

# Adding Rubrics to Assignments

*For Residential/Online Use Only*

▾ CAFE\_Tutorials   
 Announcements  
**Course Content** ◀ **1**  
 Faculty Information  
 Grades/Tools  
 Group Discussion  
 Discussion Board  
 Liberty Webmail  
 Services/Support

1. Click on Course Content.
2. Open the appropriate module, or course location.  
 Note: Navigate to the Assignments folder if you have one.

 **Module 4 -- Test Pools and Tests** ◀ **2**  
 Assignments:
 

- Discussion Board Forum 2 reply
- Research Paper

3. Click Create Assessment and click Assignment.  
 Note: You may also edit and attach a rubric to an existing assignment.
4. Provide a name.

Build Content ▾ | **Create Assessment** ▾ | Add Interactive Tool ▾ | Assign Textbook ▾  
 Test  
 Survey  
**Assignment** ◀ **3**  
 Self and Peer Assessment  
 SafeAssignment  
 Mobile Compatible Test

**1. Assignment Information**  
 ✖ Name and Color  ◀ **4**  Black

5. Click Add Rubric and then click Select Rubric, if you have one created.

**3. Grading**  
 ✖ Points Possible   
 Associated Rubrics **Add Rubric** ▾ ◀ **5**  
 Select Rubric  
 Create New Rubric  
 Create From Existing

- Select the desired rubric and click Submit.
- Click OK.

### Select Rubrics

<input type="checkbox"/>	Name ▲	Description	Date Last Edited
<input type="checkbox"/>	Copy of Research Paper- Point Range	Rubric for Final Research paper.	9/20/12 12:04 PM
<input type="checkbox"/>	Discussion Board Thread		9/20/12 11:53 AM
<input type="checkbox"/>	Essay Question - Point Range	Rubric for Final Research paper.	8/13/12 9:54 PM
<input checked="" type="checkbox"/>	Research Paper- Point Range	Rubric for Final Research paper.	8/13/12 9:33 PM
<input type="checkbox"/>	Test Rubric	Test Rubric	8/14/12 10:05 AM

Displaying 1 to 5 of 5 items | [Show All](#) | [Edit Paging...](#)

**Selected Rubrics** 1

[Cancel](#) [Submit](#)

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Click OK to assign the rubric's Maximum Points as the Points Possible.

[OK](#)

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- Click the chevron ( ) under Show Rubric to Students and then select Yes (With Rubric Scores).
- Click Submit.

### 3. Grading

\* Points Possible

Associated Rubrics [Add Rubric](#)

Name	Type	
Research Paper- Point Range	Used for Grading	8/13/12 9:33 PM

[Yes \(With Rubric Scores\)](#)

[Yes \(Without Rubric Scores\)](#)

[After Grading](#)

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### 7. Submit

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

[Cancel](#) [Submit](#)

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