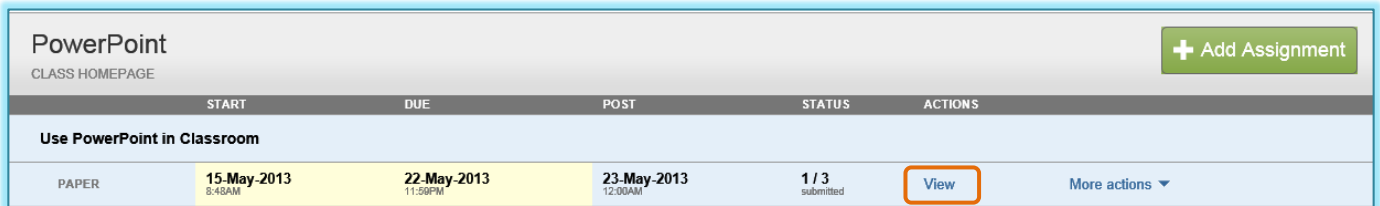


GRADEMARK-RUBRICS

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.

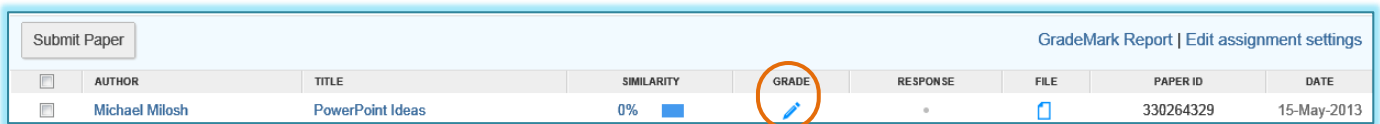
Attach Rubric to Assignment

- ✦ 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).



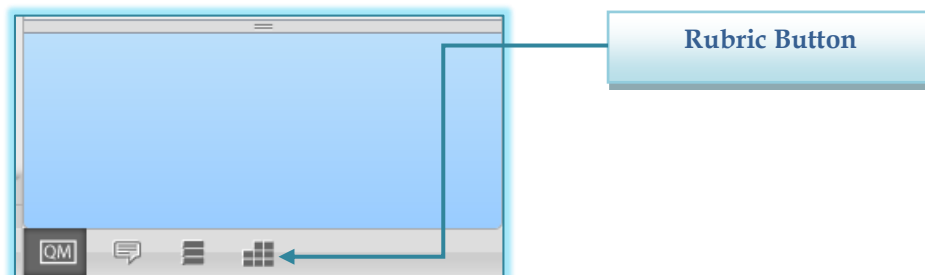
	START	DUE	POST	STATUS	ACTIONS
Use PowerPoint in Classroom					
PAPER	15-May-2013 8:48AM	22-May-2013 11:58PM	23-May-2013 12:00AM	1/3 submitted	View More actions ▾

