

## Associating and Grading a Rubric with an Assignment

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Rubrics help students organize their efforts to meet the requirements of an assignment while instructors interact with an associated rubric to explain their evaluation to students. Once you create a rubric, you may link that rubric to an assignment.

## Associating a Rubric to an Assignment

- 1. Go to your Blackboard course.
- 2. Select the **Content** link on the course menu.

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MyCLEmson Courses	Workgroups	Content Collection	Employees	Students	Clemson Resou	irces P	ortal Admin			
buckle8-nutrition101 buckle8-nut	trition101 🔯 Home	e Page							Edit Mode is: ON	] (
buckle8-nutrition101     (buckle8-nutrition101)	Hor	ne Page ⊠								
Home Page 🛛	Add Course	Module							Customize Page	<b>↑</b> ↓
Content 2 Discussions Groups	My Annour	cements O Course Announcemen	ts have been pos	ted in the last 7	🚸 🗖 🖾 days.	My Caler	ndar No calend	dar events have been posted for	r the next 7 days.	3
Tools	<			more	announcements				more calendar events	
Help 🖬 Textbooks 🖬	My Tasks My Tasks:					To Do			۵ ۵	
COURSE MANAGEMENT		1	lo tasks due.			Edit Notifi	ication Setting:	S		
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Course Tools Evaluation	🚨 Edit Not	fication Settings			Actions 😺	What's D Select Da	lue ate: 07/23/201	13 🗃 Go	Actions ¥	
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<ul> <li>Users and Groups</li> <li>Customization</li> </ul>								Nothing Due Today		
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× Help						¥This ₩	/eek (0)		×	
						▼Future	(0)		8	
https://bb.clemson.edu/webapps/blac	kboard/content/list	ontentEditable.jsp?content	ent_id=_1945503_1	&course_id=_84	548_1&mode=reset			La	ast Updated: July 23, 2013 12:20 P	м 🖉 🚽

3. Hover over the Assessments tab and select Assignment.

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buckle8-nutrition101 buckle8-nut buckle8-nutrition101 A (buckle8-nutrition101) A (buckle8-nutri	Control Contro	Intent S Assessments Test Survey Assignment Survey	Signment prest	Publisher 3	Content ¥			Edt Mode is: ON		

4. Enter the **Name and Color** and **Instructions** for the assignment.

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MyCLEmson Courses	Workgroups Content Collection Employees Students Clemson Resources Portal Admin	
buckle8-nutrition101 buckle8-nut	rition101 🖾 Content > Create Assignment	Edit Mode is: ON
buckle8-nutrition101	Create Assignment     Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each studen	It. <u>More Help</u>
Content Solutions	* Indicates a required field.	Cancel Submit
Groups 🛛	Assignment Information     Name and Color     Assignment 1	
Help 🖬 Textbooks 😒		
COURSE MANAGEMENT	$\begin{array}{c} \mathbf{T} \ $	
Content Collection Course Tools Evaluation Grade Center Users and Groups Customization	This assignment will test your knowledge of the syllabus.	
Packages and Utilities » × Help	Path: p	Words:9 🦼
	Assignment Files     Attach File     Browse My Computer Browse Content Collection	
	Grading     Hoints Possible     100	

5. In Section 2: Assignment Files click Browse My Computer or Browse Content Collection to attach a file if necessary.



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Packages and Utilities ×	Path: p	Words:9 🦼
	2. Assignment Files Attach File Browse My Computer Browse Content Collection	
	3. Grading	
	Associated Rubrics     Associated Rubrics	
	Seleci Rubric     Create New Rubric	
	Create Prom Existing     Oracle Prom Existing     Wake the Assignment Available     This assignment cannot be made available until it is assigned to an individual or group of students.	
	Number of Attempts   Allow single attempt  Allow unlimited attempts  Number of attempts:	
	Limit Availability Display After III So Enter dates as mm/dd/yyyy. Time may be entered in any increment.	
	Enter dates as mm/dd/yyyy. Time may be entered in any increment.	
https://bb.clemson.edu/webapps/bla	ackboard/execute/manageAssignment?method=showadd&content_id=_1945503_1&course_id=_84548_1#	

- 6. In Section 3: Grading enter in the Points Possible for the assignment.
- 7. Hover your mouse over Add Rubric. You have three choices for the rubrics option:
  - Select Rubric to use an existing rubric.
  - Create New Rubric, which will allow you to create a new rubric.
  - **Create From Existing**, which will give you a copy of an existing rubric that you can alter for this rubric.
- 8. For this example, we chose Select Rubric option. The Select Rubrics window is displayed.





