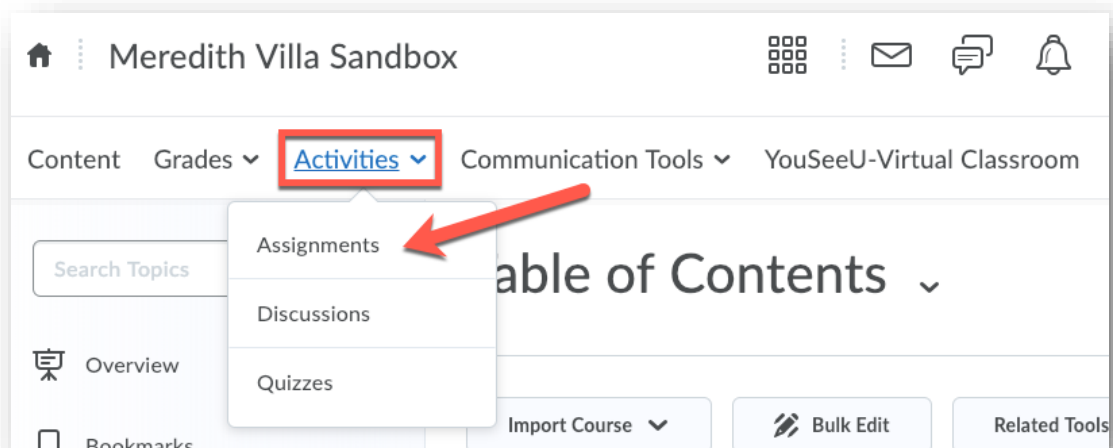




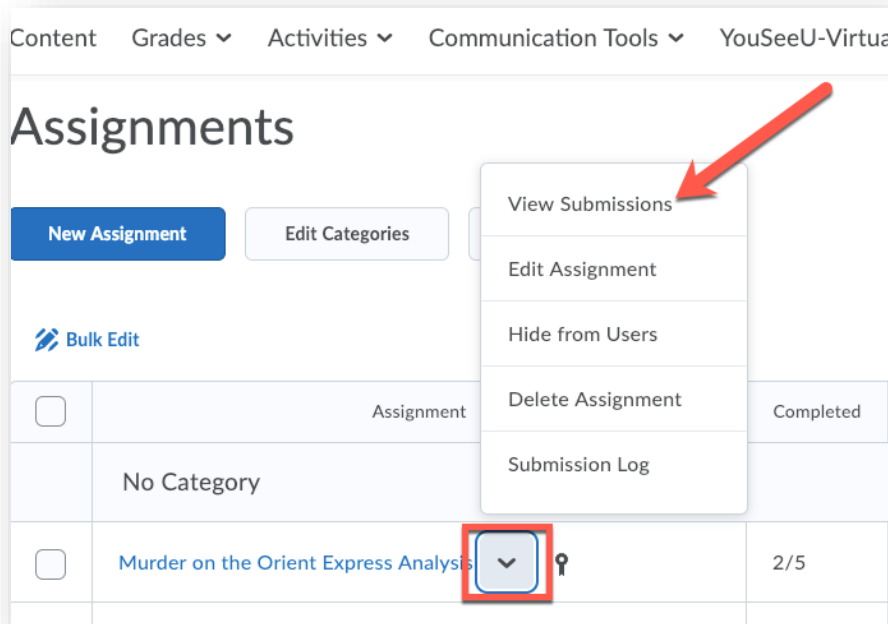
Grading an Assignment using a Rubric

This handout is for grading an Assignment with a rubric. For other options and how to create and use Rubrics please visit our web page at tamuc.edu/oat.

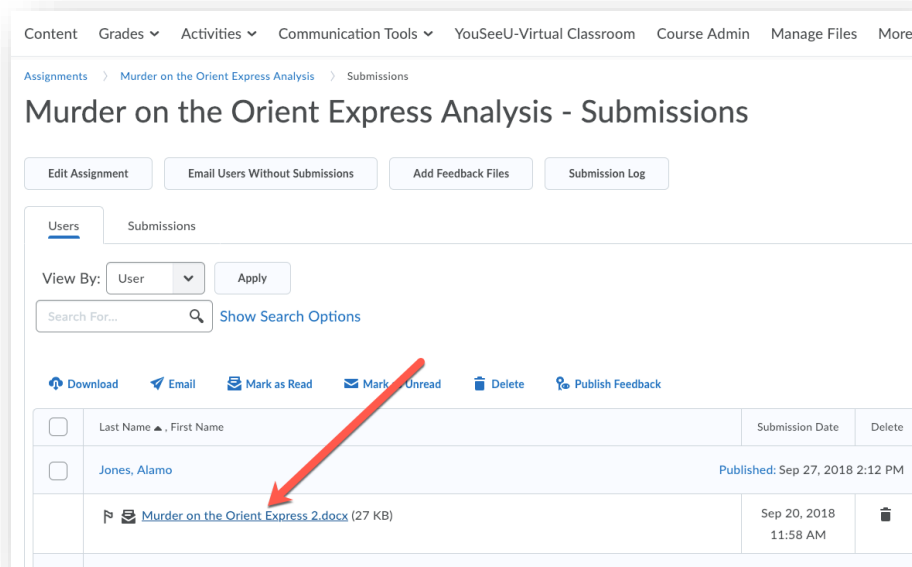
1. Access the course and then the assignment you want to grade with a rubric with by clicking on “**Activities**” on the Navigation bar and then selecting “**Assignments**.”



