GRADEMARK-ATTACH RUBRIC TO ASSIGNMENT

Rubrics can be attached to an assignment using the Rubric Manager. Rubrics that have been attached to an assignment can be accessed for grading through the Rubric Scorecard. A rubric must be attached to an assignment in order to be used.

Attach Rubric to Assignment

† Click on the name of the class where the comment is to be inserted.
† Click the View icon to the right of the Assignment Name (see illustration below).

† Click on the GradeMark icon for the paper where the comment is to be added (see illustration below).

† A Getting Started window may display. Click the Close button to exit from this page.
† A message will appear indicating that the Document Viewer is loading.
† When the load is completed, the Document Viewer GradeMark window will display (see illustration on cover page).
† Several pre-defined comments will display in the QuickMark Gallery on the right side of the window.
† Click the Rubric button (see illustration below). This icon appears at the bottom of the QuickMark Sidebar.

† The Rubric Window will display (see illustration on next page).
† Click the Rubric Manager button.
† Click the Rubric List button.
Click the name of the Rubric that is to be attached to the assignment.

Click the Attach button to attach the Rubric to the assignment (see illustration below).

The Attached a different rubric window will appear if a Rubric is already attached to the assignment (see illustration below).

If another Rubric is attached, the previous Rubric will be deleted.

If the Rubric is to be attached, click the Yes button to assign the new Rubric.

Click the No button if the new Rubric is not to be attached.