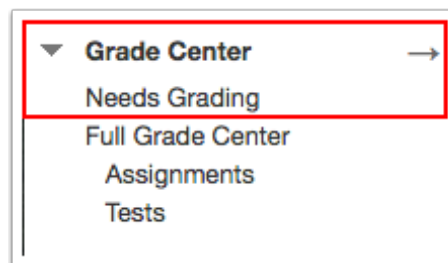




After you create an assignment, associate it with the AAC&U rubric, you can use it for grading.

Needs Grading page

Access the gradable item in the Grade Center on [the Needs Grading page](#). *Control Panel > Grade Center section > Needs Grading page.*





Grade All

Select **Grade All** to begin grading. The *Grade All* function places all attempts in a queue for easy navigation. The items appear in the order they appear on the *Needs Grading* page. More on [Needs Grading](#)

Needs Grading

Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All Filter

Category: All Categories | Item: All Items | User: All Users | Date Submitted: Any Date Go

Enter dates as mm/dd/yyyy

1 total items to grade.

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Essay Assignment	Train02 Lehman	September 13, 2016 5:18:02 PM	

Displaying 1 to 1 of 1 items Show All Edit Paging...



Grade

On [the Grade Assignment page](#), you can view, comment on, and use a rubric to grade student-submitted assignment files.

1. To view student submission view the submission area.
2. Expand the grading panel to access the rubric.

Grade Assignment: Essay Assignment

Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by typing a grade in the grade field. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts with user names hidden. Click **Show User Names** to display user information. [More Help](#)

Jump to... Hide User Names Refresh

Viewing 1 of 1 gradable items

Train02 Lehman (Attempt 1 of 1) Exit

This is my paper submission. Please view the attached file.

Assignment Details	
GRADE LAST GRADED ATTEMPT	/20
ATTEMPT 9/13/16 5:18 PM	/20
SUBMISSION	
Submission Text	1
PD to support Online Teaching.pdf	



Score

1. Select the rubric title to expand it in the panel. Or, select the *View Rubric in Window* icon to open the rubric in a separate window and grade from there.
2. Optionally, select the check boxes to *Show Descriptions* for criteria and to *Show Feedback* boxes.
3. Select an achievement level. A running *Raw Total* score appears as you make point selections.

The screenshot displays the 'Assignment Details' panel. At the top, there is a 'GRADE' section with a pencil icon and a score of '/20'. Below this is an 'ATTEMPT' section with a date and time '9/13/16 5:18 PM' and a score of '/20'. The main section is titled 'GRADE BY RUBRIC' and contains the following elements:

- WRITTEN COMMUNICATION VALUE RUBRIC** (1) - Used for Grading (with a copy icon)
- Show Descriptions Show Feedback (2)
- CONTEXT OF AND PURPOSE FOR WRITING: INCLUDING CONSIDERATIONS OF AUDIENCE, PURPOSE, AND THE CIRCUMSTANCES SURROUNDING THE WRITING TASK(S).** (10%) (3)
 - Capstone** 4 (20%) points
 - Milestones** 3 (15%) points
 - Milestones** 2 (10%) points
 - Benchmark** 1 (5%) points
- CONTENT DEVELOPMENT** (20%)
 - Capstone** 4 (20%) points
 - Milestones** 3 (15%) points
 - Milestones** 2 (10%) points
 - Benchmark** 1 (5%) points



Save Rubric

1. After you select an achievement level for each criterion, do not *Change the number of points* box.
2. Select *Save Rubric*.

CONTROL OF SYNTAX AND MECHANICS (15%)

Capstone 4 (20%) points

Milestones 3 (15%) points

Milestones 2 (10%) points

Benchmark 1 (5%) points

Raw Total: 13.00 (of 20.0)

Change the number of points out of 20.0 to:

Feedback:

abc



Feedback & Submit

1. Type overall feedback for the student.
2. Select *Submit*.

The screenshot displays the 'Assignment Details' interface. At the top, it shows 'Assignment Details' with a dropdown arrow and navigation icons. Below this, the 'GRADE' section indicates 'LAST GRADED ATTEMPT' with a score of '/20'. The 'ATTEMPT' section shows the date '9/13/16 5:18 PM' and a score of '13.00/20', with a green banner stating 'Rubric evaluation completed'. The 'GRADE BY RUBRIC' section is titled 'WRITTEN COMMUNICATION VALUE RUBRIC' and is 'Used for Grading'. The 'FEEDBACK TO LEARNER' section is highlighted with a red box and contains a large text area with a red circle '1' next to it. At the bottom, a dark grey bar contains a red circle '2' next to the 'Submit' button, along with 'Cancel' and 'Save Draft' buttons.

Confirmation

