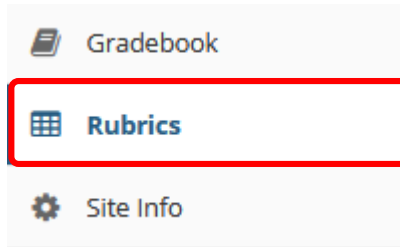


# eFundi Tutorial:

## Rubrics



The Rubrics tool allows instructors to create and share grading rubrics for use in Sakai tools such as Assignments, Forums, Tests & Quizzes, and Gradebook.



To access this tool, select Rubrics in the Tool Menu of your site.

Be sure to first add this tool to your site from the Site Info tool.

## Index

The following topics will be addressed in this tutorial:

[How do I add a rubric to my site?](#)

[How do I edit a rubric?](#)

[How do I copy a rubric?](#)

[How do I delete a rubric?](#)

[How do I share a rubric?](#)

[How do I stop sharing a rubric?](#)

[How do I add a rubric to an assignment?](#)

[How do I add a rubric to a forum topic?](#)

[How do I add a rubric to an assessment \(i.e. test or quiz\)?](#)

[How do I add a rubric to a gradebook item?](#)

[How do I grade an assignment using a rubric?](#)

[How do I grade a forum topic using a rubric?](#)

[How do I grade an assessment \(i.e. test or quiz\) using a rubric?](#)

[How do I grade a gradebook item using a rubric?](#)

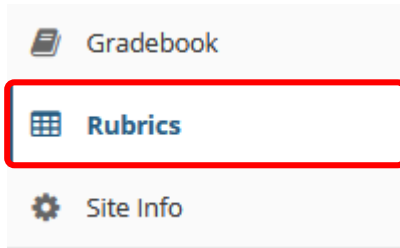
[How do I view my rubric feedback as a student?](#)

[Need further assistance?](#)

## How do I add a rubric to my site?

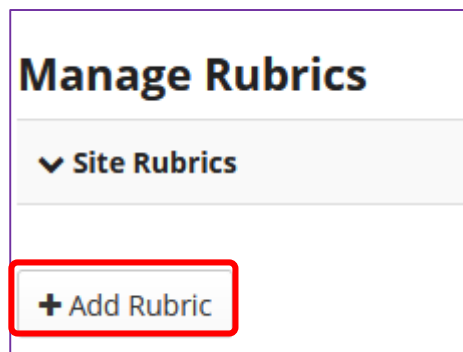
[\(Back to index\)](#)

### Go to the Rubrics tool

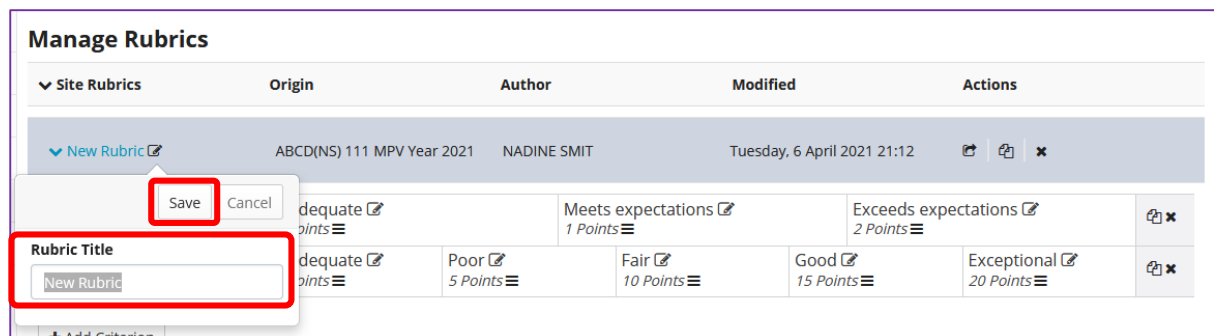


Select the **Rubrics** tool from the Tool Menu of your site.

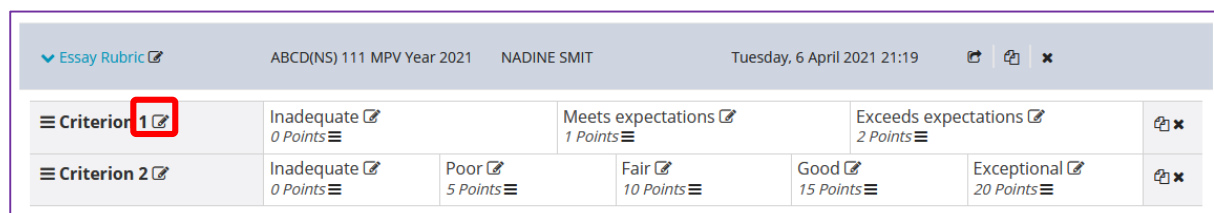
### Select **Add Rubric**



### Enter a **Rubric Title** and click on **Save**



### Edit the existing criteria



Select **Edit Criterion** to rename the default criteria.

1. Edit the **Criterion Title**.
2. Optionally, you may enter a **Criterion Description**.
3. Select **Save** when done.

### Edit the Rating Titles and Points

Select the pencil icon next to the rating item you wish to edit.

1. Enter the **Rating Title**. This is the performance level, such as "Does not meet expectations," "Meets expectations," or "Exceeds expectations."
2. Enter the **Points**.
3. Optionally, enter the **Rating Description**.
4. Select **Save** when finished.

To add another rating level to a criterion, mouse over the line separating one rating from the next and click on the + icon **[Add rating to Criterion]** to insert a new rating level at that location.

## Add as many new criteria as needed

Essay Rubric						
ABCD(NS) 111 MPV Year 2021 NADINE SMIT Tuesday, 6 April 2021 21:19						
Content Paper topic	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations Demonstrates exceptional understanding of the topic 2 Points	
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	

**+ Add Criterion**

Select **Add Criterion** to add a new row.

## Or, copy an existing criterion

Essay Rubric						
ABCD(NS) 111 MPV Year 2021 NADINE SMIT Tuesday, 6 April 2021 21:19						
Content Paper topic	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations Demonstrates exceptional understanding of the topic 2 Points	
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	

+ Add Criterion

Select the **Copy icon [Clone Criterion]** to copy an existing criterion.

**Tip:** Sometimes it is easier to copy an existing criterion and edit the copy, than to add a new one.

## Drag and drop to reorder

Essay Rubric						
ABCD(NS) 111 MPV Year 2021 NADINE SMIT Tuesday, 6 April 2021 21:19						
Content Paper topic	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations Demonstrates exceptional understanding of the topic 2 Points	
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	

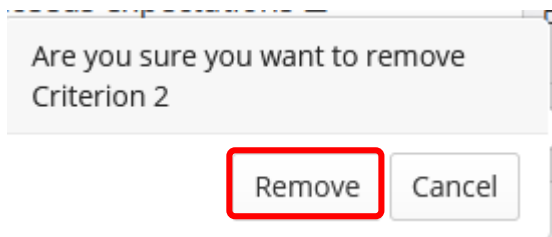
+ Add Criterion

You can change the order of both criteria and ratings by clicking on the **Reorder** icon in each cell and dragging the selected item to its new location.

## Delete any criteria you don't need

Essay Rubric							ABCD(NS) 111 MPV Year 2021		NADINE SMIT		Tuesday, 6 April 2021 21:19		✕	
Content Paper topic	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations Demonstrates exceptional understanding of the topic 2 Points		✕							
	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations 2 Points		✕							
Mechanics Grammar, usage and formatting	Inadequate 0 Points		Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	✕							
Criterion 2	Inadequate 0 Points		Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	✕							

Select the **X** icon [Remove Criterion] to delete an unnecessary criterion.



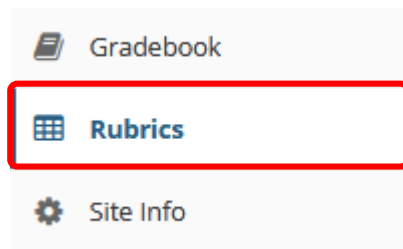
Select the **Remove** button when prompted to confirm the deletion.

## How do I edit a rubric?

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**Note:** You may only edit rubrics which are local to your site, and which have not been associated with an item for grading. Once a rubric is in use, it will appear with a lock icon next to it, indicating that it cannot be edited.

### Go to the Rubrics tool



Select the **Rubrics** tool from the Tool Menu of your site.

