

## 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

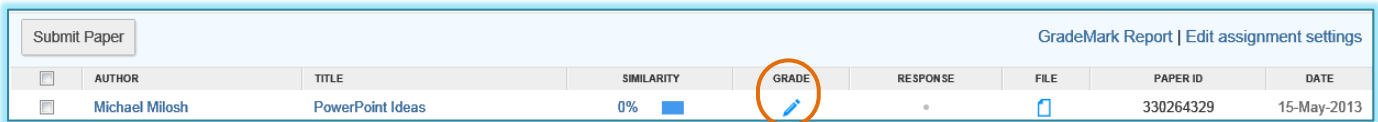
- ✚ Click on the name of the class where the comment is to be inserted.
- ✚ Click the **View** icon to the right of the **Assignment Name** (see illustration below).



PowerPoint  
CLASS HOMEPAGE + Add Assignment

	START	DUE	POST	STATUS	ACTIONS
<b>Use PowerPoint in Classroom</b>					
PAPER	15-May-2013 8:48AM	22-May-2013 11:58PM	23-May-2013 12:00AM	1/3 submitted	<span style="border: 1px solid red; padding: 2px;">View</span> <span>More actions ▾</span>

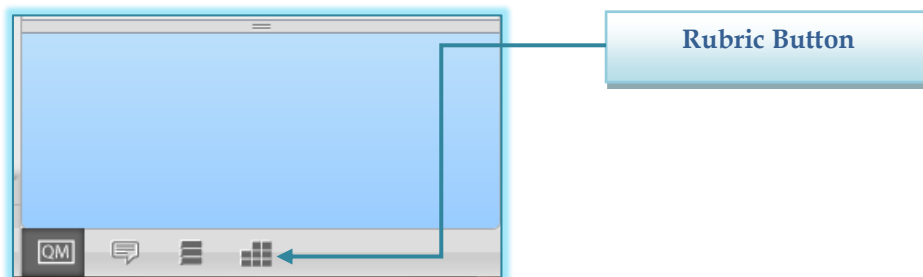
- ✚ Click on the **GradeMark** icon for the paper where the comment is to be added (see illustration below).



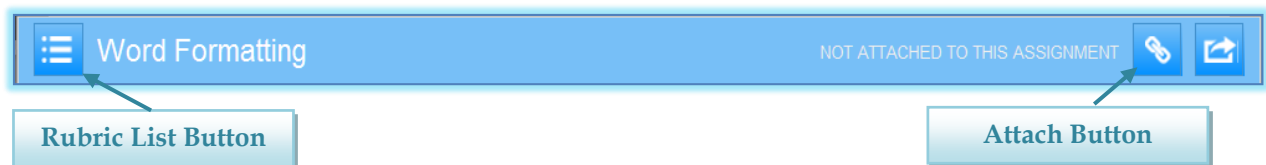
Submit Paper GradeMark Report | Edit assignment settings

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Michael Milosh	PowerPoint Ideas	0%	GRADE	*		330264329	15-May-2013

- ✚ 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**.

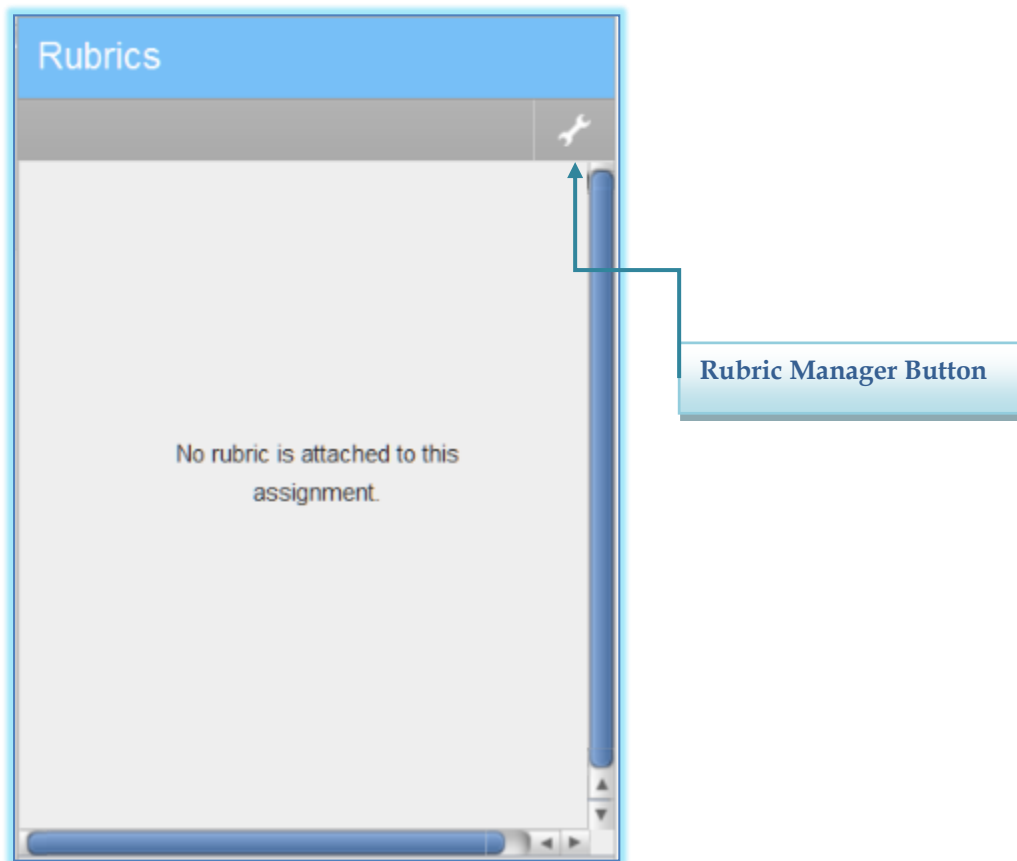


- ✚ The **Rubric Window** will display (see illustration on next page).
- ✚ Click the **Rubric Manager** button.
- ✚ Click the **Rubric List** button.

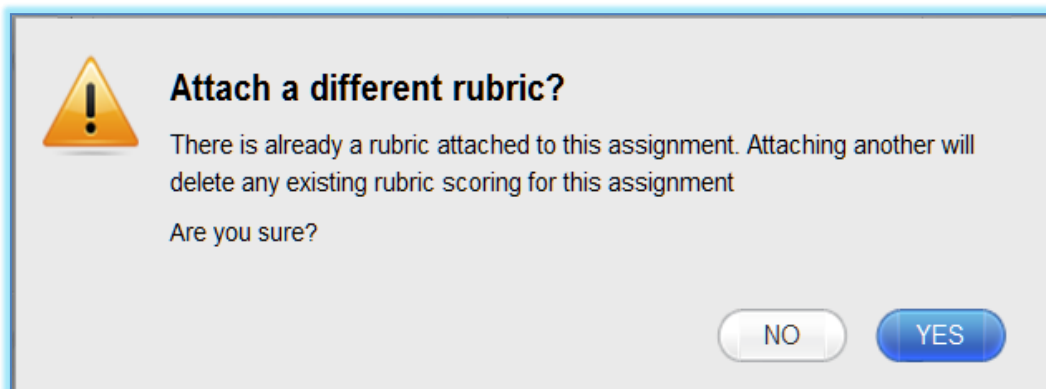


Word Formatting NOT ATTACHED TO THIS ASSIGNMENT

Rubric List Button Attach 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.