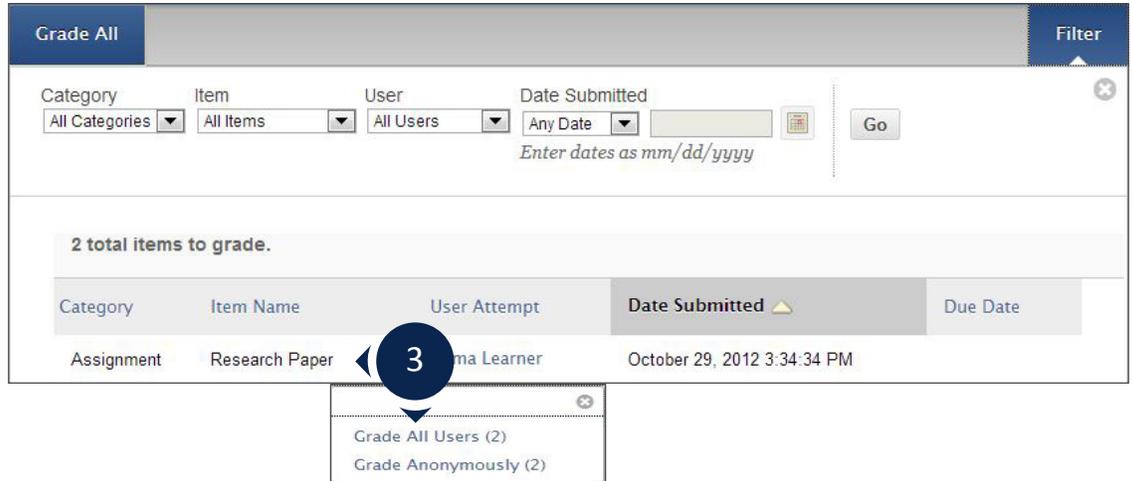


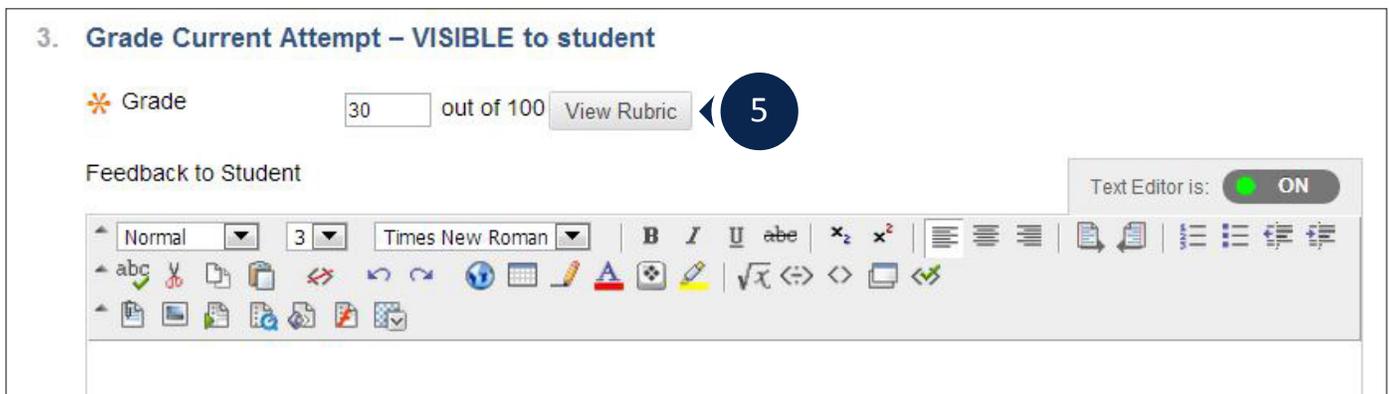
## Grading with Rubrics



1. Navigate to the Control Panel.
2. Click the horizontal arrow to open the Grade Center dropdown, then click Needs Grading.
3. Select an assignment and click the down arrow. Then click Grade All Users.



4. Click on and review the student's submission.
5. Click View Rubric to start grading.



6. Click the radio buttons to select a category.

7. Add feedback, and choose the appropriate point range by clicking on the Points box.

Note: By clicking on a category button (Ex. Proficient) you may assign that category to each criteria. Unless changed, points will be calculated by the lowest number in the point range.

The screenshot shows a rubric grid with four columns representing performance levels: Minimal, Incomplete, Proficient, and Proficient. The 'Content' row is selected. Callout 6 points to the 'Proficient' radio button in the second 'Proficient' column. Callout 7 points to the 'Points' dropdown menu in the 'Proficient' column, which is open and shows the value 15 selected. The feedback text box below the points dropdown contains the text: "You interpreted this data very well."

8. You may add overall feedback to the Feedback text box.

9. Click Save.

The screenshot shows a feedback editor interface. Callout 8 points to the main text area where feedback is entered. Callout 9 points to the 'Save' button. The interface includes a rich text editor toolbar at the top, a text area with the path 'body', and a 'Name' field containing 'Research Paper- Point Range' and a 'Description' field containing 'Rubric for Final Research paper.' There are 'Exit' and 'Save' buttons at the bottom right.

10. When you return to the assignment submission, confirm the student's grade.

11. Click either Save and Next if you are grading multiple students or Submit if grading only one.

The screenshot shows two steps in an assignment submission process. Step 3, 'Grade Current Attempt - VISIBLE to student', shows a grade of 30 out of 100. Callout 10 points to the grade input field. Step 5, 'Submit', includes instructions: 'When finished, make sure to click Submit. Optionally, click Save as Draft to save changes and continue working later, or click Cancel to quit without saving.' Callout 11 points to the 'Save and Next' button.