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

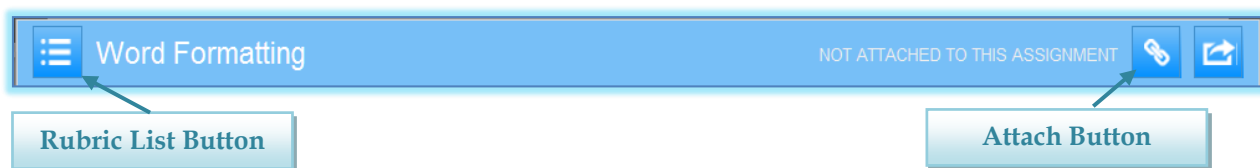


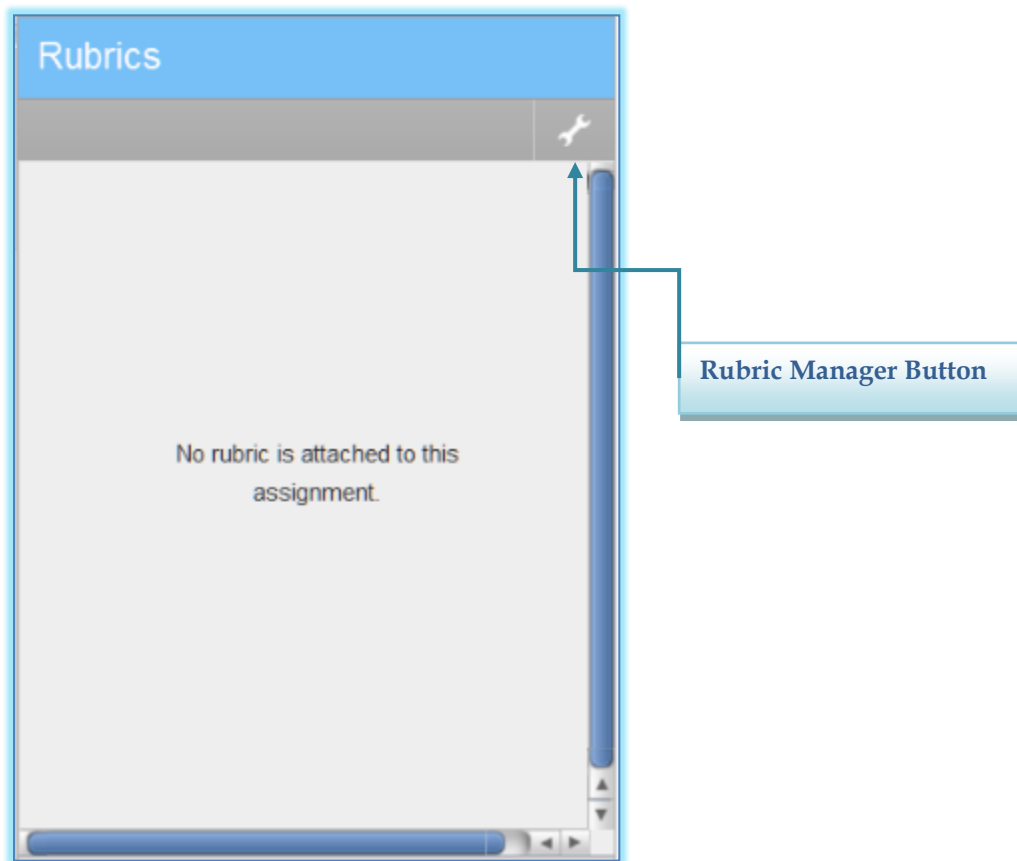
	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Michael Milosh	PowerPoint Ideas	0%		.		330264329	15-May-2013

- ✦ 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**.

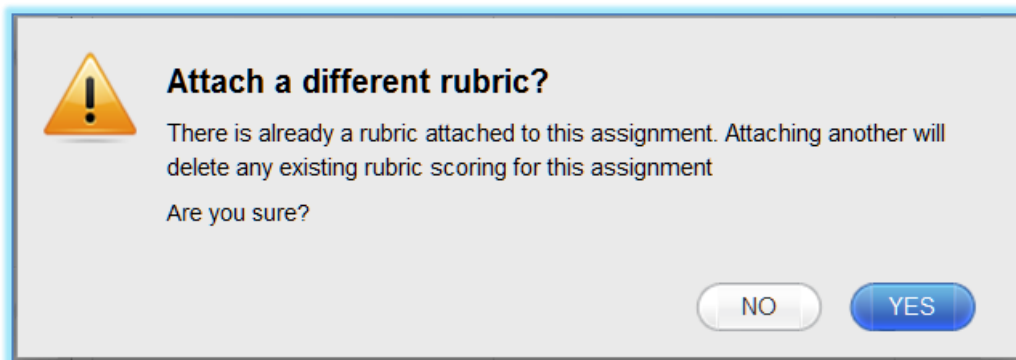


- ✦ The **Rubric Window** will display (see illustration on next page).
- ✦ Click the **Rubric Manager** button.
- ✦ Click the **Rubric List** button (see illustration below).





- ✦ 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.

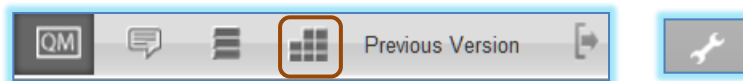
Create New Rubrics

The Rubric Manager can be used by instructors to create new rubrics. Rubric scorecards can be used to evaluate student work based on defined criteria and scales. Instructors can create and share rubric scorecards. Once a rubric scorecard has been shared, other instructors can upload the rubric scorecard to their classes. There are three types of rubrics:

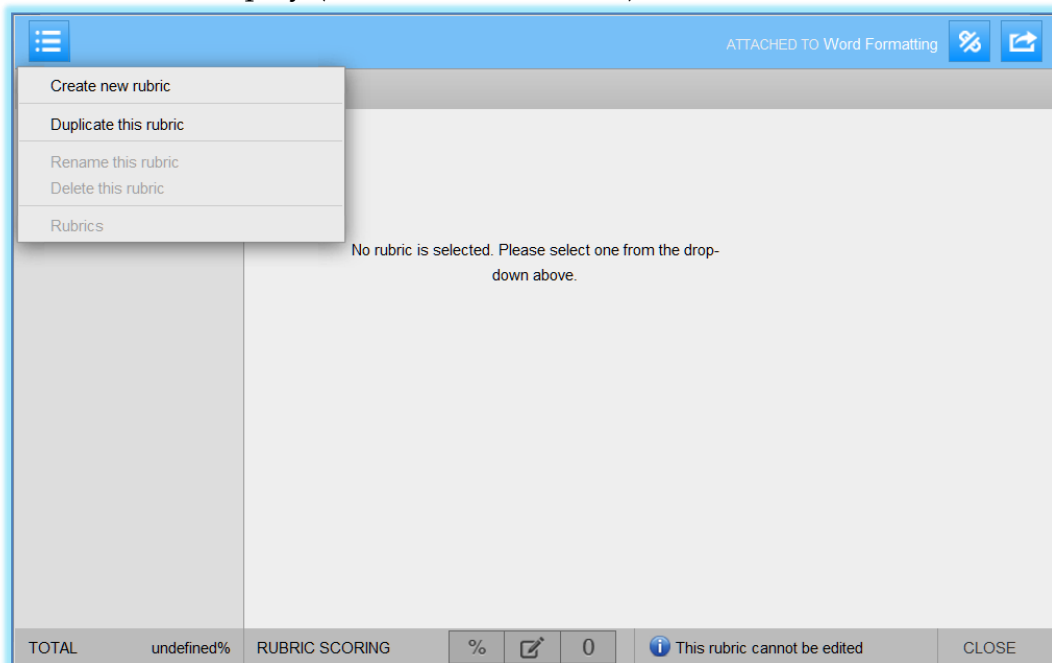
- ☆ **Standard** – This rubric is used to enter scale values and criteria percentages. The maximum value for the rubric is the same as the highest scale value entered.
- ☆ **Custom** – This type of rubric allows the instructor to enter any value into the rubric cells. The maximum value for the rubric is the sum of the highest value entered in each of the criteria rows.
- ☆ **Qualitative** – This type of rubric allows the instructor to create a rubric with no numeric scoring.

Create Standard Rubric

- ✚ Click on the **Class Name** for which the **Rubric** is to be created.
- ✚ Click the **View** link to the right of the **Assignment Name**.
- ✚ Click the **GradeMark** icon for the paper.
- ✚ A message will appear saying the **Document Viewer** is opening.
- ✚ Once this is completed, the **GradeMark** window will display.
- ✚ Click the **Rubric** button (see illustration below left). This icon appears at the **bottom** of the **QuickMark Sidebar**.



- ✚ Click the **Rubric Manager** button (see illustration above right). This button appears at the **top** of the **QuickMark Sidebar**.
- ✚ The **Rubric** window will display (see illustration below).



- ✚ Click the **Rubric** list button. This is the button in the upper-left corner of the window.
- ✚ Click **Create new rubric**.
- ✚ The **Enter rubric name here** text box will display.
- ✚ Input a **Name** for the **Rubric**.

✦ The **New Rubric** window will display (see illustration below).

CRITERIA	+	SCALES			+				
		Scale 1	Scale 2	Scale 3					
Criterion 1	0%	0	0	0					
Criterion 2	0%								
Criterion 3	0%								
TOTAL	0%	RUBRIC SCORING			%	0	SAVE	CANCEL	CLOSE

✦ The default **Rubric Type** is **Standard**.

✦ Click each of the **Scale**, **Criterion**, **Percentage**, **Description** and **Number** fields to open the **Textbox**.

✦ Input the label and values for each **Criterion**, **Scale**, **Percentage**, and **Description**.

✦ To add extra columns to the **Rubric**, click the **plus (+) sign** to the right of the **Scale** header.

✦ To add extra rows to the **Rubric**, click the **plus (+) sign** at the top of the **Criterion** column.

✦ Once the **Rubric** is completed, click the **Save** button at the bottom of the **Rubric Manager** window.

Create Custom Rubric

✦ Click on the **Class Name** for which the **Rubric** is to be created.