### Select the title of the rubric you would like to edit to expand it

#### Manage Rubrics

Site Rubrics	Origin	Author	Modified	Actions
<a href="#">Essay Rubric 1</a>	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:20	
<a href="#">Essay Rubric 2</a>	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:21	

**Remember! Locked rubrics may not be edited.**

<a href="#">Essay Rubric 1</a>	DAC-EDUCATION-DEPT1-SUBJ1-201	Sakai Administrator	Thursday, March 14, 2019 5:15 PM	
--------------------------------	-------------------------------	---------------------	----------------------------------	--

The **Lock icon** indicates that a rubric is associated with an activity in the site and it cannot be edited. If you need to edit a locked rubric, you should either detach it from the activity where it is being used, or make a copy of the rubric and edit the copy.

### You may view and edit the rubric from this screen

Essay Rubric 1	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:20	
<b>Content</b> Paper topic	<b>Needs Development</b> The paper topic is unclear or needs further development 1 Points	<b>Meets expectations</b> Demonstrates a clear understanding of the subject 3 Points	<b>Exceeds expectations</b> Demonstrates exceptional understanding of the topic 5 Points	
<b>Mechanics</b> Grammar, usage and formatting	<b>Needs Improvement</b> Numerous errors 1 Points	<b>Meets expectations</b> Only a few, minor errors 3 Points	<b>Exceeds expectations</b> No errors 5 Points	










## Select the Edit icon next to the rubric title to rename it



Modify the title and Save

A screenshot of a modal dialog box. At the top right, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box. Below the buttons, the text 'Rubric Title' is displayed above a text input field. The input field contains the text 'Essay Rubric 1' and is also highlighted with a red rectangular box.










## Select the Edit icon next to a criterion to modify that criterion

 Content  Paper topic	Needs Development  The paper topic is unclear or needs further development 1 Points 	Meets expectations  Demonstrates a clear understanding of the subject 3 Points 	Exceeds expectations  Demonstrates exceptional understanding of the topic 5 Points 	
--	--	---	---	---

Modify the criterion title and/or description and Save

A screenshot of a modal dialog box. At the top right, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box. Below the buttons, the text 'Criterion Title' is displayed above a text input field containing the text 'Content'. Below that, the text 'Criterion Description' is displayed above a larger text input field containing the text 'Paper topic'. Both input fields are highlighted with red rectangular boxes.

## Select the Edit icon next to a rating to modify that rating

 Content  Paper topic	Needs Development  The paper topic is unclear or needs further development 1 Points 	Meets expectations  Demonstrates a clear understanding of the subject 3 Points 	Exceeds expectations  Demonstrates exceptional understanding of the topic 5 Points 	
--	--	---	---	---

Modify the rating title, points, and/or description and Save

Save Remove Cancel

**Rating Title** **Points**

Needs Development 1

**Rating Description**

The paper topic is unclear or needs further development

**Note:** If you would like to delete a rating level, you may do so by selecting the **Remove** button here.

### Drag and drop to reorder

Criteria	Needs Development	Meets expectations	Exceeds expectations	
<b>Content</b> Paper topic	The paper topic is unclear or needs further development 1 Points	Demonstrates a clear understanding of the subject 3 Points	Demonstrates exceptional understanding of the topic 5 Points	
<b>Mechanics</b> Grammar, usage and formatting	Numerous errors 1 Points	Only a few, minor errors 3 Points	No errors 5 Points	

You can change the order of both criteria and ratings by clicking on the **Reorder** icon in each cell and dragging the selected item to its new location.

### Delete any criteria you don't need

Criteria	Needs Development	Meets expectations	Exceeds expectations	
<b>Content</b> Paper topic	The paper topic is unclear or needs further development 1 Points	Demonstrates a clear understanding of the subject 3 Points	Demonstrates exceptional understanding of the topic 5 Points	
<b>Mechanics</b> Grammar, usage and formatting	Numerous errors 1 Points	Only a few, minor errors 3 Points	No errors 5 Points	
<b>New Criterion</b>	Inadequate 0 Points	Meets expectations 1 Points	Exceeds expectations 2 Points	

Select the **X** icon [**Remove Criterion**] to delete an unnecessary criterion.

Are you sure you want to remove New Criterion

Remove Cancel

Select the **Remove** button when prompted to confirm the deletion.

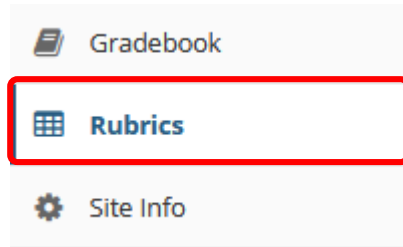


## How do I copy a rubric?

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**Tip:** Copying a rubric and editing a copy may be faster than creating a new one.







### Go to the Rubrics tool



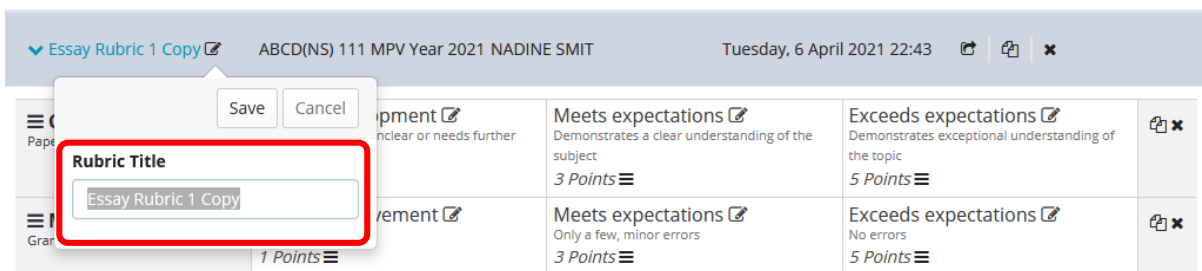
Select the **Rubrics** tool from the Tool Menu of your site.

### Select the Copy icon [Copy Rubric] for the rubric you would like to copy

#### Manage Rubrics

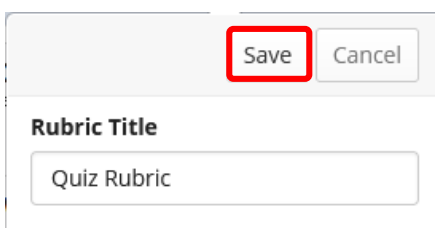
Site Rubrics	Origin	Author	Modified	Actions
<a href="#">Essay Rubric 1</a>	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:20	  
<a href="#">Essay Rubric 2</a>	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:21	  

### Enter a new Rubric Title

A screenshot of the rubric management interface. At the top, there is a header for 'Essay Rubric 1 Copy' with its origin, author, and modified date. Below this is a table of rubric criteria. A dialog box is open over the table, titled 'Rubric Title', with a text input field containing 'Essay Rubric 1 Copy' and 'Save' and 'Cancel' buttons. The dialog box is highlighted with a red border.

The default title will be the name of the original rubric with "Copy" appended. You may replace the default title with a new title.

### Select Save

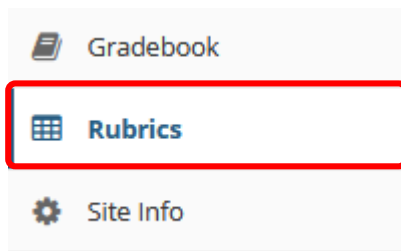
A screenshot of the 'Save' dialog box. It has a 'Save' button and a 'Cancel' button. Below the buttons is a 'Rubric Title' label and a text input field containing 'Quiz Rubric'. The 'Save' button is highlighted with a red border.

You may now edit any of the criteria or ratings in the copied rubric as needed.

## How do I delete a rubric?

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### Go to the Rubrics tool



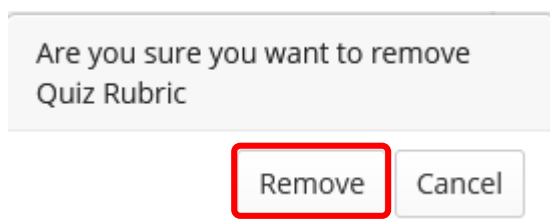
Select the **Rubrics** tool from the Tool Menu of your site.

### Select the X icon [Remove Rubric] for the rubric you would like to delete

#### Manage Rubrics

Site Rubrics	Origin	Author	Modified	Actions
<a href="#">Essay Rubric 1</a>	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:20	
<a href="#">Esssay Rubric 2</a>	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:21	
<a href="#">Quiz Rubric</a>	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:47	

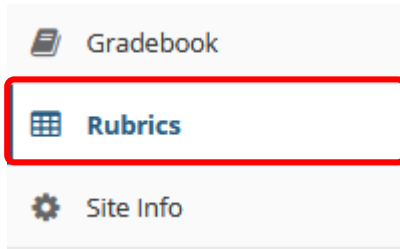
### Select Remove to confirm the deletion



## How do I share a rubric?

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### Go to the Rubrics tool



Select the **Rubrics** tool from the Tool Menu of your site.