- 9. Select the rubric to use with this test question.
- 10. After selecting a rubric, click **Submit.**
- 11. Click **OK** In the pop up window to assign the rubric's maximum points as the point value.



12. Click the red X next to the rubric name to **remove rubric association**, click the middle button to **view rubric**, click the last button with the pencil to **edit the rubric**.

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MyCLEmson Courses	Workgroups Content Collection	n Employees Students Clemson Resources Portal Admin		
	2. Assignment Files Attach File	Browse My Computer Browse Content Collection		•
	3. Grading * Points Possible	100		
	Associated Rubrics	Add Rubric * 13 12 Name Type	Show Date Last Edited Rubric to Students	
		Project 2 Rubric      Vised for Grading      Vised for Secondary      Evaluation	Jul 22, 2013 11:06:22 AM 👿 🖲 No	III
	4. Availability			
	Make the Assignment Avai This assignment cannot be made a	lable vailable until it is assigned to an individual or group of students.		
	Number of Attempts	Allow single attempt     Allow unlimited attempts     Number of attempts:		
	Limit Availability	Display After     Image: Second		
		Display Until     Display Until     Display Until     Display Until     Display Until     Display Until		
https://bb.clemson.edu/webapps/blac	kboard/execute/manageAssignment?			-

13. 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**.

14. 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. To display the rubric to students select either Yes (With Rubric Scores) or Yes (Without Rubric Scores). You can also select to show the rubric to students After Grading.



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MyCLEmson Courses	Workgroups Content Collection	Employees Students Cler	mson Resources Portal Admin		
	2. Assignment Files Attach File	Browse My Computer Browse Cor	ntent Collection		
	3. Grading * Points Possible	100			
	Associated Rubrics	Add Rubric ¥	Туре	Date Last Edited	14 show tubric to
		Project 2 Rubric	Used for Grading	Jul 22, 2013 11:06:22 AM	Yes (With Rubric Scores)
	4. Availability				Yes (Without Rubric Scores)     After Grading
	Make the Assignment Avail This assignment cannot be made av	able railable until it is assigned to an individual or group	p of students.		
	Number of Attempts	<ul> <li>Allow single attempt</li> <li>Allow unlimited attempts</li> <li>Number of attempts:</li> </ul>			
	Limit Availability	Display After     Im     Display After     Im     Display Until	ered in any increment.		
https://bb.clemson.edu/webapps/black	kboard/execute/manageAssignment?	Enter dates as mm/dd/yyyy. Time may be ente	ered in any increment.		

- 15. Click Submit.
- 16. In section 4: Availability select the checkbox next to Make the Assignment Available.
- 17. The **Number of Attempts** can be set to **Allow single attempt, Allow unlimited attempts**, or designate a specific **Number of attempts**.

	<u>N</u>									💄 Jessie Buckley	-	2
MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin					
		4. Ava	ilability									
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		Number	of Attempts	<ul> <li>Allow single</li> <li>Allow unlimit</li> <li>Number of at</li> </ul>	attempt ed attempts ttempts:	]						
		Limit Ava	lability	Display After Enter dates as mm/	07/24/2013 dd/yyyy. Time may	y be entered in any increment.						
				Enter dates as mm/	dd/yyyy. Time maj	y be entered in any increment.						
	(19)-	Track	Number of Views								_	
		5. Due	Dates									
		Submiss	ions are accepted after th	nis date, but are m	narked Late.							
		Due Date	20	07/26/2013 Enter dates as mm/	dd/yyyy. Time may	59 PM Solution of the entered in any increment.						
		6. Rec	ipients									I
		If any stu these stu	dents are enrolled in mor dents with an overall gra	re than one group de for the assignr	receiving the sa ment.	ame assignment they will su	ubmit more than or	e attempt for this ass	ignment. It may be n	necessary to provide		
		Recipient	s 21-	<ul> <li>All Students</li> <li>Groups of St</li> </ul>	Individually udents							
		7. Subr	nit							22		
		Click Sul	omit to finish. Click Canco	el to quit without s	aving changes.					Cancel Subn	nit	4

18. Next to the **Limit Availability** section, designate when the assignment should be displayed by choosing a **Display After** date and time along with a **Display Until** date and time.



