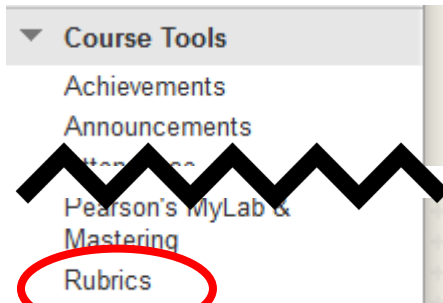


Rubrics: Adding and Using

Step 1: Importing a Northern College Rubric

Only complete this step if you are importing a rubric from the institutional level.

A From the left menu bar select Course Tools -> Rubrics



B In the Rubric Window select **Import Rubrics**



C In the Import Rubric window select the **Browse Course Files** Button

Import Rubric

D In the Browse Content Collection window select the drop-down beside browse and choose **Institution Content**.

RUBRIC DEFINITION FILE

Select file to import.

Attach File

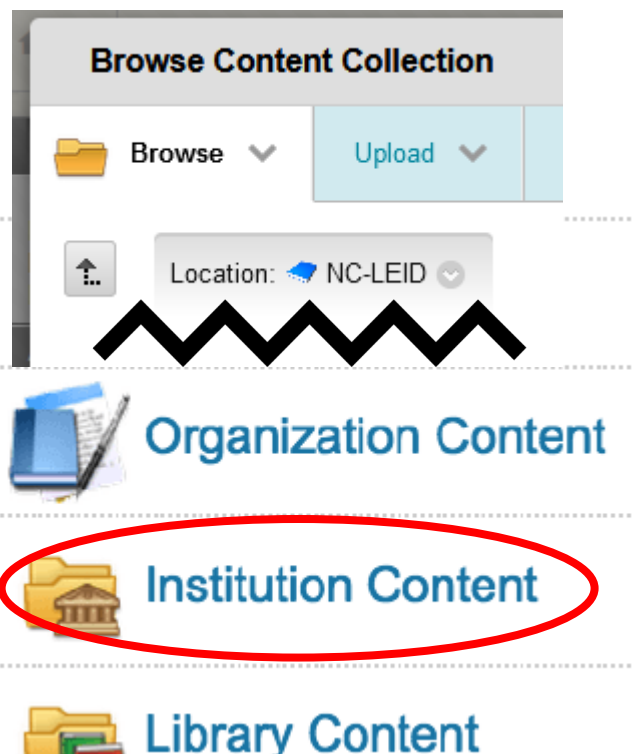
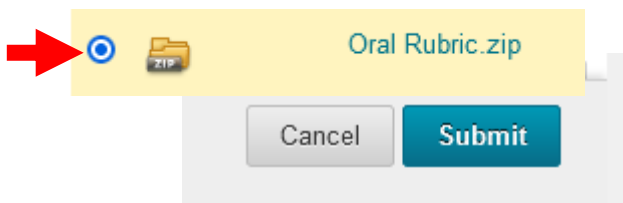
Browse Local Files

Browse Course Files

E In the Browse Content Collection window select the **Rubrics** folder

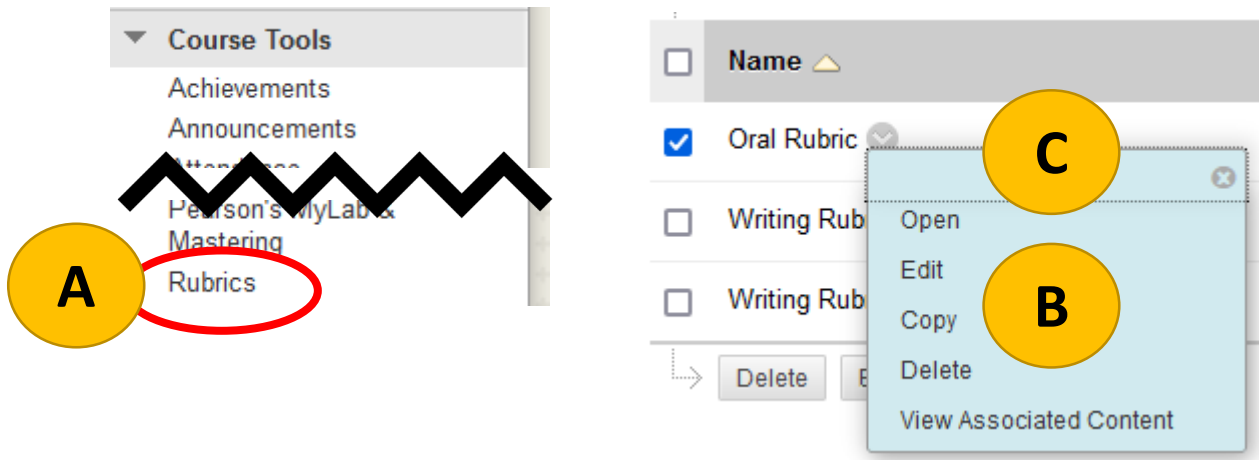


F Toggle the rubric you wish to import and select the **Submit** button



Step 2: Customizing the Rubric for Specific Assessment

- From the left menu bar select Course Tools -> Rubrics
- Toggle the drop-down menu beside the rubric you wish to use and select copy.
- Toggle the drop-down menu beside the copy of the rubric and select edit



- In the Rubric Information section update the **Name** of the rubric to match the assessment
- In the Rubric Detail section select **Add Row** or **Show Criteria Weight** to adjust the rubric for the assessment.