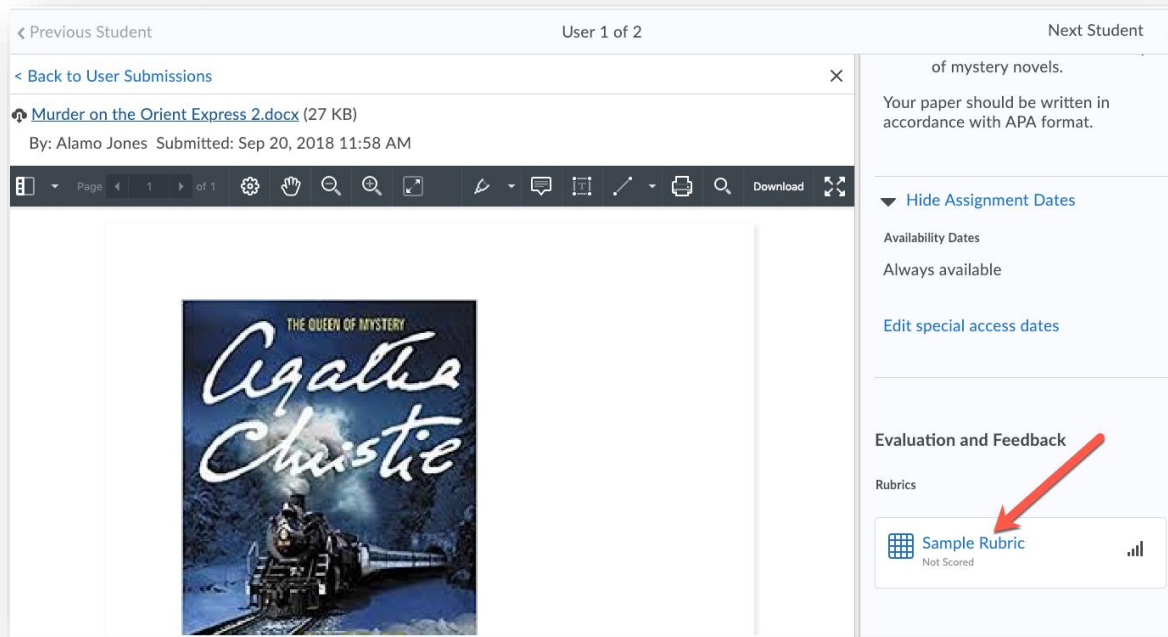
2. Click on the dropdown icon next to the assignment you want to grade and select “**View Submissions.**”



3. Click on the student submission that you want to grade.



- Review the assignment in the review pane or download a copy. When you are ready to grade the assignment using the rubric, scroll down the column on the right-hand side of the page until you see the “**Evaluation and Feedback**” header. Click on the link to the title of the “**Rubric.**”



5. Use the rubric to grade the assignment by clicking on the box that corresponds with the student’s performance. You can also enter specific feedback or the rationale for your decision by clicking in “**Add Feedback**” box.

Sample Rubric
(not graded yet) ✓ Save

Criteria	Excellent 25 points	Satisfactory 20 points	Unsatisfactory 10 points	Incomplete 0 points	
Purpose and Focus	Establishes and maintains clear focus ✓	Attempt to maintain purpose and communication.	Limited awareness of purpose.	No awareness of purpose	25 / 25
Criterion Feedback	Well done.				X
Development of Ideas	Depth of ideas supported by engaging detail and evidence. ✓	Development supported by details.	Minimal development of details.	No development of details.	25 / 25
Criterion Feedback	Great development of ideas. It was clear and concise.				X