- 19. Select the checkbox to **Track Number of Views**.
- 20. In Section 5: **Due Dates** enter the due date for the submission if necessary, this is what will appear on the Blackboard Home page under Announcements.
- 21. In Section 6: **Recipients** select recipients for the assignment, **All Students Individually** or **Groups of Students**.
- 22. Click Submit

## Grading an Assignment associated with a Rubric

- 1. Go to your Blackboard course.
- 2. From the Control Panel expand the chevron next to **Grade Center** and select **Full Grade Center**.
- 3. Find the **assignment** column on the Grade Center. Locate the green exclamation mark which indicates student submission on the assignment column.
- 4. Expand the chevron and click View Grade Details.

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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resource	es F	Portal Admin			
buckle8-nutrition10	1 buckle8-nutri	ition101 📓 Grad	le Center							Edit Mode is:	ON 📝 ?
+ E E *	01 * 101)	Gra	ade Center : As	signments	ades may be ei	ntered on the Grade D	etails page	e, accessed by	/ selecting the table cell for the grade. Wh	en screen re	ader
Information III	8	mode is off, gra keys or the tab k	des can be typed directly (ey to navigate through th	into the cells on the Grade Center. <u>N</u>	ne Grade Centi Iore Help	er page. To enter a gra	de: click th	he cell, type the	e grade value, and press the Enter key to	submit. Use	the arrow
Content Discussions		Create Colur	mn Create Calcula	ated Column ⊗	Manage	⊗ Reports ⊗			Fi	ter Work	k Offline 📎
Groups Tools Help		Move To	Top Email 📎						Sort Columns By: Layout Position	Order: As	cending 😒
Textbooks	۵	Last Name	First Name	🗵 Username	🗵 Stude	nt ID 🛛 🛛 Last Ad	cess	🛛 Availability	Group Project 1 🛛 Assignme	nt 1	<b>→</b> 3
COURSE MANAG	GEMENT	Trainer01	Trainer01	trainer01		July 24	2013	Available	//////////////////////////////////////		
Control Panel	**************************************	Trainer02	Trainer02 Trainer04	trainer02 trainer04		July 24	2013	Available Available	View Grade Details     Exempt Crade	<del>`</del>	4
Course Tools Evaluation		Selected Rows: (	0 Top Email 📎						> Attempt 7/24/13		on Legend
Grade Center	*									Edit Rows	s Displayed
Needs Grading Full Grade Center Assignments Tests	_2										
Customization	>	hook/do/instructo	r/ontorGradoContor?	ro id= 9/5/0 1.0	id-172091#						

5. Click Grade Attempt button.

CLEMS							💄 Jessie Buckley	3 🔻	-21
MyCLEmson Courses	Workgroups Conten	t Collection Employees	Students Clemson R	esources Porta	al Admin				
buckle8-nutrition101 buckle8-nut	rition101 🔯 Grade Center > 0	Grade Details					Edit Mode is: ON		-
buckle8-nutrition101 * (buckle8-nutrition101) Home Page	Grade De	tails					Jump	to	
Information  Content	User Trainer01 Trai	ner01 (trainer01) < >	Column Assignment 1 (	Assignment) <	>				
Groups III Tools III Help III Textbooks III	Current Grade:	Needs Grading Grade based on L Due: Jul 26, 2013 Calculated Grade	Out of 100 points Exem ast Graded Attempt	pt					E
COURSE MANAGEMENT	Attempts Manual Ove	View Attempts erride Column Details G	rade History						
Content Collection >> <ul> <li>Course Tools</li> <li>Evaluation &gt;&gt;</li> </ul>	Date Created	Date Submitted (or Saved)	Value Feedback to User	Grading Notes	Actions	Delete Last Attempt	G	0	
Grade Center >> Needs Grading Full Grade Center Assignments Tests Users and Groups	Jul 24, 2013 9:59:18 AM This user has submitted th allow this student to subm attempt as Ignored (Ignore attempts).	Jul 24, 2013 9:59:18 AM (Needs Grading) re maximum number of attempts al it an additional attempt. Alternative ad Attempts are not accounted agai	lowed for this assignment. You may aly, you can mark an existing n the maximum number of	Allow Additional Attempt	Grade Attempt	Clear Attempt   Ignore Attem	mpt Edit Grade		
Customization >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>									