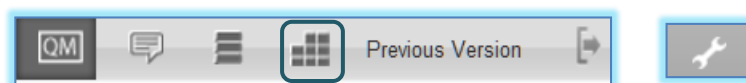
✦ Click the **View** link to the right of the **Assignment Name**.

✦ Click the **GradeMark** icon for the paper.

✦ A message will appear saying the **Document Viewer** is opening.

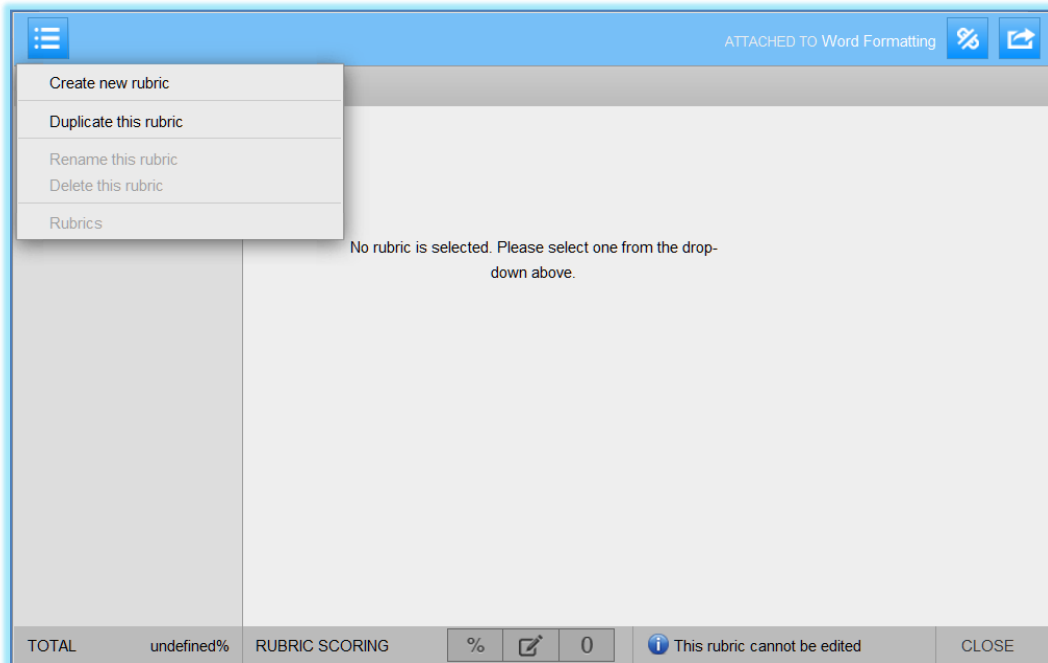
✦ Once this is completed, the **GradeMark** window will display.

✦ Click the **Rubric** button (see illustration below left). This icon appears at the bottom of the **QuickMark Sidebar**.



✦ Click the **Rubric Manager** icon (see illustration above right). This button appears at the **top** of the **QuickMark Sidebar**.

✦ The **Rubric** window will display (see illustration below).

