

How do I grade an assignment using a rubric in the legacy grading interface?

*Note: This article shows the steps for grading in the **legacy** grading interface. If you are using the new grading interface, please refer to the [How do I grade an assignment using a rubric?](#) article.*

Go to Assignments.

 Resources

 **Assignments**

 Gradebook

Select Grade for the assignment you want to grade.

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
Assignment 1  Edit Duplicate Grade	Entire Site	Open	Apr 21, 2020 1:20 PM	Apr 28, 2020 1:20 PM	2/2	0-100.00	<input type="checkbox"/>

Select the student's name for the submission to be graded.

Assignment 1 - Submissions

Found 4 participant(s). Assign this grade to participants without a grade:

Apply

Use new Grader to grade submissions

Download All

Upload All

Release Grades

▶ Send Feedback to Multiple Students

▶ Set Resubmission Options for Multiple Students

View Entire Site ▼

Search Search

Viewing 1 - 4 of 4 items

|< < Show 200 items... > >|

<input type="checkbox"/>	Student	Submitted Date	Status	Grade	Released
<input type="checkbox"/>	Student 1_Demo.(demostudent01)	Apr 21, 2020 1:24 PM	Ungraded	<input type="checkbox"/>	
<input type="checkbox"/>	Student 2_Demo.(demostudent02)	Apr 21, 2020 1:25 PM	Ungraded	<input type="checkbox"/>	
<input type="checkbox"/>	Student 3_Demo.(demostudent03)		No Submission	<input type="checkbox"/>	
<input type="checkbox"/>	Student 4_Demo.(demostudent04)		No Submission	<input type="checkbox"/>	

▶ Assignment Details

Select the Grading Rubric tab.

ASSIGNMENTS

Link

Help

Close

Assignments Add Assignments by Student Grade Report Student View Reorder Options Trash Permissions

Assignment 1 - Grading

Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.

Navigate Submissions

< Previous < Previous Ungraded
(Changes will be saved)

Return to List

Next Ungraded > Next >
(Changes will be saved)

Navigate between students
with submissions only



Student Demo Student 1
Submitted Date Apr 21, 2020 1:24 PM
Status Ungraded

▶ Assignment Instructions

Assignment Submission

Grading Rubric

Below is the submission from a student. You can insert comments into this text by clicking in the box, then type your comments. Comments surrounded by double curly braces, **{{like this}}**, will appear red to the student.

Rich text editor toolbar with options for Source, Templates, Bold, Italic, Underline, Strikethrough, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Image, Video, Table, Table of contents, Undo, Redo, Font, Size, Text color, Background color.

My submission

Select the appropriate rating level for each criterion.

Assignment Submission
Grading Rubric

Essay Rubric 1

Content Paper topic	Needs development The paper topic is unclear and needs further development. <i>1 Points</i>	Meets expectations Demonstrates a clear understanding of the subject. <i>3 Points</i>	Exceeds expectations Demonstrates exceptional understanding of the topic. <i>5 Points</i>	 3		
Criterion 2	Inadequate <i>0 Points</i>	Poor <i>5 Points</i>	Fair <i>10 Points</i>	Good <i>15 Points</i>	Exceptional <i>20 Points</i>	 15
Presentation Content and delivery of presentation	Needs development The presentation topic and delivery are unclear and needs further development. <i>1 Points</i>	Meets expectations Demonstrates a clear understanding of the subject. <i>3 Points</i>	Exceeds expectations Demonstrates exceptional understanding of the topic. <i>5 Points</i>		 5	

Total: 23

Grade: (max 100.00)



The points will be added up automatically based on your rating selections. The total points earned will appear in the **Grade** field below the rubric.

(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed.

Essay Rubric 1

Content Paper topic	Needs development The paper topic is unclear and needs further development. <i>1 Points</i>	Meets expectations Demonstrates a clear understanding of the subject. <i>3 Points</i>	Exceeds expectations Demonstrates exceptional understanding of the topic. <i>5 Points</i>	 3 <input style="width: 50px; height: 20px;" type="text"/>		
Criterion 2	Inadequate <i>0 Points</i>	Poor <i>5 Points</i>	Fair <i>10 Points</i>	Good <i>15 Points</i>	Exceptional <i>20 Points</i>	 15 <input style="width: 50px; height: 20px; border: 2px solid red;" type="text"/>
Presentation Content and delivery of presentation	Needs development The presentation topic and delivery are unclear and needs further development. <i>1 Points</i>	Meets expectations Demonstrates a clear understanding of the subject. <i>3 Points</i>	Exceeds expectations Demonstrates exceptional understanding of the topic. <i>5 Points</i>		 5 <input style="width: 50px; height: 20px;" type="text"/>	

Total: 23

Grade: (max 100.00)





(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.

Essay Rubric 1

Content Paper topic	Needs development The paper topic is unclear and needs further development. 1 Points		Meets expectations Demonstrates a clear understanding of the subject. 3 Points		Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	 3 <input type="text"/>
	Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	
Presentation Content and delivery of presentation		Needs development The presentation topic and delivery are unclear and needs further development. 1 Points		Meets expectations Demonstrates a clear understanding of the subject. 3 Points		Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points
	<div style="border: 2px solid red; padding: 5px;"> <p>Comment for Presentation DONE</p> <p>B I U   </p> <p>Nice work!</p> <p>body p</p> </div>					

Total: 23

Grade: (max 100.00)

Enter your comments into the text field provided, and select **Done** when finished.

Essay Rubric 1

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Total: 23

Grade: (max 100.00)

Note: The Comments icon changes color when comments are saved.

Save when finished grading the submission.

SAVE AND DON'T RELEASE TO STUDENT

Save and Release to Student

Preview

Cancel Changes