6. When you are done using the rubric to grade the assignment, click on the “**Close**” button.

Total

Overall Score

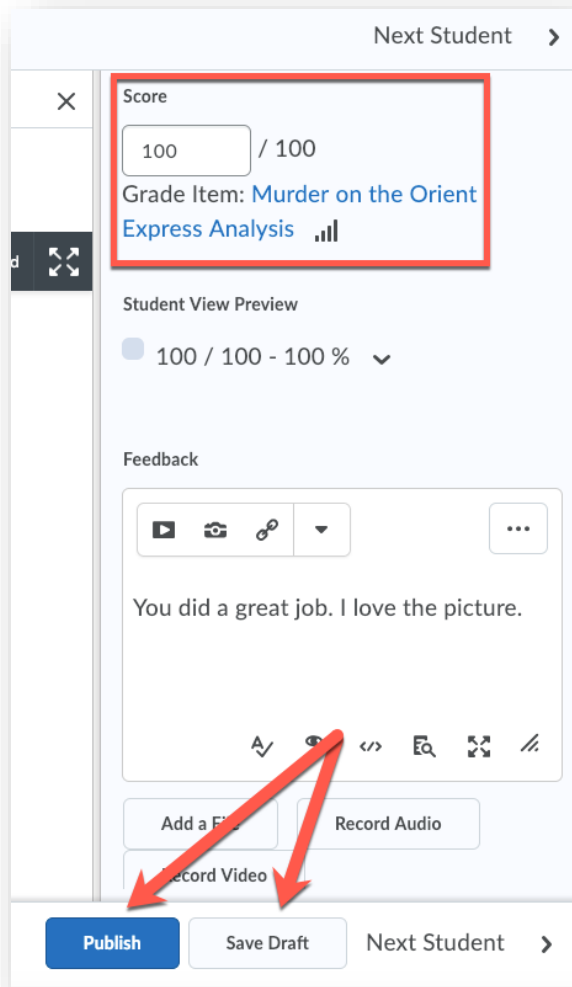
Excellent ✓
90 points minimum

Satisfactory
70 points minimum

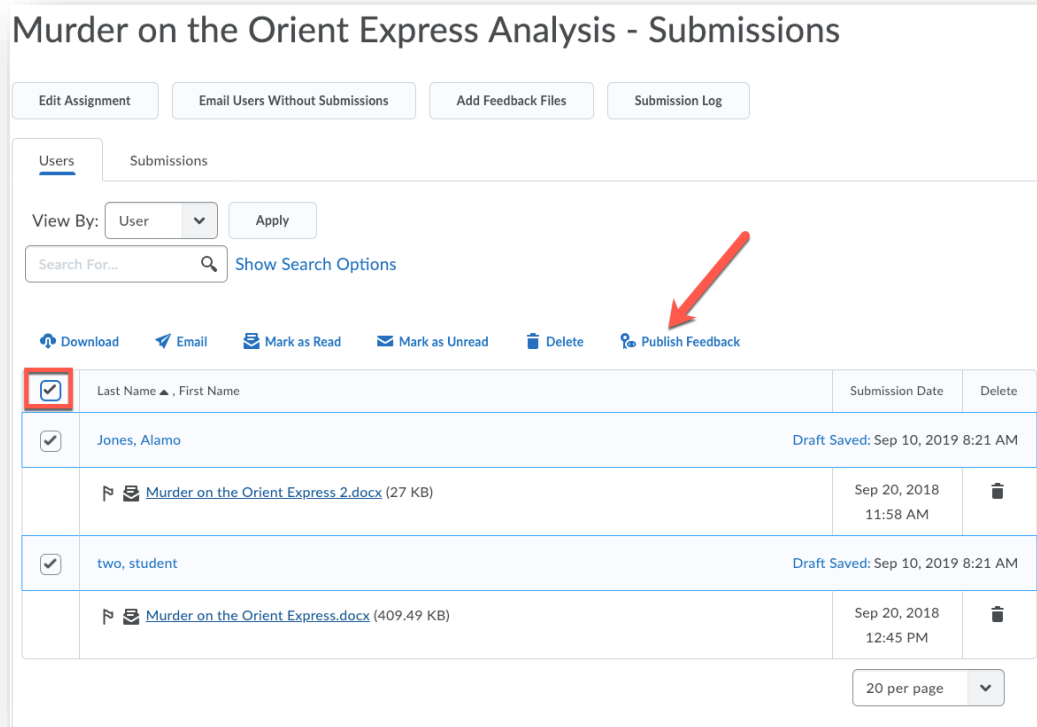
Unsatisfactory
50 points minimum

Close

7. After you click the “**Close**” button, the points total from the rubric should now show on the assignment submission page. If everything looks right you can click on the “**Publish**” button to release the grade to the student OR the “**Save Draft**” button if you plan to release all of the grades for the assignment at the same time.



8. If you opted for the “**Save Draft**” option, once you have completed evaluating all of the submissions, return to the “**Submissions**” page and click on the check box to the left of “**Last Name**” to select all of the submissions and then click on the “**Publish Feedback**” link to publish the grades to the gradebook.



Murder on the Orient Express Analysis - Submissions

Edit Assignment Email Users Without Submissions Add Feedback Files Submission Log

Users Submissions

View By: User Apply

Search For... Show Search Options

Download Email Mark as Read Mark as Unread Delete Publish Feedback

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input checked="" type="checkbox"/>	Jones, Alamo Draft Saved: Sep 10, 2019 8:21 AM		
	Murder on the Orient Express 2.docx (27 KB)	Sep 20, 2018 11:58 AM	
<input checked="" type="checkbox"/>	two, student Draft Saved: Sep 10, 2019 8:21 AM		
	Murder on the Orient Express.docx (409.49 KB)	Sep 20, 2018 12:45 PM	

20 per page