### Select the Share icon [Share Rubric] for the rubric you would like to share.







#### Manage Rubrics

Site Rubrics	Origin	Author	Modified	Actions
<a href="#">Essay Rubric 1</a>	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:20	  
<a href="#">Essay Rubric 2</a>	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:21	  




### The rubric will now appear listed in the Shared Rubrics area

**RUBRICS** [Link](#) [Help](#)

#### Manage Rubrics

Site Rubrics	Origin	Author	Modified	Actions
<a href="#">Essay Rubric 1</a>	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:51	  
<a href="#">Essay Rubric 2</a>	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:21	  

[+ Add Rubric](#)

Shared Rubrics	Origin	Author	Modified	Actions
<a href="#">Abstract</a>	[Redacted]	[Redacted]	Wednesday, 31 March 2021 08:53	
<a href="#">Assignment 1</a>	[Redacted]	[Redacted]	Tuesday, 23 February 2021 06:50	
<a href="#">Essay History</a>	HISE 112 1-1 P 2021	JOHAN BUYS	Saturday, 20 March 2021 19:55	

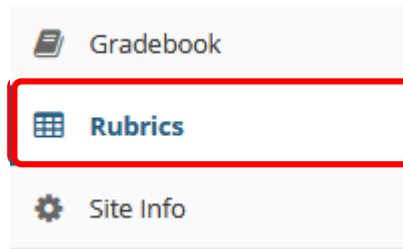
The rubric is now shared throughout your institution. Any user with the appropriate site permissions may copy the shared rubric into his or her site to use for grading or to make changes to their individual copy.

**Note:** Shared rubrics may not be edited. If you would like to modify a shared rubric, you must **Revoke** sharing and make changes to your site rubric before re-sharing.

## How do I stop sharing a rubric?

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




### Go to the Rubrics tool



Select the **Rubrics** tool from the Tool Menu of your site.

### Select the Revoke sharing icon [Revoke sharing] for the rubric you would like to stop sharing







#### Manage Rubrics

Site Rubrics	Origin	Author	Modified	Actions
<a href="#">Essay Rubric 1</a>	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:51	  
<a href="#">Essay Rubric 2</a>	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:21	  



**Note:** You may only revoke sharing for rubrics that have been shared from within the current site. If the rubric had another site of origin, you must go to that site to revoke sharing.

### The rubric is no longer shared and has been removed from the Shared Rubrics list

#### Manage Rubrics

Site Rubrics	Origin	Author	Modified	Actions
<a href="#">Essay Rubric 1</a>	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:58	  
<a href="#">Essay Rubric 2</a>	ABCD(NS) 111 MPV Year 2021	NADINE SMIT	Tuesday, 6 April 2021 22:21	  

[+ Add Rubric](#)

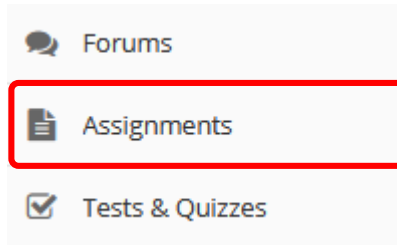
Shared Rubrics	Origin	Author	Modified	Actions
<a href="#">Abstract</a>	PHIL 213 P Year 2021	AIDA BOTHA	Wednesday, 31 March 2021 08:53	
<a href="#">Assignment 1</a>	BSWG 311 Master 2021	ELMA RYKE	Tuesday, 23 February 2021 06:50	

**Note:** Revoking a shared rubric has no effect on copies of that shared rubric being used within individual sites.

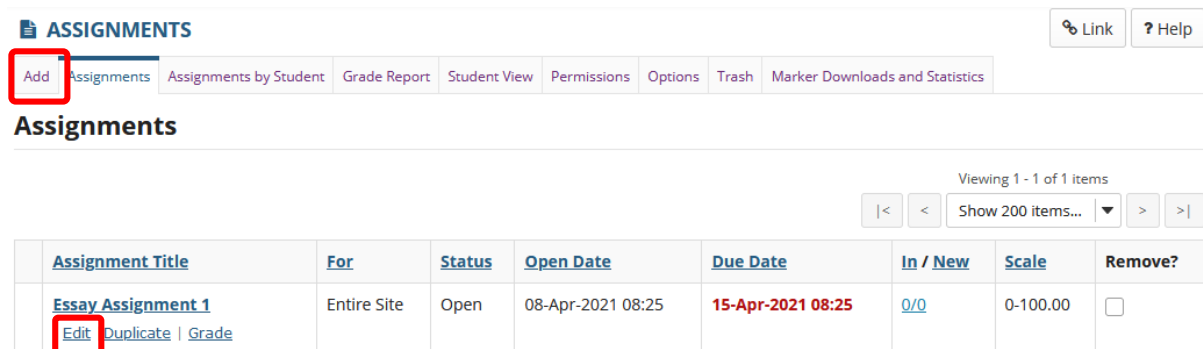
## How do I add a rubric to an assignment?

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### Go to the assignments tool



### Add or edit an assignment



A screenshot of the 'ASSIGNMENTS' tool interface. At the top, there is a header 'ASSIGNMENTS' with 'Link' and 'Help' buttons. Below it is a navigation bar with several tabs: 'Add' (highlighted with a red box), 'Assignments', 'Assignments by Student', 'Grade Report', 'Student View', 'Permissions', 'Options', 'Trash', and 'Marker Downloads and Statistics'. Below the navigation bar is the title 'Assignments'. On the right, it says 'Viewing 1 - 1 of 1 items' and there are navigation buttons. Below that is a table with the following data:

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
<a href="#">Essay Assignment 1</a> <a href="#">Edit</a> <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	08-Apr-2021 08:25	15-Apr-2021 08:25	0/0	0-100.00	<input type="checkbox"/>

### Under Grading, select Points as the Grade Scale

#### Grading

Grade Scale \*

Points ▼

For points, enter maximum possible

\* 100.00

- Do not add assignment to Gradebook
- Add Assignment to Gradebook
- Associate with existing Gradebook item

Once you have selected **Points**, the **Grading Rubric** section will appear just below.

## Configure the rubric options

### Grading Rubric

Do not use a rubric to grade this assignment

**1**  Use the following rubric to grade this assignment

**2** Essay Rubric 1

**3** Preview Rubric

Adjust individual student scores **4**

**5**  Hide Rubric from student

1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. **Note:** You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

## Select Post when you have finished setting up the assignment

**Post**

Preview

Cancel

## Your assignment now has a rubric attached

### ASSIGNMENTS


[Link](#) [? Help](#)

[Add](#) [Assignments](#) [Assignments by Student](#) [Grade Report](#) [Student View](#) [Permissions](#) [Options](#) [Trash](#) [Marker Downloads and Statistics](#)

### Assignments

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

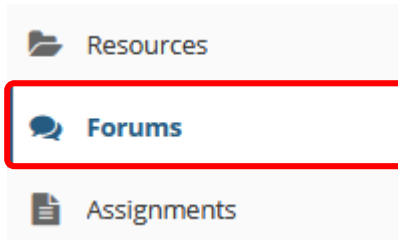
Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
<a href="#">Essay Assignment</a>  <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Grade</a>	Entire Site	Open	08-Apr-2021 08:25	15-Apr-2021 08:25	<a href="#">0/0</a>	0-100.00	<input type="checkbox"/>

Assignments with rubrics attached will display a rubric icon next to the title of the assignment.

## How do I add a rubric to a forum topic?

[\(Back to index\)](#)

### Go to the Forums tool



Select the **Forums** tool from the tool menu of your site.


### Go to Topic Settings for a new or existing forum topic

#### FORUMS

[New Forum](#) [Organize](#) [Template Settings](#) [Statistics & Grading](#) [Watch](#)

## Forums

[Discussions](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾

 [Chapter 1](#) 0 unread of 0 messages [Topic Settings](#) [More](#) ▾

### In the Grading section, choose the gradebook item to associate with this topic

**Grading**

Gradebook item:  ▾ This will be the default when grading in this topic. [\(More?\)](#)

**Note:** You must have an existing gradebook item in order to associate the forum topic with that item. If there are no existing items, you will need to go to the Gradebook to create the item first.