RUBRIC INFORMATION

D

* Name

Oral Rubric for Name of Oral Presentation

RUBRIC DETAIL

*The Rubric Grid lists **Criteria** (rows) for measuring **Levels of Achievement** (columns)*

E

Add Row

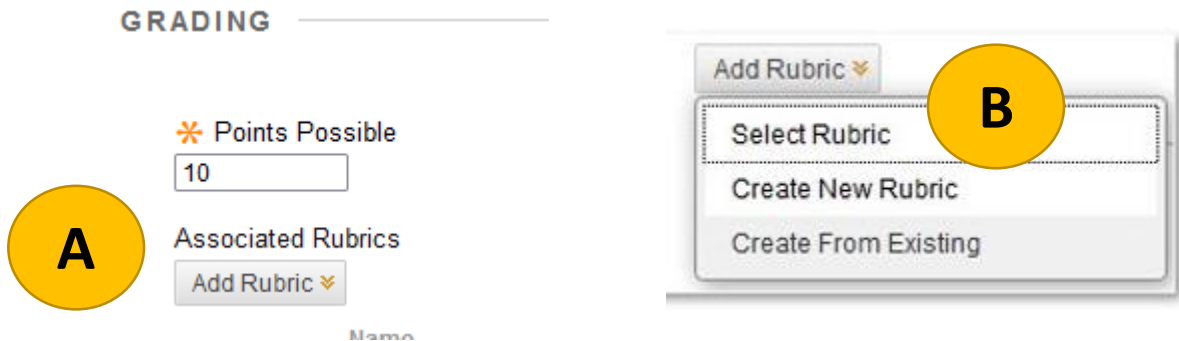
Add Column

Rubric Type: Percent Range

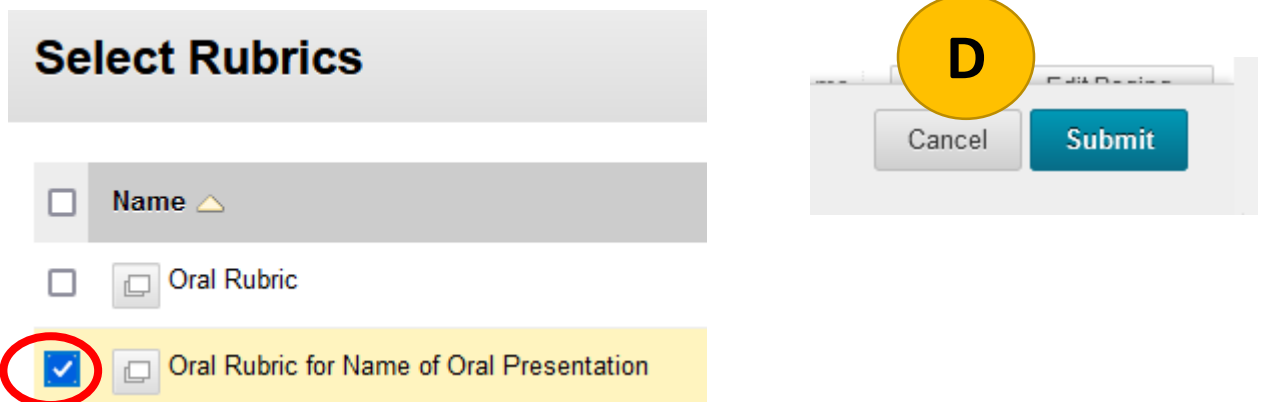
☒ Show Criteria Weight

Step 3: Adding the Rubric to an Assessment

- A. Select the **Add Rubric** button in the Grading section.
- B. From the drop down menu choose **Select Rubric**

