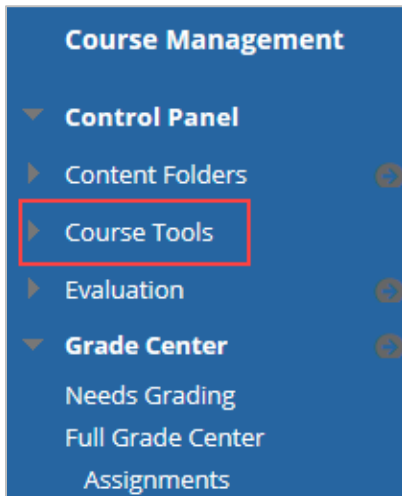


LOCATING RUBRICS IN AN ONLINE COURSE

Many online courses include rubrics that are used for grading assessments. This user guide explains how to determine if rubrics are used in your course and which assessments use them.

1. On the left menu, locate the **Course Management** area and click **Course Tools**.



2. Click **Rubrics** from the dropdown menu.

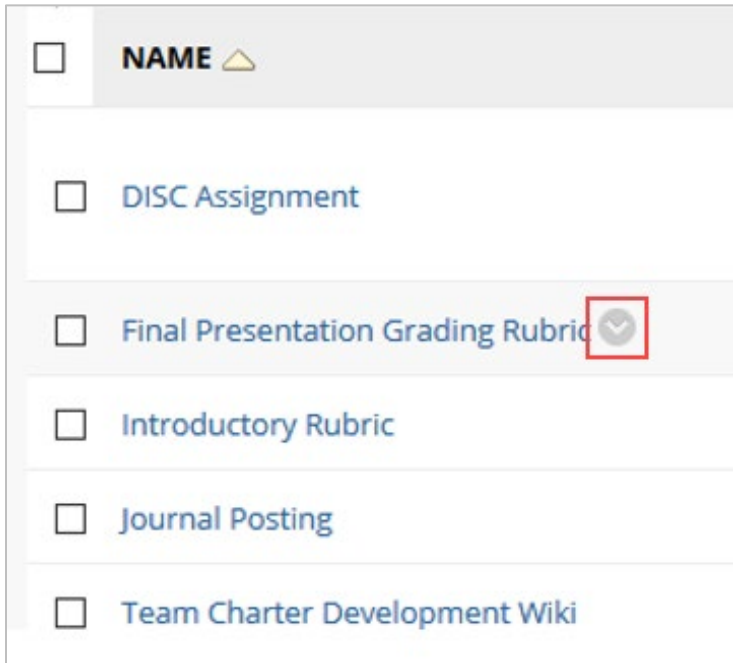


Note:

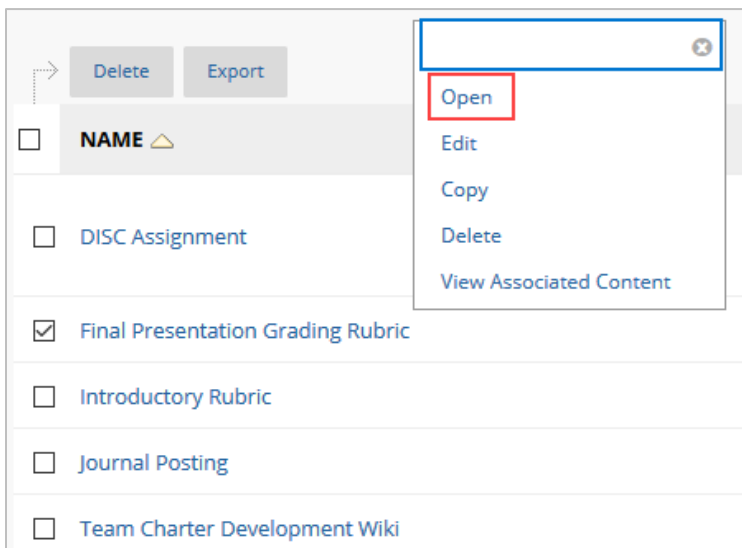
All of the rubrics in the course are listed in this area. Some rubrics may not be associated with any assessments.