## Configure the rubric options

### Grading Rubric

Do not use a rubric to grade this assignment

**1**  Use the following rubric to grade this assignment

**2**   **3**

Adjust individual student scores **4**

**5**  Hide Rubric from student

1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. **Note:** You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

## Select Save when you have finished setting up the topic

## Your forum topic now has a rubric attached

### FORUMS

[New Forum](#) [Organize](#) [Template Settings](#) [Statistics & Grading](#) [Watch](#)

## Forums

[Discussions](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾

[Chapter 1](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾

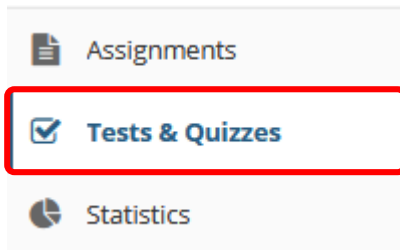
Topics with rubrics attached will display a rubric icon next to the title of the assignment.

## How do I add a rubric to an assessment (i.e. test or quiz)?

[\(Back to index\)](#)

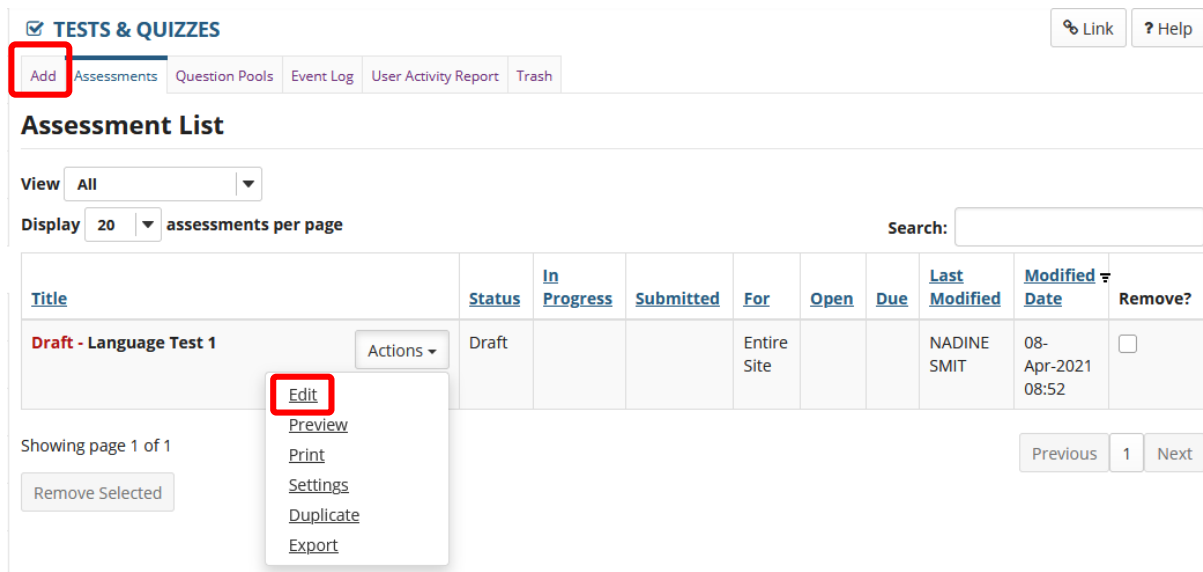
Rubrics may be associated with individual questions on an assessment. You may add a rubric to any of the instructor-graded question types: **File Upload**, **Short Answer / Essay**, or **Student Audio Response**.

### Go to Tests & Quizzes



Select the **Tests & Quizzes** tool from the tool menu of your site.

### Add a new assessment or edit an existing draft assessment



The screenshot shows the 'TESTS & QUIZZES' interface. At the top, there is a navigation bar with 'Add' highlighted by a red box, followed by 'Assessments', 'Question Pools', 'Event Log', 'User Activity Report', and 'Trash'. To the right are 'Link' and 'Help' buttons. Below this is the 'Assessment List' section. It includes a 'View' dropdown set to 'All', a 'Display' dropdown set to '20 assessments per page', and a search box. A table lists assessments with columns: Title, Status, In Progress, Submitted, For, Open, Due, Last Modified, Modified Date, and Remove?. The first row is 'Draft - Language Test 1' with status 'Draft', 'For' 'Entire Site', 'Last Modified' 'NADINE SMIT', and 'Modified Date' '08-Apr-2021 08:52'. An 'Actions' dropdown menu is open for this row, with 'Edit' highlighted by a red box. Other options in the menu are 'Preview', 'Print', 'Settings', 'Duplicate', and 'Export'. At the bottom left is a 'Remove Selected' button, and at the bottom right are 'Previous', '1', and 'Next' buttons.

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Draft - Language Test 1	Draft			Entire Site			NADINE SMIT	08-Apr-2021 08:52	<input type="checkbox"/>

## Add or Edit an instructor-graded question type in an assessment

**Edit Question:** Language Test 1

**Question1** - Short Answer/Essay

**Change Question Type**

Short Answer/Essay ▼

select a question type

Calculated Question

File Upload

Fill in the Blank

Hot Spot

Matching

Multiple Choice

Numeric Response

Short Answer/Essay

Student Audio Response

Survey

Survey - Matrix of Choices

True False

**Save** **Cancel**

**Answer Point Value**

**Display Point Value while student is taking the exam**

**Grading Rubric**

Do not use a rubric to grade this assignment

Use the following rubric to grade this assignment

Essay Rubric 1 ▼

You will see the **Grading Rubric** options just below the point value information, once you have selected one of the instructor-graded questions types.

### Configure the rubric options

#### Grading Rubric

- Do not use a rubric to grade this assignment
- 1**  Use the following rubric to grade this assignment

**2** Essay Rubric 1 ▼

**3** Preview Rubric


Adjust individual student scores **4**

**5**  Hide Rubric from student

1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. **Note:** You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Select Save when you have finished setting up the question

Your question now has a rubric attached

Question 1 Short Answer/Essay - 10.0 points 

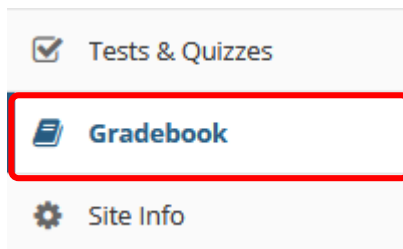
Write a 500 word response to this week's topic.

Questions with rubrics attached display a rubric icon next to the points for the question.

## How do I add a rubric to a gradebook item?

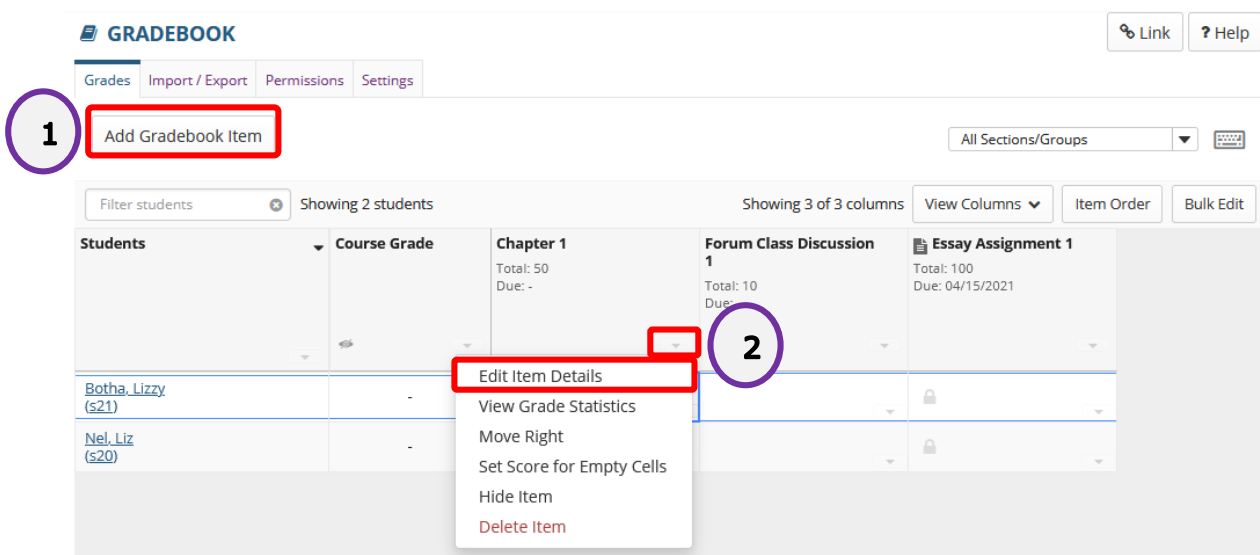
[\(Back to index\)](#)

### Go to Gradebook



Select **Gradebook** from the Tool Menu in your site.