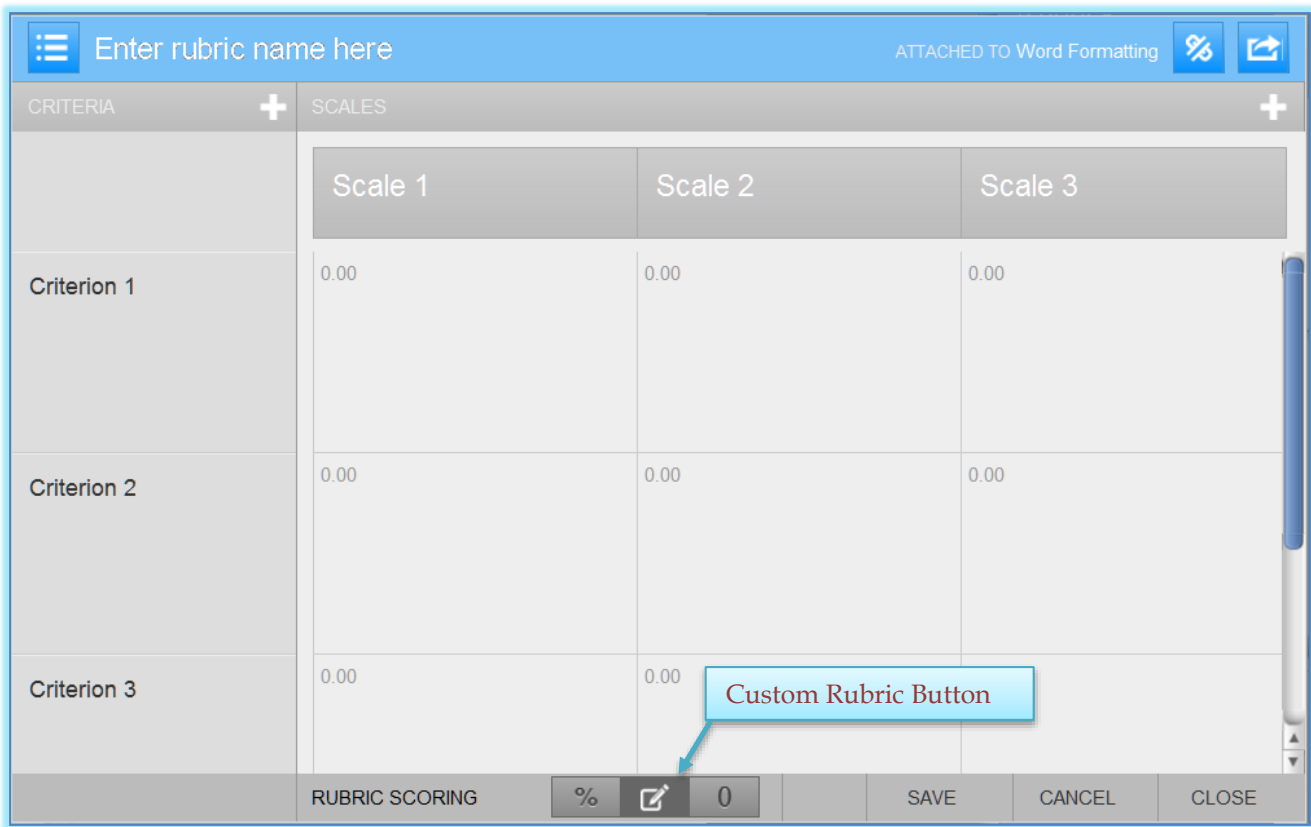


✦ Click the **Rubric** list button. This button appears in the upper-left corner of the window.

✦ Click **Create new rubric**.

✦ The **New Rubric** window will display (see illustration below).

✦ Click the **Custom Rubric** icon at the bottom of the window (see illustration below).

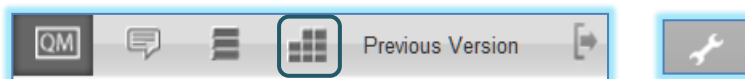


✦ Click the **Enter rubric name here** area and input a name for the **Rubric**.