LOCATING RUBRICS IN AN ONLINE COURSE

- The rubrics that exist in the course are displayed. Hover over the title of a rubric and click the **down arrow** to the right.

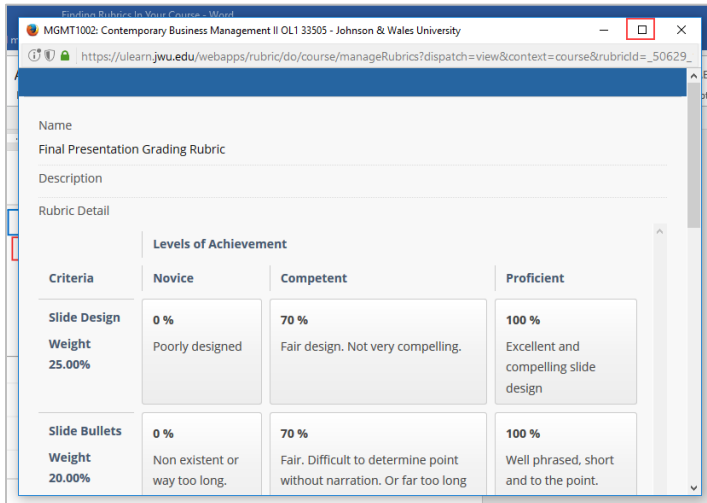


- Click **Open**.

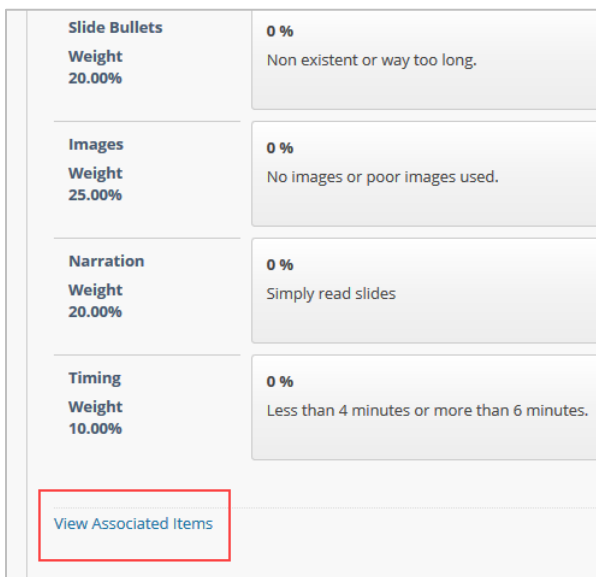


LOCATING RUBRICS IN AN ONLINE COURSE

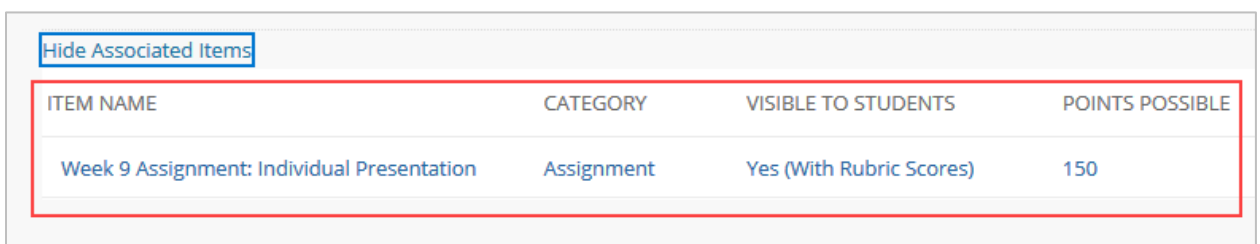
- A popup window displays the details of the rubric for you to review. **Maximize the popup window** on the top right corner.



- Click **View Associated Items** at the bottom of the rubric.



- The assessments associated with the specific rubric are listed. The rubric should be used when grading those assessments.



ITEM NAME	CATEGORY	VISIBLE TO STUDENTS	POINTS POSSIBLE
Week 9 Assignment: Individual Presentation	Assignment	Yes (With Rubric Scores)	150