### Add or Edit a Gradebook item

A screenshot of the 'GRADEBOOK' interface. At the top, there are tabs for 'Grades', 'Import / Export', 'Permissions', and 'Settings'. A red box labeled '1' highlights the 'Add Gradebook Item' button. Below this is a table with columns for 'Students', 'Course Grade', 'Chapter 1', 'Forum Class Discussion 1', and 'Essay Assignment 1'. A red box labeled '2' highlights a dropdown arrow in the 'Forum Class Discussion 1' column header. A context menu is open over this dropdown, with 'Edit Item Details' highlighted by a red box. The menu options are: 'Edit Item Details', 'View Grade Statistics', 'Move Right', 'Set Score for Empty Cells', 'Hide Item', and 'Delete Item'. The table shows two students: 'Botha, Lizzy (s21)' and 'Nel, Liz (s20)'. The 'Forum Class Discussion 1' column shows a total of 10 and a due date.

1. Select **Add Gradebook Item** to create a new item.
2. Or, select the down-arrow in the column heading for an existing gradebook item, and then select **Edit Item Details**.

*Note: If the gradebook item is locked, it is coming from another tool. You will not be able to use a rubric with locked items, since they must be graded from within the tool of origin.*

## Configure the rubric options

### Grading Rubric

Do not use a rubric to grade this assignment

1  Use the following rubric to grade this assignment

2 Essay Rubric 1

Preview Rubric

3

Adjust individual student scores 4

5  Hide Rubric from student

1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. **Note:** You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

## Select Save Changes when you have finished setting up the gradebook item

Save Changes

Cancel


## Your gradebook item now has a rubric attached

**GRADEBOOK** [Link](#) [Help](#)

Grades [Import / Export](#) [Permissions](#) [Settings](#)

Add Gradebook Item All Sections/Groups

Filter students Showing 2 students Showing 3 of 3 columns [View Columns](#) [Item Order](#) [Bulk Edit](#)

Students	Course Grade	Chapter 1 	Forum Class Discussion 1	Essay Assignment 1
<a href="#">Botha, Lizzy (s21)</a>	-			
<a href="#">Nel, Liz (s20)</a>	-			

Gradebook items with rubrics attached will display a rubric icon next to the title of the item.

# How do I grade an assignment using a rubric?

[\(Back to index\)](#)

## Go to Assignments

- Forums
- Assignments**
- Tests & Quizzes

## Select Grade for the assignment you want to grade

**ASSIGNMENTS** [Link](#) [? Help](#)

[Add](#) [Assignments](#) [Assignments by Student](#) [Grade Report](#) [Student View](#) [Permissions](#) [Options](#) [Trash](#) [Marker Downloads and Statistics](#)

### Assignments

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
<a href="#">Essay Assignment 1</a> <a href="#">Edit</a> <a href="#">Duplicate</a> <a href="#">Grade</a>	Entire Site	Open	08-Apr-2021 08:25	15-Apr-2021 08:25	1/1	0-100.00	<input type="checkbox"/>

## Select the student's name for the submission to be graded

**ASSIGNMENTS** [Link](#) [? Help](#)

[Add](#) [Assignments](#) [Assignments by Student](#) [Grade Report](#) [Student View](#) [Permissions](#) [Options](#) [Trash](#) [Marker Downloads and Statistics](#)

### Essay Assignment 1 - Submissions

Found 2 participant(s). Assign this grade to participants without a grade:

[Apply](#)

[Download All](#) | [Upload All](#) | [Release Grades](#)

[Send Feedback to Multiple Students](#)

[Select User\(s\) and Allow Resubmission](#)

View:

Search:  [Search](#)

Viewing 1 - 2 of 2 items

|< < Show 200 items... > >|

<input type="checkbox"/>	<a href="#">Student</a>	<a href="#">Submitted Date</a>	<a href="#">Status</a>	<a href="#">Grade</a>	<a href="#">Released</a>
<input type="checkbox"/>	<a href="#">Botha, Lizzy (s21)</a>	08-Apr-2021 13:28	Ungraded	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Nel, Liz (s20)</a>		No Submission	<input type="text"/>	<input type="checkbox"/>

[Assignment Details](#)

## Select the Grading Rubric tab

### Essay Assignment 1 - Grading

**Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.**

#### Navigate Submissions

< Previous   < Previous Ungraded    Return to List   Next Ungraded >   Next >

(Changes will be saved)   (Changes will be saved)

**Navigate between students with submissions only**

**Student** Lizzy Botha (s21)  
**Submitted Date** 08-Apr-2021 13:28  
**Status** Ungraded

▸ Assignment Instructions

Assignment Submission   **Grading Rubric**

### Submitted Attachments

 [Reporting - PA breakdown \(Toggle capture\).pdf](#) ( 78 KB; 08-Apr-2021 13:28 )



**Grade:**  (max 100.00)

## Select the appropriate rating level for each criterion

▸ Assignment Instructions

Assignment Submission   **Grading Rubric**

### Essay Rubric 1

<b>Content</b> Paper topic	<b>Needs Development</b> The paper topic is unclear or needs further development <i>1 Points</i>	<b>Meets expectations</b> Demonstrates a clear understanding of the subject <i>3 Points</i>	<b>Exceeds expectations</b> Demonstrates exceptional understanding of the topic <i>5 Points</i>	 <b>3</b>
<b>Mechanics</b> Grammar, usage and formatting	<b>Needs Improvement</b> Numerous errors <i>1 Points</i>	<b>Meets expectations</b> Only a few, minor errors <i>3 Points</i>	<b>Exceeds expectations</b> No errors <i>5 Points</i>	 <b>5</b>

Total: **8**

**Grade:**  (max 100.00)

The points will be added up automatically based on your rating selections. The total points earned will appear in the **Grade** field below the rubric.



**(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed**

Assignment Submission   Grading Rubric

**Essay Rubric 1**

<b>Content</b> Paper topic	<b>Needs Development</b> The paper topic is unclear or needs further development. 1 Points	<b>Meets expectations</b> Demonstrates a clear understanding of the subject. 3 Points	<b>Exceeds expectations</b> Demonstrates exceptional understanding of the topic. 5 Points	 3 <input type="text" value="3"/>
<b>Mechanics</b> Grammar, usage, and formatting	<b>Needs Improvement</b> Numerous errors 1 Points	<b>Meets expectations</b> Only a few, minor errors 3 Points	<b>Exceeds Expectations</b> No errors 5 Points	 5 <input type="text" value="4"/>



Total: 7

Grade:  (max 10.00)



**(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback**

Assignment Submission   Grading Rubric

**Essay Rubric 1**

<b>Content</b> Paper topic	<b>Needs Development</b> The paper topic is unclear or needs further development. 1 Points	<b>Meets expectations</b> Demonstrates a clear understanding of the subject. 3 Points	<b>Exceeds expectations</b> Demonstrates exceptional understanding of the topic. 5 Points	
<b>Mechanics</b> Grammar, usage and formatting	<b>Needs Improvement</b> Numerous errors 1 Points	<b>Meets expectations</b> Only a few, minor errors 3 Points	<b>Exceeds expectations</b> No errors 5 Points	

**Comment for Content**   Done

**B**   **I**   **U**         **”**

Great work!

body p



Total: 8

Grade:  (max 100.00)

Enter your comments into the text field provided, and select **Done** when finished.

Assignment Submission   Grading Rubric

**Essay Rubric 1**

<b>Content</b> Paper topic	<b>Needs Development</b> The paper topic is unclear or needs further development. 1 Points	<b>Meets expectations</b> Demonstrates a clear understanding of the subject. 3 Points	<b>Exceeds expectations</b> Demonstrates exceptional understanding of the topic. 5 Points	
<b>Mechanics</b> Grammar, usage and formatting	<b>Needs Improvement</b> Numerous errors 1 Points	<b>Meets expectations</b> Only a few, minor errors 3 Points	<b>Exceeds expectations</b> No errors 5 Points	

Total: 8

Grade:  (max 100.00)

**Note:** The Comments icon changes color when there are comments saved.

**Save when finished grading the submission**

**Save and Don't Release to Student** Save and Release to Student Preview Cancel Changes

## How do I grade a forum topic using a rubric?

[\(Back to index\)](#)

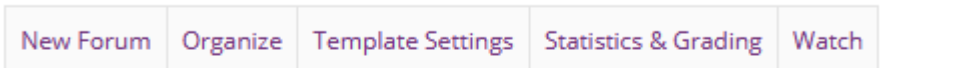
### Go to Forums



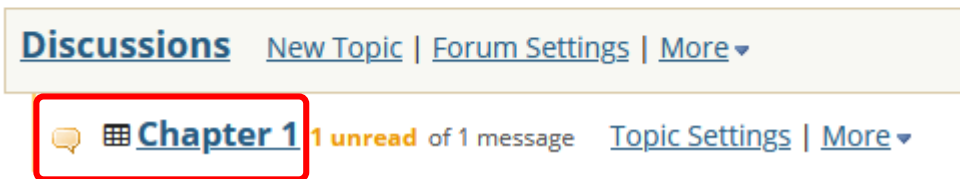
Select the **Forums** tool from the tool menu of your site.

