
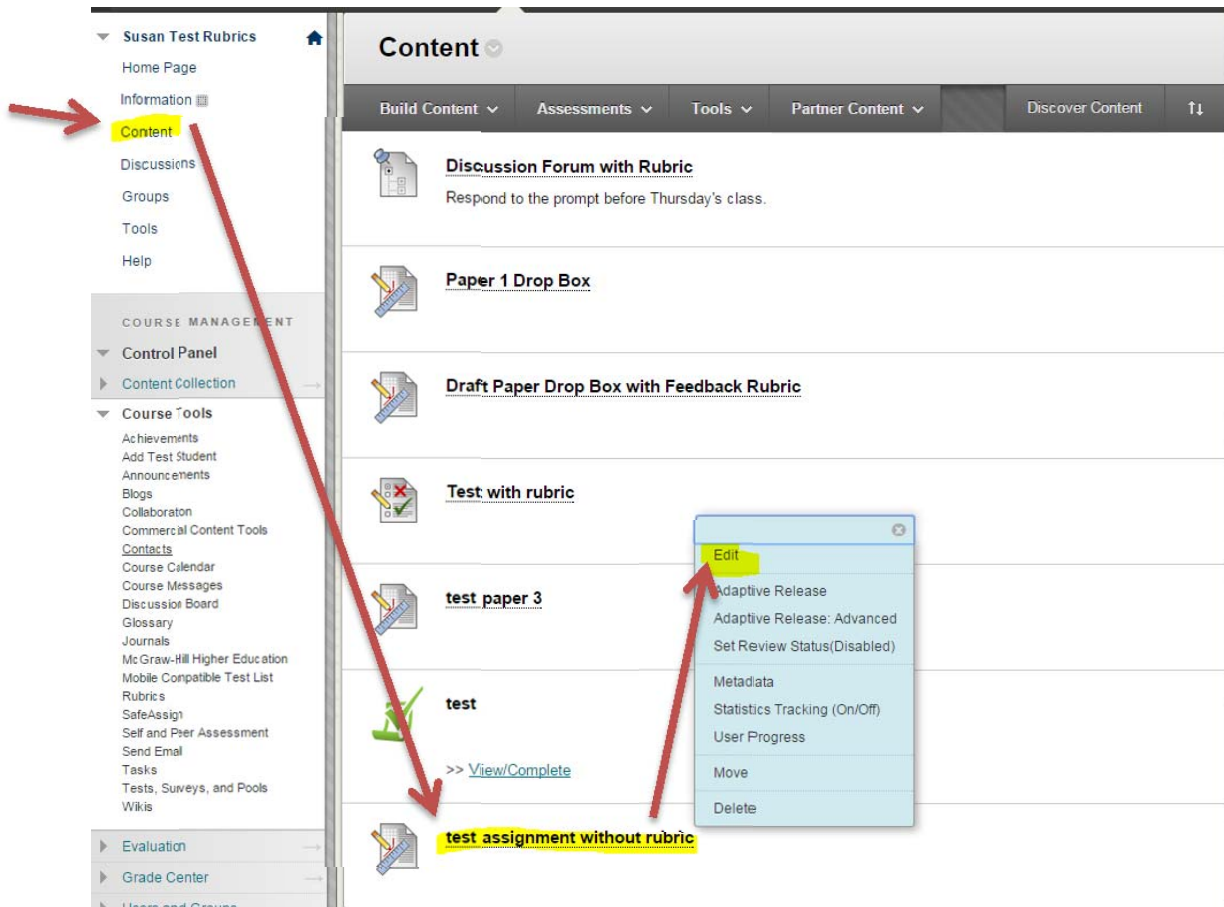


# How to Attach a Rubric to an Assignment

## 1. Attach a Rubric to an Assignment

- a. Click on Content, find the assignment you want to add the rubric to, click on the arrow , then click Edit.



b. Click on Add Rubric, then Select Rubric.

The screenshot shows the 'Assignment Information' section of a course management interface. The 'Name and Color' field is set to 'test assignment without rubric' with a black color swatch. Below this is a rich text editor for 'Instructions'. The 'Assignment Files' section has 'Attach File' buttons for 'Browse My Computer' and 'Browse Content Collection'. The 'Grading' section shows 'Points Possible' set to 100. Under 'Associated Rubrics', there is an 'Add Rubric' dropdown menu that is open, showing options: 'Select Rubric', 'Create New Rubric', and 'Create From Existing'. A red arrow points to the 'Select Rubric' option. The 'Availability' section is partially visible at the bottom.

c. Click the rubric you want to attach, then click Submit.

The screenshot shows the 'Select Rubrics' dialog box. It contains a table with the following data:

<input type="checkbox"/>	Name	Description	Date Last Edited
<input type="checkbox"/>	0 point rubric	0 point rubric used for providing feedback.	11/19/14 3:35 PM
<input type="checkbox"/>	Discussion Rubric	Test discussion rubric using percent range.	11/20/14 2:12 PM
<input type="checkbox"/>	Essay question rubric.		11/19/14 4:32 PM
<input checked="" type="checkbox"/>	test rubric 1	Rubric description can be added here (optional).	11/19/14 3:28 PM

At the bottom of the dialog, there is a 'Selected Rubrics' counter showing '1' and a 'Submit' button highlighted in green with a red arrow pointing to it. A red arrow also points to the checkbox for 'test rubric 1'.

- d. Make the rubric visible to students. On the right, hover over this area. Click on Yes With Rubric Scores.

**3. Grading**

✖ Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
test rubric 1	Used for Grading	Nov 19, 2014 3:28:25 PM	No

Yes (With Rubric Scores)

Yes (Without Rubric Scores)

After Grading

**4. Availability**

- e. Now the rubric is visible to students. Click Submit and the rubric will be attached.

**3. Grading**

✖ Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
test rubric 1	Used for Grading	Nov 19, 2014 3:28:25 PM	Yes (With Rubric Scores)

**Submit**

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