



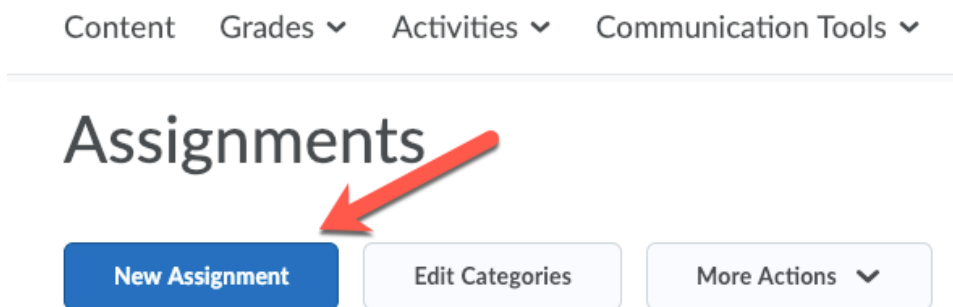
Attaching a Rubric to New Assignment

This handout is for attaching an existing rubric to a new Assignment. The same process can be used to attach an existing rubric to a new discussion, by selecting “Discussion” instead of Assignment. For other options and how to create and use Rubrics please visit our web page at tamuc.edu/oat.

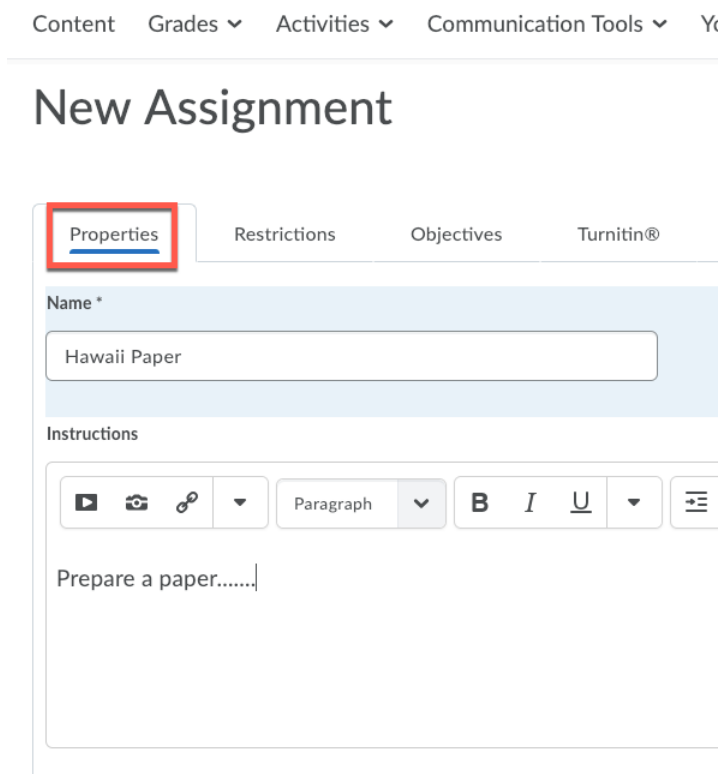
1. Create the assignment you want to associate an existing rubric with by clicking on “**Activities**” on the Navigation bar and then selecting assignments.

The screenshot shows a course navigation bar for 'Meredith Villa Sandbox'. The 'Activities' dropdown menu is open, and the 'Assignments' option is highlighted with a red arrow. Other options in the menu include 'Discussions' and 'Quizzes'. The navigation bar also includes 'Content', 'Grades', 'Communication Tools', and 'YouSeeU-Virtual Classroom'. Below the navigation bar, there is a 'Search Topics' box, an 'Overview' button, and a 'Bookmarks' button. On the right side, there are buttons for 'Import Course', 'Bulk Edit', and 'Related Tools'.

2. Click on the “New Assignment” button.




3. Make sure you are on the “Properties” tab for your assignment and begin to fill in the assignment specifics.




4. When you get to the “**Evaluation and Feedback**” heading, click on the “**Add Rubric**” button.

Evaluation and Feedback


Score Out Of

100 


Grade Item

Murder on the Orient Express Analysis  [\[New Grade Item\]](#)

Student View Preview

100 / 100 - 100 % 

Rubrics


[Add Rubric](#) 

No rubrics selected.

[\[Create Rubric in New Window\]](#)

5. Select the rubric that you want associate with the assignment and then click on the “**Add Selected**” button.

Select Rubric ✕

<input type="checkbox"/>	Discussion and Participation (imported copy)	This rubric will apply to discussion and participation in this class.	Points	Analytic
<input type="checkbox"/>	Discussion Rubric	This rubric will apply to all discussions in this course.	Points	Analytic
<input type="checkbox"/>	Role Play	This rubric should be used to evaluate the Role Play.	Points	Analytic
<input checked="" type="checkbox"/>	Sample Rubric 		Points	Analytic

20 per page ▾

Add Selected Cancel

- The selected rubric should now show up on the Assignment Properties page. Click **“Save and Close”** to save your association or **“Save”** if you need to continue adding specifics to your assignment.

Evaluation and Feedback

Score Out Of
100 ⓘ

Grade Item
Murder on the Orient Express Analysis ▼ [\[New Grade Item\]](#)

Student View Preview
 100 / 100 - 100 % ▼

Rubrics

[Add Rubric](#)

Sample Rubric ✕

[\[Create Rubric in New Window\]](#)

Default Scoring Rubric
No default selected ▼ ⓘ

Annotation Tools
 Make annotation tools available for assessment

[Save and Close](#) [Save and New](#) [Save](#) [Cancel](#)