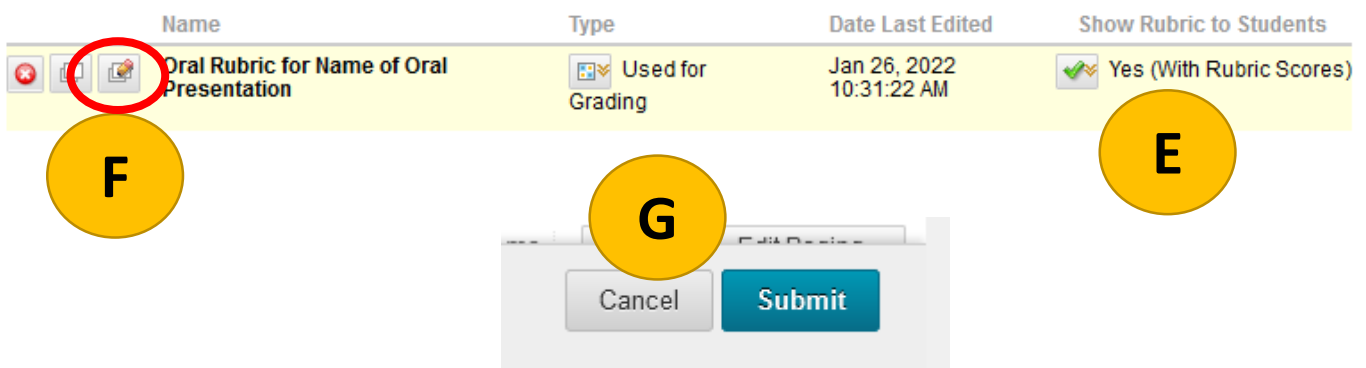


- C. Select the Rubric you customized for the assessment..
- D. Choose the Submit button



The rubric will appear in the grading area.

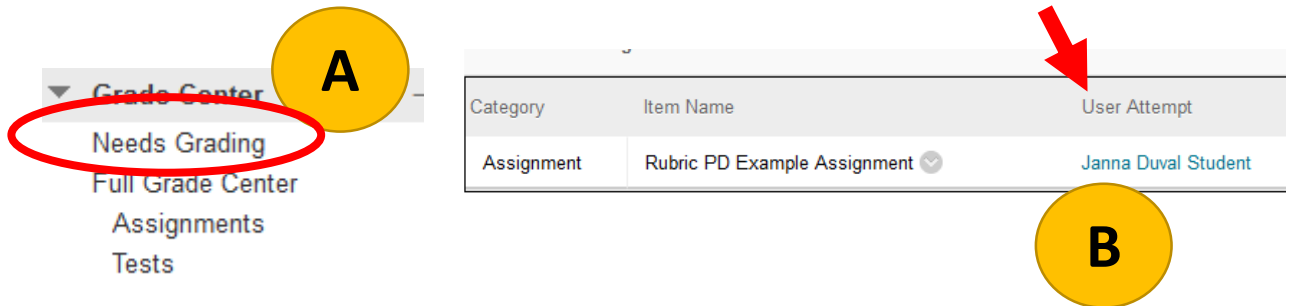
- E. Choose when/if students are going to see the rubric(s)
- F. Edit if necessary
- G. Select the Submit Button



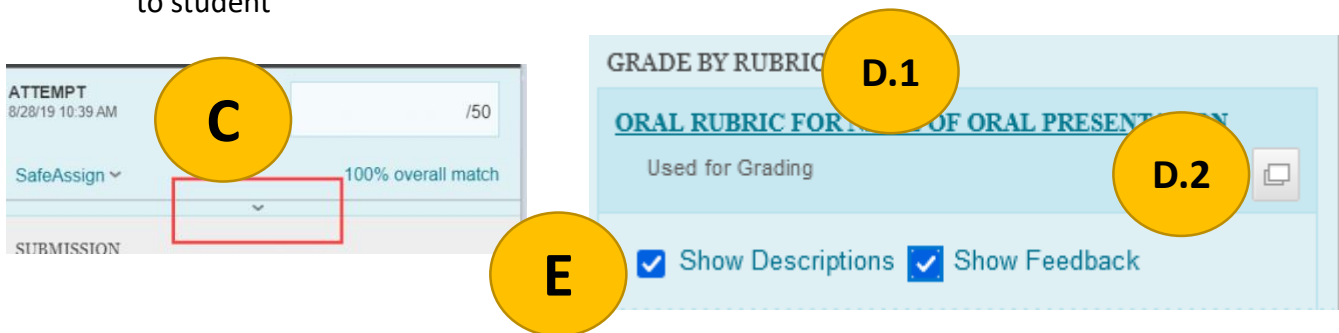
Step 4: Using the Rubric

When grading an assessment with a rubric.

- A. Go to the assessment that **Needs Grading**
- B. In the Needs Grading Window select the User Attempt you wish to grade



- C. In the right-hand Assignment Details Column beside the submitted student assignment under the attempts use the drop down to **show/hide the grade grading panel** to reveal/hide the rubric
- D. in the **GRADE BY RUBRIC** section:
 - 1. Select the title of the rubric to view the inline rubric
 - OR
 - 2. View Rubric in Window button to open in a separate window
- E. Choose to **Show Description** of the rubric and/or **Show Feedback** to be provided to student



- F. When done using the rubric and providing feedback select the Save Rubric button. The scores will be added to the gradebook.