### Select topic you want to grade


#### FORUMS



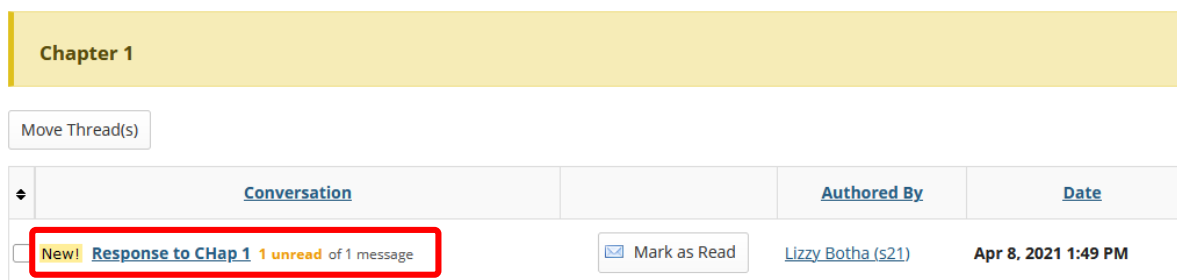
## Forums



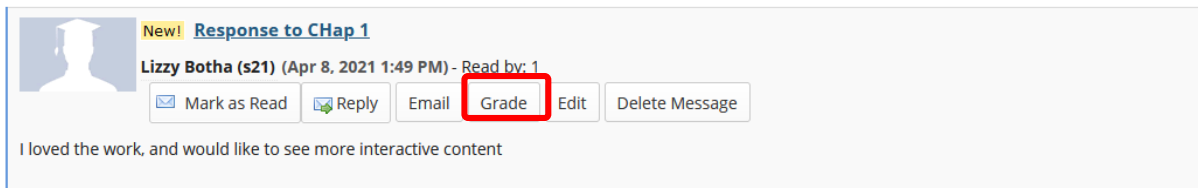
### Select the title of the student's post to be graded

[Forums](#) / [Discussions](#) / [Chapter 1](#) 

[< Previous Topic](#) [Next Topic >](#)



## Select the Grade button in the student post



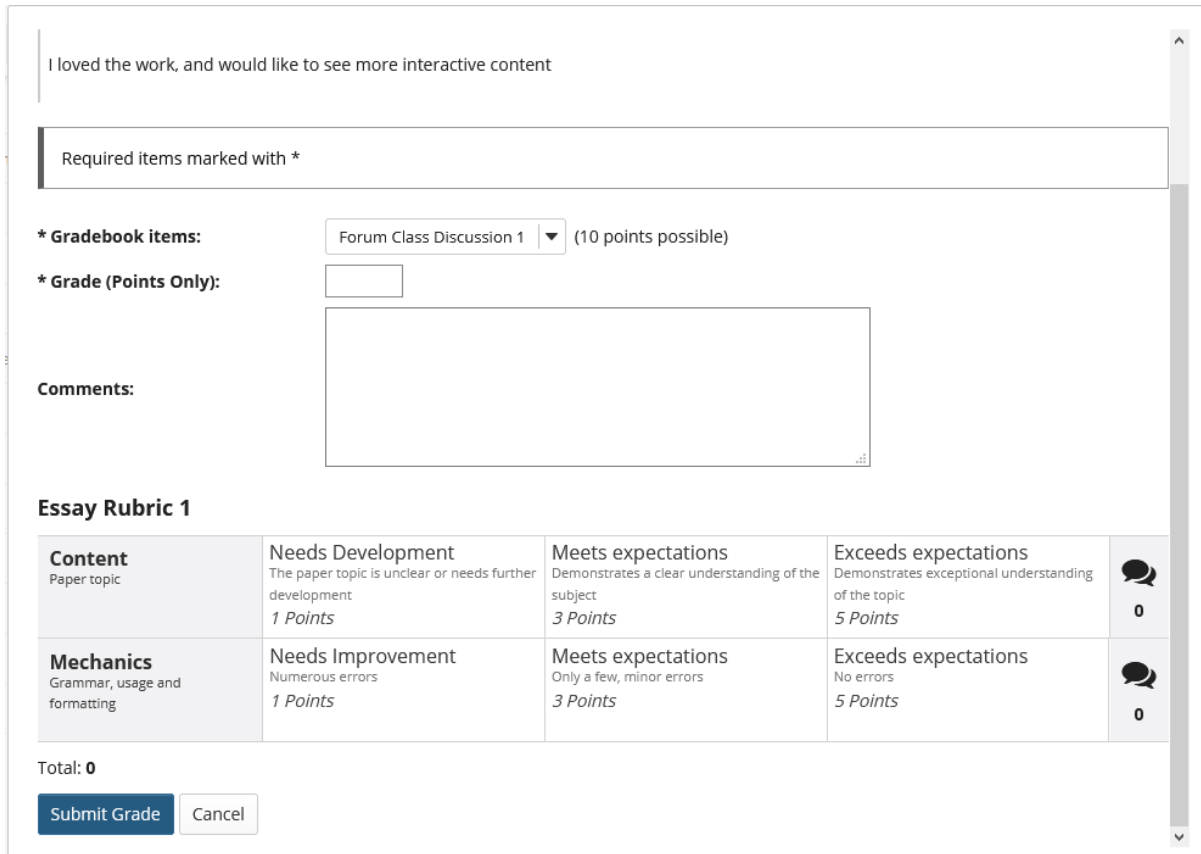
**New!** [Response to CHap 1](#)

Lizzy Botha (s21) (Apr 8, 2021 1:49 PM) - Read by: 1

Mark as Read Reply Email **Grade** Edit Delete Message

I loved the work, and would like to see more interactive content

## Scroll to the bottom of the window



I loved the work, and would like to see more interactive content

Required items marked with \*

\* **Gradebook items:** Forum Class Discussion 1 (10 points possible)

\* **Grade (Points Only):**

**Comments:**

**Essay Rubric 1**

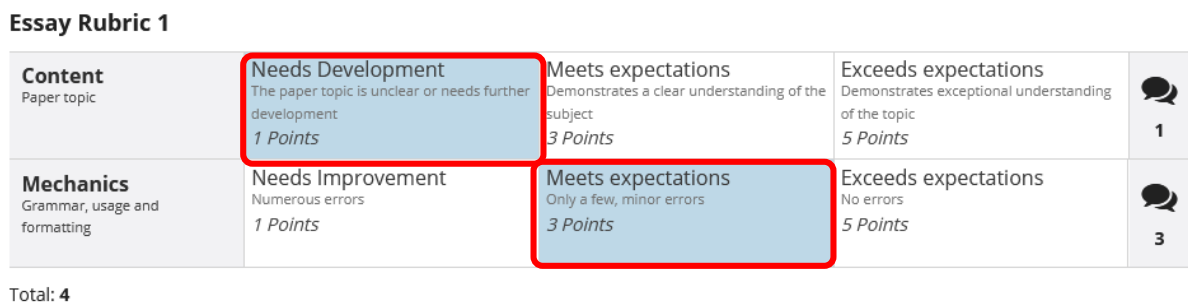
	Needs Development	Meets expectations	Exceeds expectations	
<b>Content</b> Paper topic	The paper topic is unclear or needs further development <i>1 Points</i>	Demonstrates a clear understanding of the subject <i>3 Points</i>	Demonstrates exceptional understanding of the topic <i>5 Points</i>	0
<b>Mechanics</b> Grammar, usage and formatting	Numerous errors <i>1 Points</i>	Only a few, minor errors <i>3 Points</i>	No errors <i>5 Points</i>	0

Total: 0

Submit Grade Cancel

The rubric will appear at the bottom of the modal window, just below the **Comments** field.