6. Now you will see student submitted assignment. Click **View Rubric** button, a new screen displays the rubric detail.

	🍰 Jessie Buckley	32
MyCLEmson Courses	Workgroups Content Collection Employees Students Clemson Resources Portal Admin	
buckle8-nutrition101 buckle8-	autrition101 😰 Grade Center > Grade Details > Grade Assignment: Assignment 1 Edt Mode is of	- -
buckle8-nutrition101 (buckle8-nutrition101)     Home Page     Information     Content     Discussions	Crace Assignment: Assignment 1 The Grade Current Attempt section, assign a grade and feedback for the current assignment attempt. When available, click Save and Next or use the arrow buttons to navigate through or grade the attempts in the queue one at a time. If no grade is assigned for the attempt, clicking Save and Next will not change the status of the attempt. If multiple attempt as 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 anonymously. Click Show User Names to display user information. More Help	ipts for
🗘 Groups 🛛 🛔	Sumpto Hide Oser N	vames
Tools	User: Trainer01 Trainer01 (Attempt 1 of 1) 🕢 View: Full Grade Center Save as Draft Exit Save and Exit Save and Next < 1 of	2 >
1 Textbooks	Assignment Information	
COURSE MANAGEMENT	1. Submission History	
* Control Panel Content Collection	Attempt #1 (You are reviewing this attempt)	
Evaluation	2	
Grade Center	Review Current Attempt	
Needs Grading Full Grade Center Assignments Tests	Submission The syllabus was very informative. The due dates are all listed for each assignment and exam. The schedule will be helpful to follow what will be done each day in class	
✓ Users and Groups	Comments	
Customization		— II
Packages and Utilities	* Grade Current Attempt	
- Help		
	reedback to user	10
•		* .

7. You have the option to use the rubric in **List View** display. You can choose to view descriptions of the grading criteria and the feedback text boxes.



CLEMS	To Rubric Detail - Google Chrome		Jessie Buckley	× -2
	https://bb.clemson.edu/webapps/blackboard/execute/gradeRubric?mode=grid&isPopup=true&rubricCount=1&prefix=_19104712_1&course_id=_845	48_1&maxValu		
MyCLEmson Course Aumouncements Cengage Learning MindLinks™ Collaboration Contacts Course Calendar	You can interact with a rubric to grade in Grid View or List View. <u>More Help</u>		ill be helpful to	
Course Messages Course Portfolios Discussion Board Download PRS Roster Export PRS Roster Glossary	Name: Project 2 Rubric     Exit     Save       Grid View     List View     7       Show Descriptions     Show Feedback	=		
Manage Campus Pack McGraw-Hill Higher Education Mobile Compatible Test List Photo Class Roll Respondus LockDown Browser Rubrics	Formatting         (25%)           ○ Novice 0 (0%) points         ○           ○ Competent 12.5 (12.5%) points            ✓ Proficient 25 (25%) points			*
Self and Peer Assessment Send Email Tasks Tests, Surveys, and Pools Turnitin Assignments Turnitin Assignments by Groups	Organization         (25%)           ○ Novice 0 (0%) points         ○           ○ Competent 12.5 (12.5%) points         ✓           ✔ Proficient 25 (25%) points         ✓	1		
WebAssign WileyPLUS Evaluation Grade Center Needs Grading	Grammar         (12.5%)           ● Novice 0 (0%) points            ✔ Competent 12.5 (12.5%) points            ● Proficient 25 (25%) points	1	Words:0	1.
Full Grade Center Assignments Tests	Content (25%) Novice 0 (0%) points Competent 12.5 (12.5%) points m	E •		

8. In **Grid view** display, rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment, while the columns correspond to the levels of achievement expressed for each criterion. Select a radio button for each cell to apply the point value to the criterion. You can provide feedback in the text box when a cell is selected.

CLEMS	😨 Rubric Detail - Google Chrome					Jessie Buckley	2
	https://bb.clemson.edu/webapps/b	lackboard/execute/gradeRubric?mode	=grid&isPopup=true&rubricCount=	1&prefix=_19104712_1&course_id=_8	4548_1&maxValu		
MyCLEmson Course:					<u>^</u>		
Announcements Cengage Learning MindLinks™ Collaboration Contacts Course Calendar	You can interact with a rubric to gra	ade in Grid View or List View. <u>More H</u> i	elo			ill be helpful to	
Course Messages Course Portfolios	Name: Project 2 Rubric			Exit Save			-
Download PRS Roster	Grid View List View						
Export PRS Roster Glossary Manage Campus Pack McGraw-Hill Higher Education		Novice	Competent	Proficient			
Mobile Compatible Test List Proto Class Roll Respondus LocLDown Browser Rubrics Self and Peer Assessment Send Email Tasks Tests, Surveys, and Pools Turntin Assignments	Formatting	<ul> <li>Points: 0 (0%)</li> <li>Format is absent or vague.</li> </ul>	<ul> <li>Points: 12.5 (12.5%)</li> <li>Format is mostly clear and detailed.</li> </ul>	Points: 25 (25%) Format is clear and detailed. Feedback		<b>⊒</b> i % ≈	ž
Tumilin Assignments by Groups WebAssign WileyPLUS Evaluation Grade Center Needs Grading Full Grade Center Assignments Tests	Organization	Points: 0 (0%) Organization is absent or vague.	<ul> <li>Points: 12.5 (12.5%)</li> <li>Organization is mostly clear and detailed.</li> </ul>	Points: 25 (25%) Organization is clear and detailed. Feedback		Words:0	<i>1</i> .
Users and Groups			m			-	

