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
3.8: The submission type choices: no submission, online, on paper, and external tool
3.9: You can choose what groups of students will take the assignment and the due date
3.10: Click on the **pen tool** icon to edit the rubric
3.8: Click on **Update Assignment** button, an Assignment page with a rubric will appear, then you will have the option 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