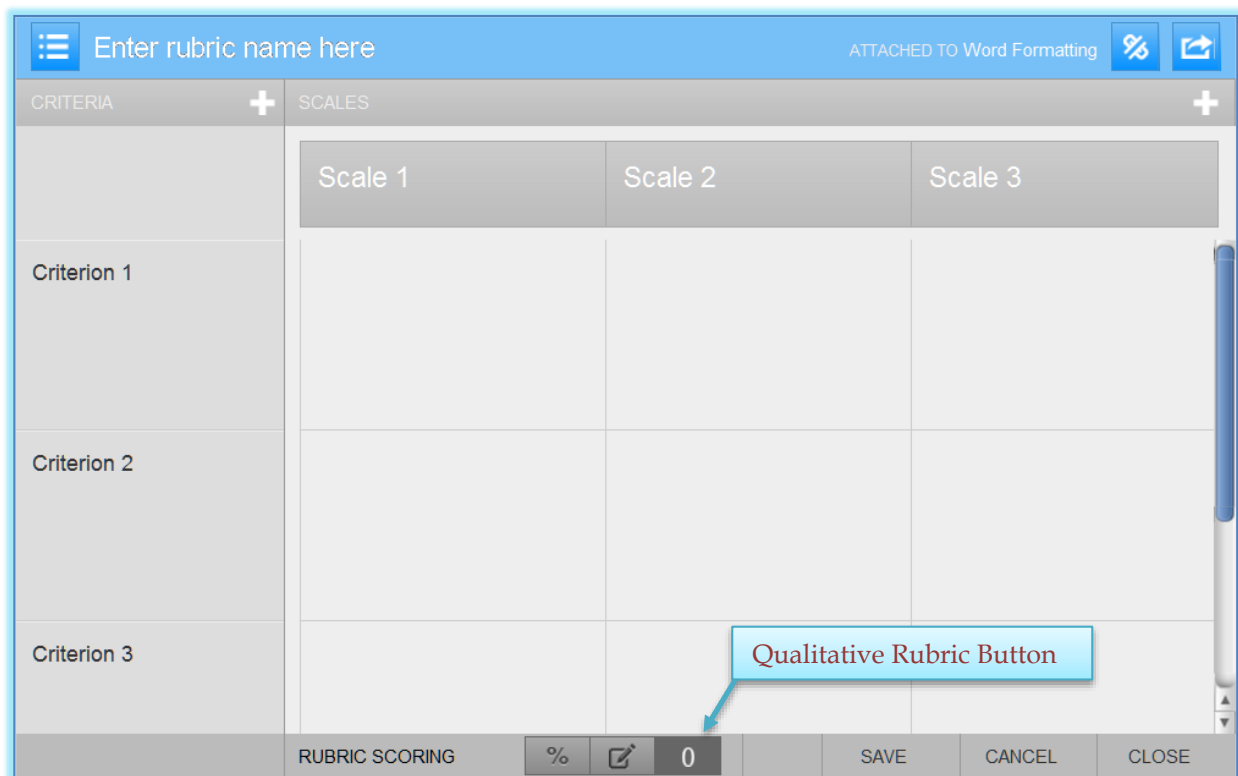
- ✦ Click each of the **Scale**, **Criterion**, and **Description** fields and enter the new title or description within the text field that appears.
- ✦ Click the **0.00 portion** of the cell to enter the **Cell Value** for each cell. When creating a **Custom Rubric**, the **Cell Values** are chosen by the **instructor**.
- ✦ To add extra columns to the **Rubric**, click the **plus (+) sign** to the right of the **Scale** header.
- ✦ To add extra rows to the **Rubric**, click the **plus (+) sign** at the top of the **Criterion** column.
- ✦ Once the **Rubric** is completed, click the **Save** button at the bottom of the **Rubric Manager** window.

Create Qualitative Rubric

- ✦ Click on the **Class Name** for which the **Rubric** is to be created.
- ✦ Click the **View** link to the right of the **Assignment Name**.
- ✦ Click the **GradeMark** icon for the paper.
- ✦ A message will appear saying the **Document Viewer** is opening.
- ✦ Once this is completed, the **GradeMark** window will display.
- ✦ Click the **Rubric** button (see illustration below left). This icon appears at the bottom of the **QuickMark Sidebar**.



- ✦ Click the **Rubric Manager** button (see illustration above right).
- ✦ The **Rubric** window will display (see illustration below).

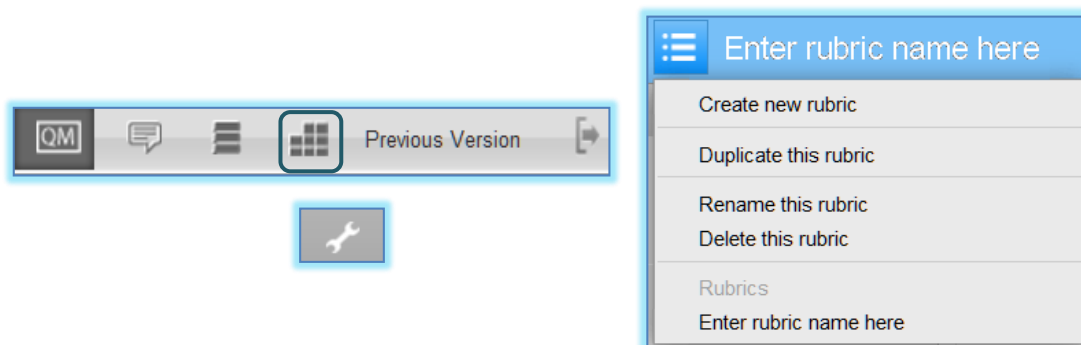


- ✦ Click the **Rubric** list button. This button appears in the upper-left corner of the window.
- ✦ Click **Create new rubric**.
- ✦ The **New Rubric** window will display.
- ✦ Click the **Qualitative Rubric** icon at the bottom of the window.

