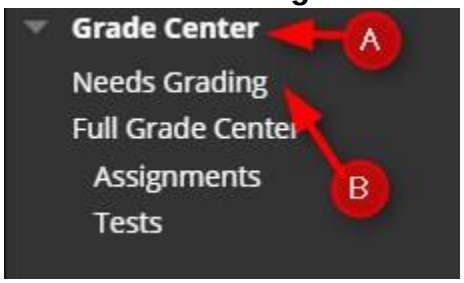
Grading an Assignment using a Rubric

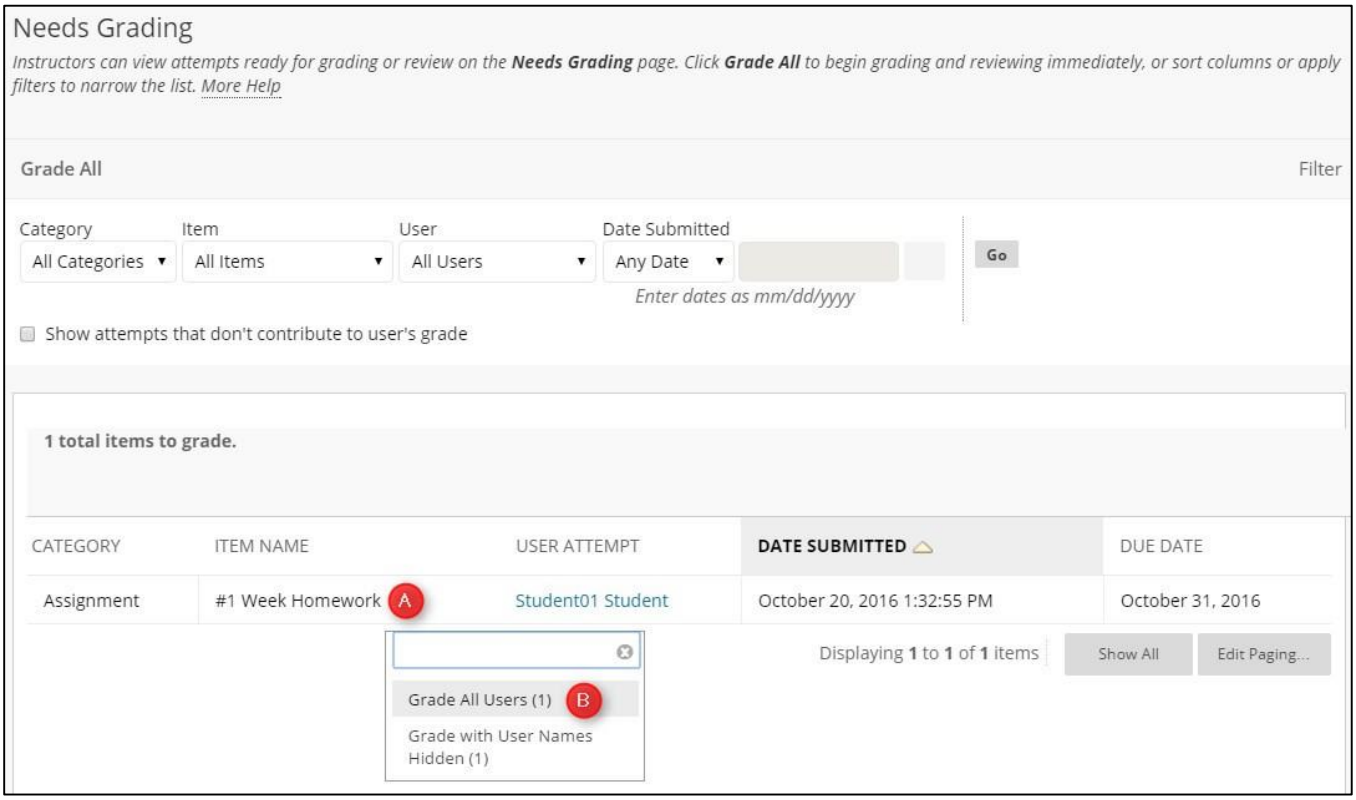
Instructors can view attempts ready for grading on the **Needs Grading** page.

Directions:

