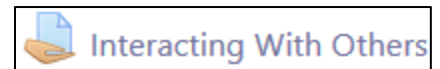


Marking Assignments Using a Rubric

Note: to try this with a sample submission, the teacher needs to submit the assignment from an unused Student ID. Simply using **Switch Role to...** Student will not allow the submission to be seen in the submissions page.


1. On the course home page, click the **Assignment** link.



2. The **Grading summary** appears

Grading summary	
Hidden from students	No
Participants	4
Submitted	3
Needs grading	3
Due date	Thursday, 21 May 2020, 12:00 AM
Time remaining	6 days 12 hours
View all submissions Grade	

3. Click the **View all submissions** button below the **Grading summary** table.
4. Locate a student to grade, click on the **Grade** button.

<input type="checkbox"/>		Maria Guptez mariaguptez@fakemail.ca	Submitted for grading	Grade	Edit ▾	Thursday, 14 May 2020, 11:37 AM
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5. The **Grading** screen appears.

The screenshot shows the grading interface for a student named Maria Gupte. The student's submission is visible on the left, and the rubric is on the right. A red box labeled "rubric" points to the rubric table.

Criteria	Not Yet	Partly Achieved	Achieved
Conveys the message; reader may have to guess or make inferences to follow completely.	1 points	1 points	2 points
Uses word order and word form accurately.	1 points	1 points	2 points
Accurate spelling, capitalization	1 points	1 points	2 points

6. In the bottom right corner, click on the **Collapse review panel** icon



7. The **left frame** collapses and the **rubric** now dominates the screen.

Grade:

Competency statement:

Convey short, personal and informal messages on topics related to familiar everyday situations (such as invitations, thanks, updates, cancellations and apologies) [Messages are short sentences addressed to a familiar person and related personally relevant situations.]

Criteria	Not Yet	Partly Achieved	Achieved	Achieved Easily
Conveys the message; reader may have to guess or make inferences to follow completely.	1 points	1 points	2 points	3 points
Uses word order and word form accurately.	1 points	1 points	2 points	3 points
Accurate spelling, capitalization	1 points	1 points	2 points	3 points

8. The instructor can now play the student's recording, read the online text, or open the submitted file and assess based on the criterion by clicking on one **cell** in each row and inputting **comments** if necessary. Rubrics can even be used to assess **Offline Assignments**; simply refer to the student's offline work and complete the rubric as desired.

Conveys the message; reader may have to guess or make inferences to follow completely.	Not Yet 1 points	Partly Achieved 1 points	Achieved 2 points	Achieved Easily 3 points	The writer's family members are not named.
Uses word order and word form accurately.	Not Yet 1 points	Partly Achieved 1 points	Achieved 2 points	Achieved Easily 3 points	
Accurate spelling, capitalization	Not Yet 1 points	Partly Achieved 1 points	Achieved 2 points	Achieved Easily 3 points	Only one spelling mistake.

9. Under the rubric, a **calculated grade** appears as a percentage.

Current grade in gradebook
77.78

10. Under the rubric, instructors can input **overall comments**.

Feedback comments ✕

↓ A ▾ B I ☰ ☰ 🔗 🔗 📧 📎 🎤 🎥 📄 H-P

Thank you Maria for your assignment. I like how you used another personality to write this note. There is a typo in the third line.

11. Audio feedback is also possible through the **PodLL** plugin if selected in the assignment settings.

12. To complete the assignment grading, click on the **Save changes** button.

13. Click on the **Ok** button to confirm grading.

14. Click the **arrows** in the top right corner or use the **Change user** drop-down menu to navigate to the next user for marking.
15. After marking, the grades will appear in the course **Grader Report**.

 Interacting With Others	Ms. Beverly's LINC 3	0.00 - 100.00	77.78	<p>Thank you Mar
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