## Select the appropriate rating level for each criterion



**Essay Rubric 1**


<b>Content</b> Paper topic	<b>Needs Development</b> The paper topic is unclear or needs further development <i>1 Points</i>	<b>Meets expectations</b> Demonstrates a clear understanding of the subject <i>3 Points</i>	<b>Exceeds expectations</b> Demonstrates exceptional understanding of the topic <i>5 Points</i>	1
<b>Mechanics</b> Grammar, usage and formatting	<b>Needs Improvement</b> Numerous errors <i>1 Points</i>	<b>Meets expectations</b> Only a few, minor errors <i>3 Points</i>	<b>Exceeds expectations</b> No errors <i>5 Points</i>	3

Total: 4

The points will be added up automatically based on your rating selections. The total points earned will appear just below the rubric.

**(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed**






Essay Rubric 1

<b>Content</b> Paper topic	<b>Needs Development</b> The paper topic is unclear or needs further development. 1 Points	<b>Meets expectations</b> Demonstrates a clear understanding of the subject. 3 Points	<b>Exceeds expectations</b> Demonstrates exceptional understanding of the topic. 5 Points	 3 <input type="text" value="3"/>
<b>Mechanics</b> Grammar, usage, and formatting	<b>Needs Improvement</b> Numerous errors 1 Points	<b>Meets expectations</b> Only a few, minor errors 3 Points	<b>Exceeds Expectations</b> No errors 5 Points	 5 <input type="text" value="4"/>

Total: 7

**(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback**



Essay Rubric 1

<b>Content</b> Paper topic	<b>Needs Development</b> The paper topic is unclear or needs further development 1 Points	<b>Meets expectations</b> Demonstrates a clear understanding of subject 3 Points	<div style="border: 2px solid red; padding: 5px;"> <b>Comment for Content</b> Done  <hr/> <b>B I U</b>                 You will need to engage with the content            body p         </div>	 1  3
<b>Mechanics</b> Grammar, usage and formatting	<b>Needs Improvement</b> Numerous errors 1 Points	<b>Meets expectations</b> Only a few, minor errors 3 Points		

Total: 4

Enter your comments into the text field provided, and select **Done** when finished.

Essay Rubric 1

<b>Content</b> Paper topic	<b>Needs Development</b> The paper topic is unclear or needs further development 1 Points	<b>Meets expectations</b> Demonstrates a clear understanding of the subject 3 Points	<b>Exceeds expectations</b> Demonstrates exceptional understanding of the topic 5 Points	 1
<b>Mechanics</b> Grammar, usage and formatting	<b>Needs Improvement</b> Numerous errors 1 Points	<b>Meets expectations</b> Only a few, minor errors 3 Points	<b>Exceeds expectations</b> No errors 5 Points	 3

Total: 4

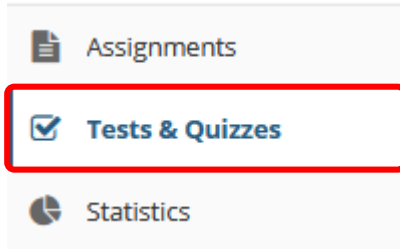
**Note:** The Comments icon changes color when there are comments saved.

**Select Submit Grade when finished grading this post**

## How do I grade an assessment (i.e. test or quiz) using a rubric?

[\(Back to index\)](#)

### Go to Tests & Quizzes



Select the **Tests & Quizzes** tool from the tool menu of your site.

### From the Actions menu for the assessment you want to grade, select Scores

**TESTS & QUIZZES** [Link](#) [? Help](#)

[Add](#) [Assessments](#) [Question Pools](#) [Event Log](#) [User Activity Report](#) [Trash](#)

#### Assessment List

View **All**

Display **20**  assessments per page Search:

Title	Status	<a href="#">In Progress</a>	<a href="#">Submitted</a>	<a href="#">For</a>	<a href="#">Open</a>	<a href="#">Due</a>	<a href="#">Last Modified</a>	<a href="#">Modified Date</a>	<a href="#">Remove?</a>
Language Test 1	Published - Active	0	<a href="#">1</a>	Entire Site	08-Apr-2021 16:15	<b>10-Apr-2021 00:00</b>	NADINE SMIT	08-Apr-2021 16:17	<input type="checkbox"/>
<b>Draft - Language Test</b>	Draft			Entire Site	08-Apr-2021 16:15	<b>10-Apr-2021 00:00</b>	NADINE SMIT	08-Apr-2021 16:17	<input type="checkbox"/>

**Actions** dropdown menu for 'Language Test 1':  
- Scores (highlighted with a red box)  
- Preview  
- Print  
- Settings

**Tip:** You may also select the number in the **Submitted** column to go to the student submissions for an assessment.

## To grade one student at a time, select the student's name for the submission to be graded

### Total Scores: Language Test 1

Submission Status **Total Scores** Questions Statistics Item Analysis Export

**Max Score Possible:** 10

Apply This Score  to all participants with "No Submission".

**View** Highest Submission ▼ for Entire Site ▼

Search  Student name or ID Find Clear

Viewing 1 - 3 of 3 items  
|< < Show all > >|

Delete	Name ▲	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	<b>Botha, Lizzy</b> Email	s21	Temporary Student	08-Apr-2021 16:18	0	<input type="text" value="0.0"/>	0	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>Add Attachments</p>

## Select the Grading Rubric tab

### Lizzy Botha

Submission Status **Total Scores** Questions Statistics

**Language Test 1**

Comments for Student:

**Table of Contents**

**Part 1 - Default - 1/1 Answered Question, 0.0 / 10.0 Points**

1. [Write a 500 word response to this week's topic.](#) **10 Points**


#### Part 1 of 1

Question 1 of 1:  / 10.0 Points

Student Response **Grading Rubric**

Write a 500 word response to this week's topic.

I really like cake and sweet and snacks.



## Select the appropriate rating level for each criterion

### Part 1 of 1

Question 1 of 1: 11 / 10.0 Points

Student Response Grading Rubric

#### Essay Rubric 2

Criterion 1	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations 2 Points		1
	Inadequate 0 Points		Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	

: 11

The points will be added up automatically based on your rating selections. The total points earned will appear below the rubric.

(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed

#### Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points		Meets expectations Demonstrates a clear understanding of the subject. 3 Points		Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points		3 3
	Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors 1 Points		Meets expectations Only a few, minor errors 3 Points		Exceeds Expectations No errors 5 Points	

(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback

Student Response Grading Rubric

#### Essay Rubric 2

Criterion 1	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations 2 Points		1
	Inadequate 0 Points		Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	

**Comment for Criterion 2** Done

**2**

**B I U** |

Pay attention to spelling

body p


: 11



Enter your comments into the text field provided, and select **Done** when finished.

Student Response    Grading Rubric

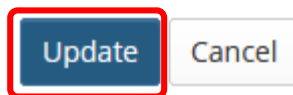
**Essay Rubric 2**

Criterion 1	Inadequate 0 Points		Meets expectations 1 Points		Exceeds expectations 2 Points	 1
	Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	

: 11

**Note:** The Comments icon changes color when there are comments saved.

Select Update when finished grading the assessment



**Alternately, you may select the Questions tab to grade one question at a time for the whole class**

**Part 1: Question 1** (Language Test 1)

Submission Status	Total Scores	<b>Questions</b>	Statistics	Item Analysis	Export
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Part 1: Q1

**Part 1: Question 1** - Short Answer/Essay (10.0 Points)

Write a 500 word response to this week's topic.

**Responses**

View Highest Submission with Responses Displayed Inline for Entire Site


Search Student name or ID Find Clear

Viewing 1 - 1 of 1 items

|< < Show all > >|

Name	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
<a href="#">Botha, Lizzy</a> <a href="#">Email</a>	s21	Temporary Student	08-Apr-2021 16:18	11	I really like cake and sweet and snacks.	

Select the Rubric icon for the student you want to grade

Name	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
<a href="#">Botha, Lizzy</a> <a href="#">Email</a>	s21	Temporary Student	08-Apr-2021 16:18	11 	I really like cake and sweet and snacks.	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <a href="#">Add Attachments</a>



Select the appropriate rating level for each criterion

Part 1 of 1

Question 1 of 1: 11 / 10.0 Points

[Student Response](#) [Grading Rubric](#)

**Esssay Rubric 2**



<b>Criterion 1</b>	Inadequate 0 Points	<b>Meets expectations</b> 1 Points	Exceeds expectations 2 Points	 1
<b>Criterion 2</b>	Inadequate 0 Points	Poor 5 Points	<b>Fair</b> 10 Points	Good 15 Points
			Exceptional 20 Points	 10

: 11

The points will be added up automatically based on your rating selections. The total points earned will appear below the rubric.

