the submission you wish to grade.

<input type="checkbox"/>	CS	CLT Student001	cltstudent001@my.occc.edu	Submitted for grading	Grade	Edit ▾	Thur Febr 2023 PM
<input type="checkbox"/>	CS	CLT Student002	cltstudent002@email.occc.edu	No submission	Grade	Edit ▾	-

Next, click on the expand icon to expand the **Rubric** for grading.

Grade

Grade

Grade: 

	Needs improvement	Satisfactory	Well done	Excellent
Presentation Delivery	3 points	5 points	8 points	10 points
Content	3 points	5 points	8 points	10 points

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

Presentation Delivery	Needs improvement <b>3 points</b>	Satisfactory <b>5 points</b>	Well done <b>8 points</b>	Excellent <b>10 points</b>	
Content	Needs improvement <b>3 points</b>	Satisfactory <b>5 points</b>	Well done <b>8 points</b>	Excellent <b>10 points</b>	Please provide evidence to support final claim
Supporting Technology	Needs improvement <b>3 points</b>	Satisfactory <b>5 points</b>	Well done <b>8 points</b>	Excellent <b>10 points</b>	

Notify student ☒ ?

Save changes

Save and show next

Reset

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