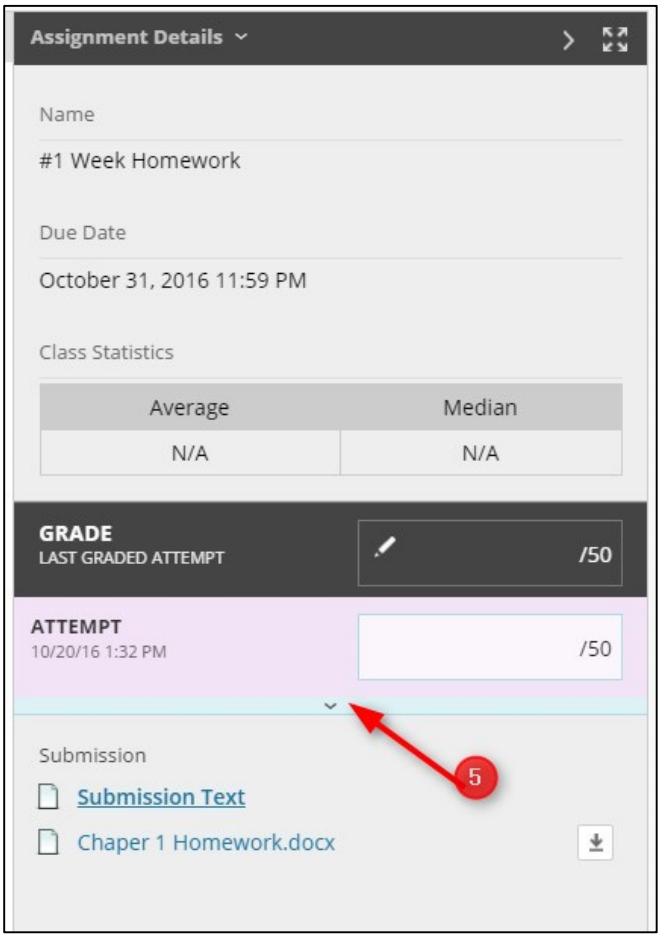
1. Enter your course
2. Click **Grade Center**
3. Click **Needs Grading**



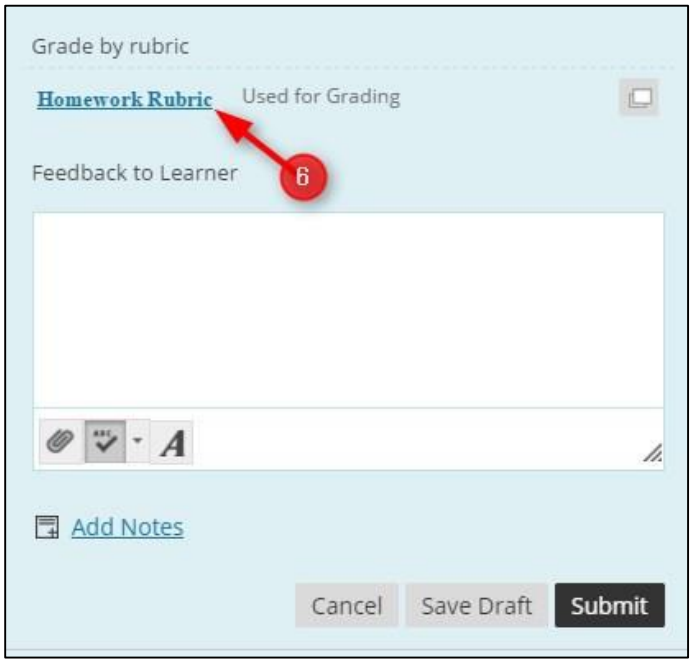
4. Click the **drop down arrow** under **Item Name** and click **Grade All Users.**