- ✦ Click the **Enter rubric name here** area and input a name for the **Rubric**.
- ✦ Click each of the **Scale**, **Criterion**, and **Description** fields and enter the new title or description within the text field that appears.
- ✦ To add extra columns to the **Rubric**, click the **plus (+) sign** to the right of the **Scale** header.
- ✦ To add extra rows to the **Rubric**, click the **plus (+) sign** at the top of the **Criterion** column.
- ✦ Once the **Rubric** is completed, click the **Save** button at the bottom of the **Rubric Manager** window.

Delete Rubrics

- ✦ Click on the **Class Name** for which the **Rubric** is to be deleted.
- ✦ Click the **View** link to the right of the **Assignment Name**.
- ✦ Click the **GradeMark** icon for the paper.
- ✦ A message will appear saying the **Document Viewer** is opening.
- ✦ Once this is completed, the **GradeMark** window will display.
- ✦ Click the **Rubric** button (see illustration below top left). This icon appears at the bottom of the **QuickMark Sidebar**.



- ✦ Click the **Rubric Manager** button (see illustration above bottom left).
- ✦ The **Rubric** window will display.
- ✦ Click the **Rubric List** icon (see illustration above right). This is the button in the upper-left corner of the window.
- ✦ Select the **Rubric** that is to be deleted from the assignment. The names will appear in the area where it says **Enter rubric name here**.
- ✦ Click the **Rubric List** icon again.
- ✦ Click the **Delete this rubric** link (see illustration above right).

Import/Export Rubrics

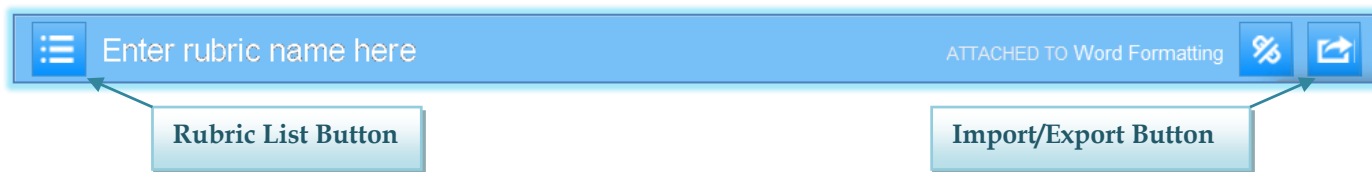
When working within the Rubric Manager, instructors have the ability to export rubrics in order to share them with other instructors. They also have the ability to import rubrics from other instructors to use while grading papers with GradeMark.

Export a Rubric

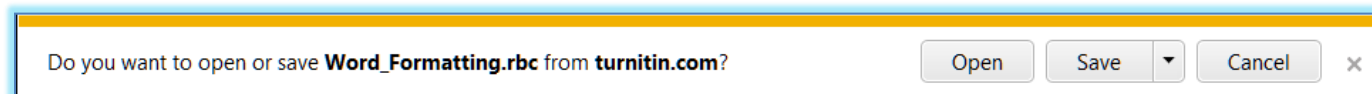
- ✦ Click on the **Class Name** for which the **Rubric** is to be exported.
- ✦ Click the **View** link to the right of the **Assignment Name**.
- ✦ Click the **GradeMark** icon for the paper.
- ✦ A message will appear saying the **Document Viewer** is opening.
- ✦ Once this is completed, the **GradeMark** window will display.
- ✦ Click the **Rubric Manager** button on the **Rubric Sidebar** (see illustration at right).



- ✦ Click the **Rubric List** button on the left side of the **Rubric Manager** window (see illustration below).




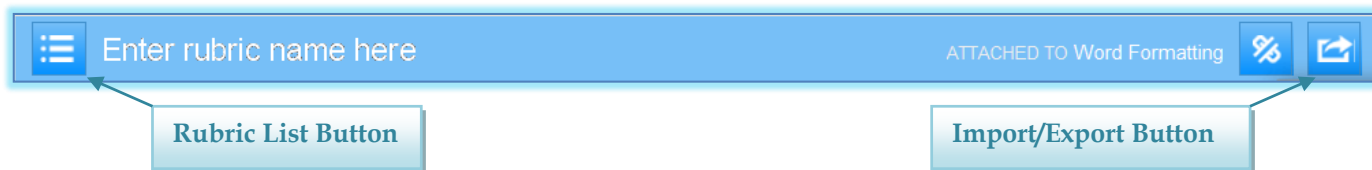
- ✦ Click the name of the **Rubric** that is to be exported.
- ✦ Click the **Import/Export** button which appears on the far right side of the **Rubric Manager** window (see illustration above).
- ✦ Select **Export** from the list.
- ✦ The **File Download** window will display (see illustration below).



