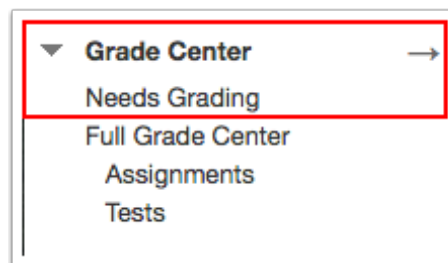After you create an assignment, associate it with the AAC&U rubric, you can use it for grading.

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*

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.

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.

Save Rubric

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

Feedback & Submit

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

Confirmation