(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed



**Essay Rubric 1**

<b>Content</b> Paper topic	<b>Needs Development</b> The paper topic is unclear or needs further development. 1 Points	<b>Meets expectations</b> Demonstrates a clear understanding of the subject. 3 Points	<b>Exceeds expectations</b> Demonstrates exceptional understanding of the topic. 5 Points	 3 <input type="text" value="3"/>
<b>Mechanics</b> Grammar, usage, and formatting	<b>Needs Improvement</b> Numerous errors 1 Points	<b>Meets expectations</b> Only a few, minor errors 3 Points	<b>Exceeds Expectations</b> No errors 5 Points	 5 <input type="text" value="4"/>

(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback




Student Response    Grading Rubric

**Essay Rubric 2**

<b>Criterion 1</b>	Inadequate 0 Points	Meets expectations 1 Points		Exceeds expectations 2 Points	 1
<b>Criterion 2</b>	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	 10

: 11

**Comment for Criterion 2**    Done

**B I U** |   



Pay attention to spelling

body p

Enter your comments into the text field provided, and select **Done** when finished.

Student Response    Grading Rubric

**Essay Rubric 2**

<b>Criterion 1</b>	Inadequate 0 Points	Meets expectations 1 Points		Exceeds expectations 2 Points	 1	
<b>Criterion 2</b>	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points	 10

: 11

**Note:** The Comments icon changes color when there are comments saved.

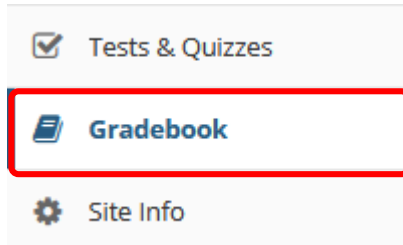
Select Save when finished grading the question

**Save**    Cancel

# How do I grade a gradebook item using a rubric?

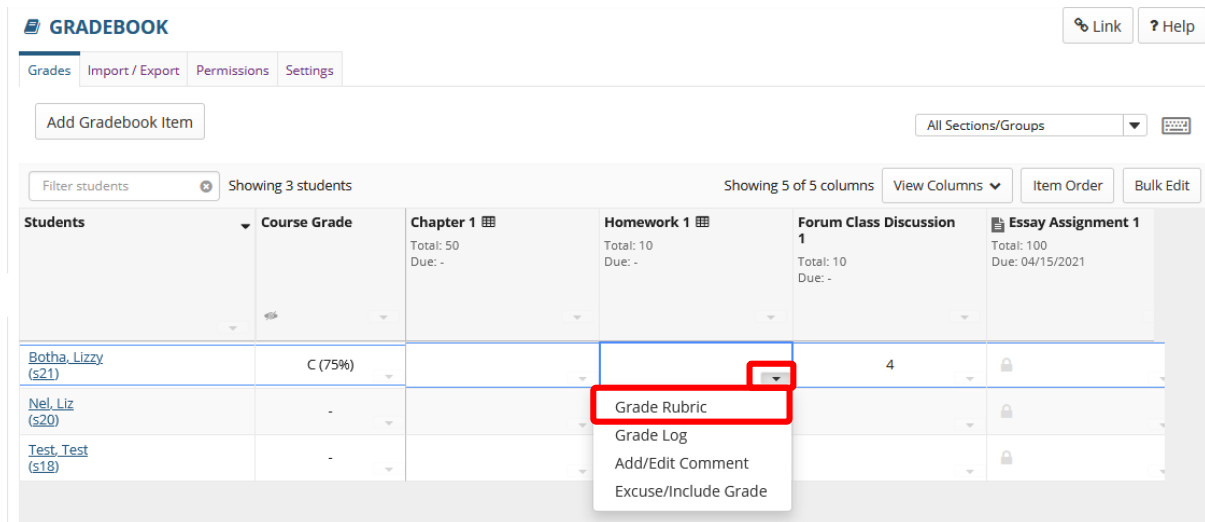
[\(Back to index\)](#)

## Go to Gradebook

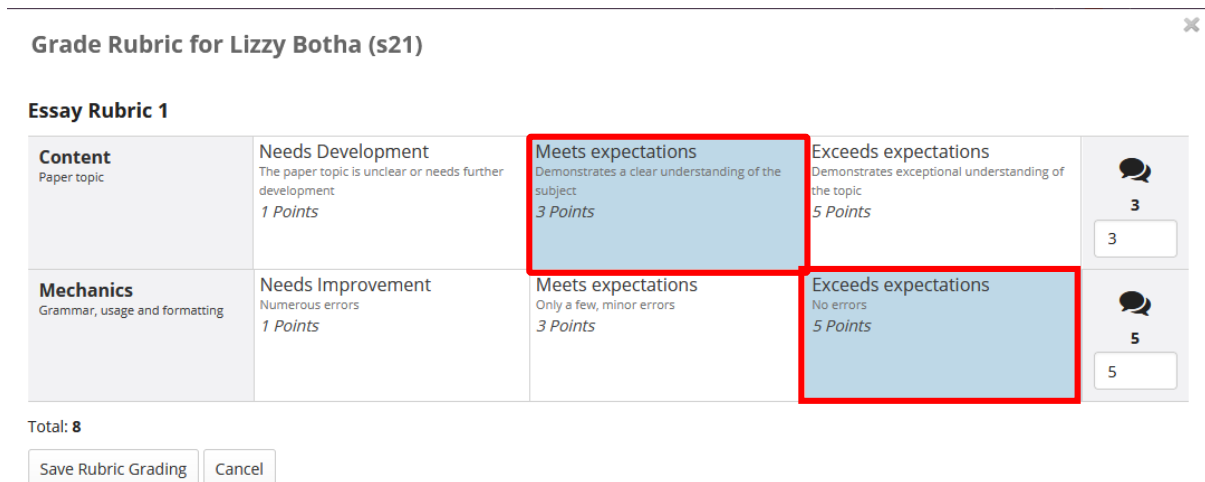


Select **Gradebook** from the Tool Menu in your site.

## Select the down arrow in the cell for the student you would like to grade and choose Grade Rubric



## Select the appropriate rating level for each criterion



The points will be added up automatically based on your rating selections. The total points earned will appear below the rubric.

**(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed**

**Essay Rubric 1**

<b>Content</b> Paper topic	Needs Development The paper topic is unclear or needs further development 1 Points	Meets expectations Demonstrates a clear understanding of the subject 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic 5 Points	3 3
	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	Exceeds expectations No errors 5 Points	5 4

**(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback**

**Essay Rubric 1**

<b>Content</b> Paper topic	Needs Development The paper topic is unclear or needs further development 1 Points	Meets expectations Demonstrates a clear understanding of the subject 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic 5 Points	3 3
	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	Exceeds expectations No errors 5 Points	5 4

**Comment for Mechanics** Done

**B I U** |

No full stops at headings

body p

Total: 7

Enter your comments into the text field provided, and select **Done** when finished.

**Essay Rubric 1**

<b>Content</b> Paper topic	Needs Development The paper topic is unclear or needs further development 1 Points	Meets expectations Demonstrates a clear understanding of the subject 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic 5 Points	3 3
	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	Exceeds expectations No errors 5 Points	5 4

Total: 7

**Note:** The Comments icon changes colour when there are comments saved.

**Select Save Rubric Grading when finished grading the item**

## How do I my student view rubric feedback as a student?

[\(Back to index\)](#)

Students may view rubric feedback within the tool where the rubric was used. In other words, students can go to Assignments to view Assignment Rubrics, Gradebook to view Gradebook Rubrics, and Tests & Quizzes to view Assessment Rubrics

There is a dedicated tutorial for this question. Please click [here](#) to view it. You are welcome to share this tutorial with your students.

## Need help?

[Back to Index](#)

You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

### **eFundi Support Desk:**

**Call centre:** 018 285 5930

### **Campus support:**

<b>Mafeking:</b> Tel.: 018 389 2447 Office: ADC Building, Block D Room G80	<b>Potchefstroom:</b> Tel.: 018 285 2295 Office: Building E8, Room 107A	<b>Vanderbijlpark:</b> Tel.: 016 910 3035/8 Office: Building 13, Room SL313
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**OR**

**Log a ticket:** [support.nwu.ac.za](http://support.nwu.ac.za)