Associating and Grading a Rubric within a Test
Intermediate

Associating a Rubric within a Test

You may associate a rubric with the following types of test questions:

- Essay
- Short Answer
- File Response

How to Associate a Rubric within a Test Question

Whether you are creating a new question or editing an existing question, the option to add a rubric can be found in the Create/Edit Question page.

To Edit an existing question, Choose to **Edit the Test** (an option in the menu of the Action link to the right of the title of the test), then click on the action link to the right of the title of the question. Choose **Edit**. If creating a new question, the option is within the first page of instructions when setting up the question.
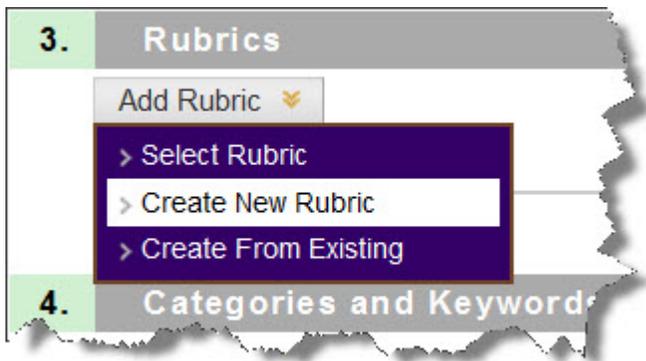
You have three choices for the rubrics option:

a.   **Select Rubric** to use an existing rubric.
b.   **Create New Rubric**, which will allow you to create a new rubric.
c.   **Create From Existing**, which will give you a copy of an existing rubric that you can alter for this rubric.

Make your choice based on the information above. Once you follow through the steps, you will see the name of the rubric that is associated with the question in the Rubrics area:

Click ⊗ to remove rubric association, click 🖵 to view rubric, click 🖉 to edit the rubric.

Under **Type**, **Used for Grading** is selected.

Note: Multiple rubrics can be associated with an item. Rubrics can be designated as **Used for Grading** or **Used for Secondary Evaluation**. If you associate multiple rubrics, only one can be the primary grading rubric, designated as **Used for Grading**.

You have three options in the Show Rubric to Students area (at the end of the associated rubric area). By default it is set to "**No**." Please see the menu below:
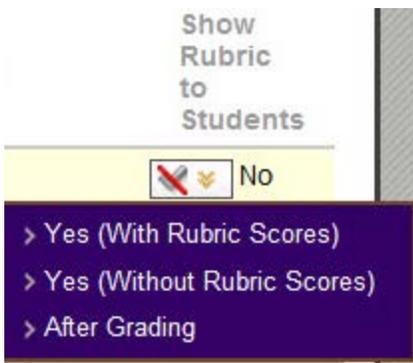
Continue through with the steps for creating a question and deploying the test.

Grading using a Rubric in a Test

Navigate to the column in the Grade Center for the test. Click on the action link within the student score area where there is currently an exclamation point to see the following menu:
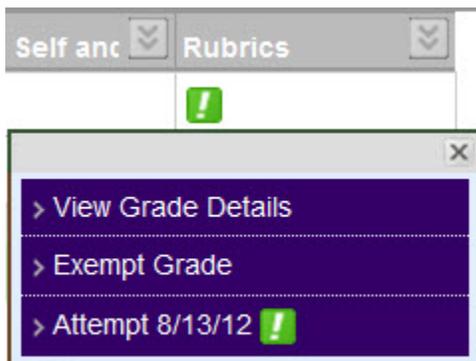
Choose the last option to access the student's test attempt. Within the Grade Test page, you will see the questions. For questions where there are associated rubrics, you will see the following:

Click on **View Rubric**.

Fill out the Rubric. As you click to assign points, the Raw Total will automatically update. You can override the points in the box below the Raw Total:

Once you have assigned the points, click **Save** in the upper left or lower left corners. The points will automatically update on the Grade Test page. Continue through grading the test and choose **Submit**.