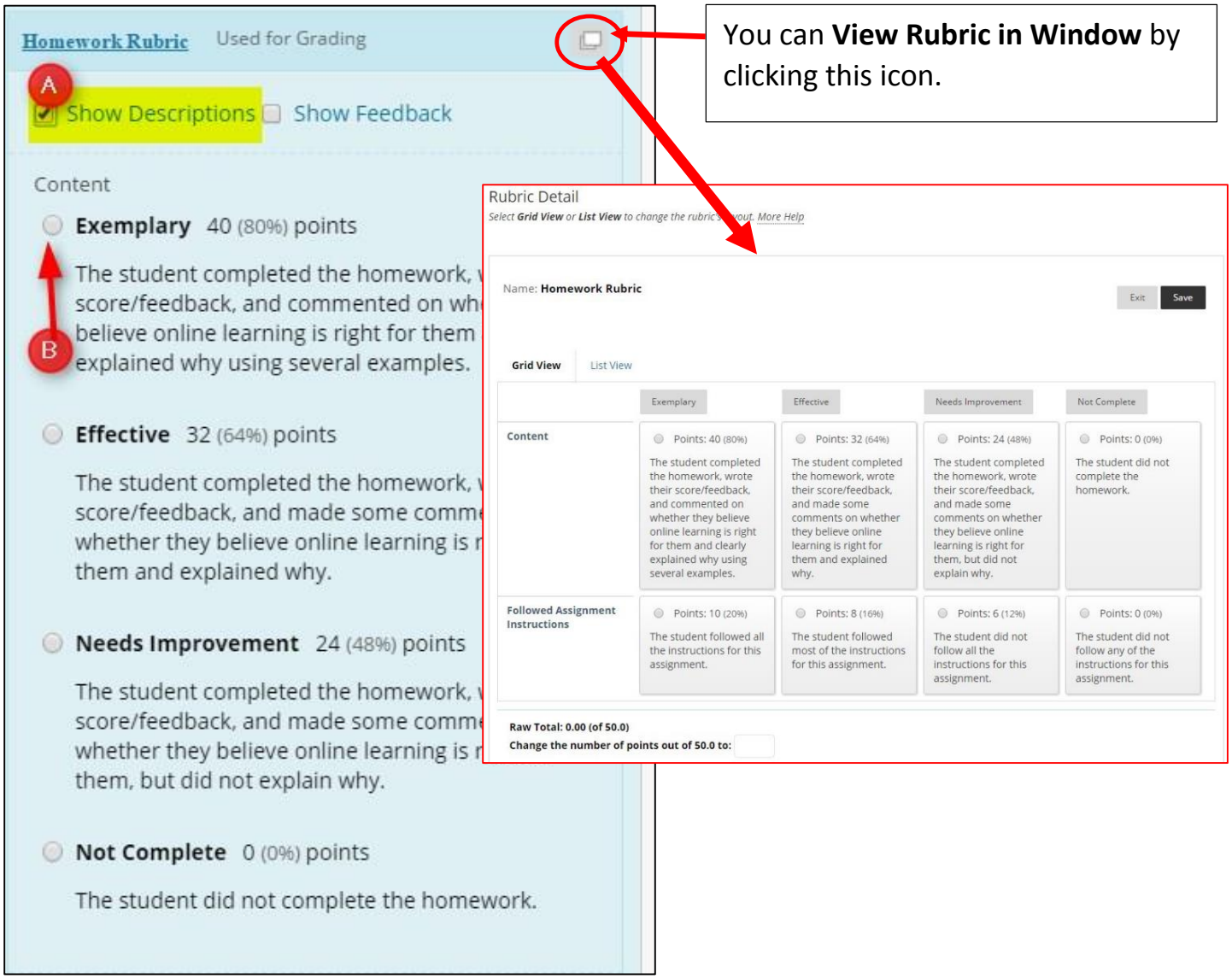
5. Click the down arrow to open the area to grade using a **Rubric.**

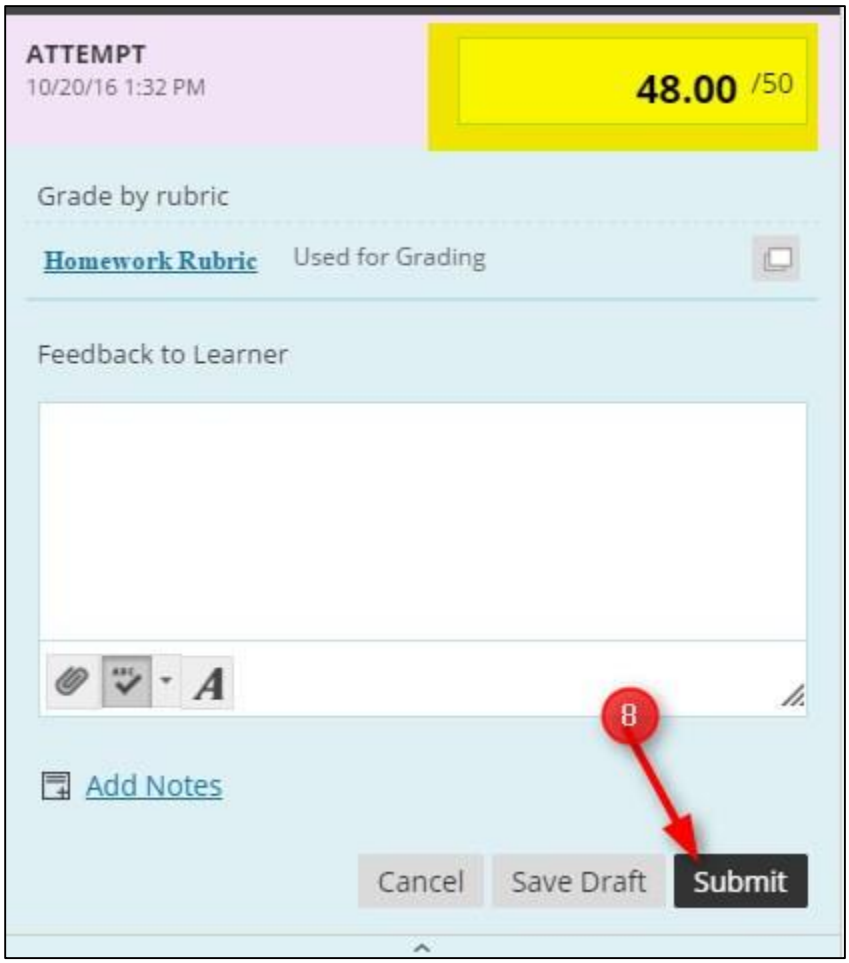


6. Click the **rubric title** to open it.



7. Select a **radio button for each criteria** to apply that point value to the grade. Optionally, select the boxes to **Show Descriptions** for criteria



8. After grading, click **Save Rubric**

8. Click **Submit**