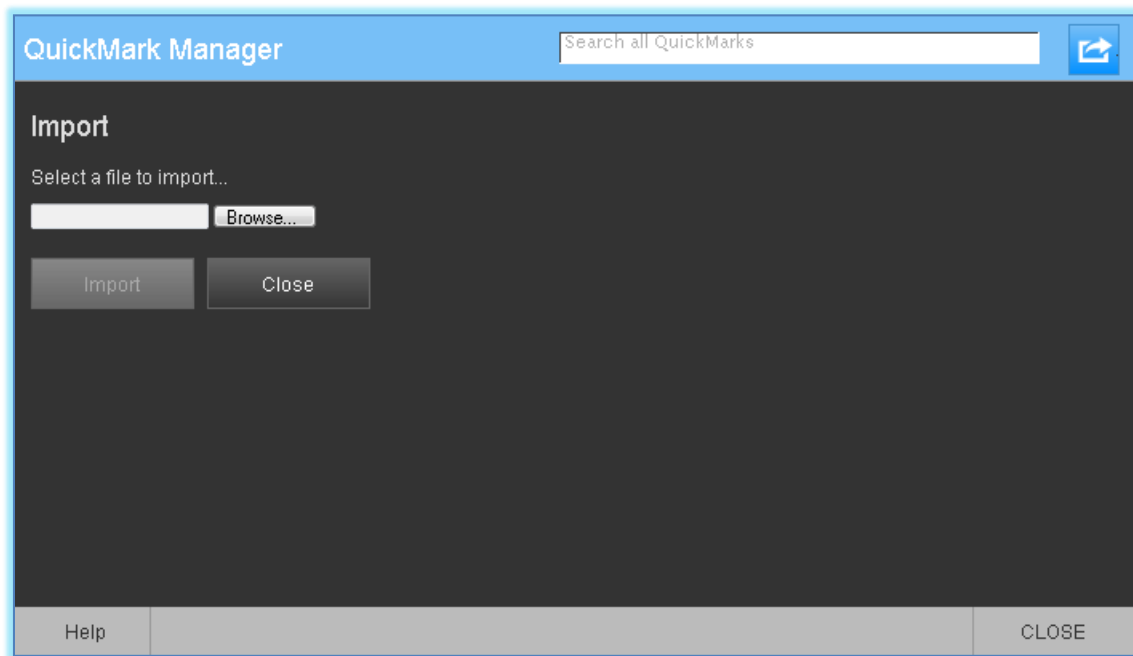
- ✦ Click the arrow next to the **Save** button.
- ✦ Click the **Save As** link.
- ✦ The **Save As** window will display.
- ✦ Scroll to the folder where the **Rubric** is to be saved.
- ✦ In the **File Name** box, input the name for the **Rubric** or accept the default name.
- ✦ **RBC File** should appear in the **Save in** box.
- ✦ Click the **Save** button to save the **Rubric** to the specified location.

Import a Rubric

- ✦ Click on the **Class Name** for which the **Rubric** is to be imported.
- ✦ Click the **View** link to the right of the **Assignment Name**.
- ✦ Click the **GradeMark** icon for the paper.
- ✦ A message will appear saying the **Document Viewer** is opening.
- ✦ Once this is completed, the **GradeMark** window will display.
- ✦ Click the **Rubric Manager** button on the **Rubric Sidebar** (see illustration at right). 
- ✦ The **Rubric Manager** window will display.
- ✦ Click the **Rubric List** button on the left side of the **Rubric Manager** window (see illustration below).



- ✦ Click the **Import/Export** button which appears on the far right side of the **Rubric Manager** window (see illustration above).
- ✦ Select **Import** from the list.
- ✦ The **Import** window will display (see illustration on next page).
- ✦ Click the **Browse** button.
- ✦ The **Choose File to Upload** window will display.



- ✦ Scroll to the folder where the **Rubric** was stored.
- ✦ Click the **Open** button.
- ✦ The **File Name** and **Path** will appear in the **Select file to import** box.
- ✦ Click the **Import** button in the **Import** window.
- ✦ A **File Upload** message will appear.
- ✦ When the **Rubric** has been imported, an **Import Complete** message will appear at the bottom of the window.