Adding A Rubric to An Assignment

1: Select **Assignments** in the course navigation menu

2: Select an assignment from your assignment group

3.1: Click on the **Edit** button

3.2: Add the requirement for the assignment

3.3: Enter the **points** for this assignment

3.4: Enter the **due date** of the assignment

3.5: Choose this assignment’s **Assignment Group**

3.6: Click on **Show Advance Option** button, the choice of **Grading Type** and **Submission Type** will appear.

3.7: There are four five grading types you can choose for this assignment: percentage, complete/incomplete, points, letter grade, and not graded

The submission type choices: no submission, online, on paper, and external tool

3.8: You can choose what groups of students will take the assignment and the due date

3.9: Click on **Update Assignment** button, an Assignment page with a rubric will appear, then you will have the option to edit the rubric

3.10: Click on the **pen tool** icon to edit the rubric
Adding A Rubric to An Assignment II

- **4.1:** Enter the title of the Rubric
- **4.2:** Click on the View Long Description to type the description of criterion
- **4.3:** Select Add Criterion to add criterion
- **5:** Enter the points for each criterion
- **6:** Click on the border between the Full Markers Ratings and No Markers Ratings to add a new rating description between two ratings
- **7:** Click on the Create Rubric button to update the rubric

![Rubric Diagram](image)