- 9. Continue grading using the rubric.
- 10. A running raw total score is displayed as points are selected. If you want to override the total score, provide a new score in the **Change the number of points** box.



CLEMSCN	Rubric Detail - Google Chrome https://bb.clemson.edu/webanps/	[blackboard/execute/gradeRubric?m	ode=arid&isPopup=true&rubricCount=1	8/prefix= 19104712 18/course id= 845	48.18maxValu	💄 Jessie Buckley 🔹 🔻	-21
MyCLEmson Course Autiouticements Cengage Learning MindLinks <sup>TM</sup> Collaboration Contacts Course Calendar Course Calendar Course Messages Course Messages Course Fortfolios Discussion Board Download PRS Roster Export PRS Roster Glossary Manage Campus Pack McGraw-Hill Higher Education Mobile Compatible Test List Photo Class Roll	Raw Total: 87.50 (of 100.0) Change the number of points Feedback Students will students.	Points: 0 (0%)	Points: 12.5 (12.5%)	Points: 25 (25%) Feedback abg	40_LQUIRAY 6U	II be helpful to	
Respondus LockDown Browser Rubrics Self and Peer Assessment Send Email Tasks Tasks, Surveys, and Pools Turntin Assignments Turntin Assignments by Groups WebAssign WileyPLUS	TTTTParagraph $\mathcal{L}$ $\square$ $\square$ $\square$ $\square$ $\square$ $\square$ $\mathcal{J}_x$ $\Pi$ $\boldsymbol{\omega}$ $\square$ $\square$ $\square$	n ▼ Arial ▼ 3 (12pt) Ξ Ξ Ξ Ξ Ξ Ξ Ξ Τ Τ Τ <sub>x</sub> Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Τ Τ τ τ	• = • = • <b>T</b> • <b>P</b> • <b>Q</b> <b>P</b> 25 • • <b>T</b> • <b>P</b> • <b>Q</b> <b>T</b> • <b>T</b> • <b>T</b> • <b>P</b> • <b>Q</b> <b>T</b> • <b>T</b> • <b>T</b> • <b>P</b> • <b>Q</b> <b>T</b> • <b>T</b>	⊊ <i>i</i> % ≈	=		
Evaluation Grade Center Needs Grading Full Grade Center Assignments Tests	Path: p Name: <b>Project 2 Rubric</b>			U2 Words:0 Exit Save		Words:0 🦼	

- 11. You can also provide overall feedback in the rubric.
- 12. Click **Save** to exit the **Rubric Detail** page.
- 13. In Section 3: Grade Current Attempt you may also include Feedback to User or attach a feedback file.

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MyCLEmson Courses	Workgroups Content Collection Employees Students Clemson Resources Portal Admin	
Discussion Board Download PRS Roster Export PRS Roster Glossary Manage Campus Pack McGraw-Hill Higher Education	3. Grade Current Attempt ★ Grade 87.50 out of 100 View Rubric	
Mobile Compatible Test List	Feedback to User	
Respondus LockDown Browser	<b>I</b> I <b>I F</b> Paragraph $\checkmark$ Anal $\checkmark$ $J(12pt)$ $\checkmark$ $:= \checkmark$ $:= \checkmark$ $!= \checkmark$ $!= \checkmark$	9123
Rubrics Self and Peer Assessment Send Email	$ \begin{array}{c} \bullet & \bullet & \bullet \\ \hline & \bullet & \bullet \\ \hline & \bullet & \bullet \\ \hline \\ \end{array} \begin{array}{c} \bullet & \bullet \\ \hline & \bullet \\ \hline \\ \end{array} \begin{array}{c} \bullet & \bullet \\ \hline \\ \bullet & \bullet \\ \hline \end{array} \begin{array}{c} \bullet & \bullet \\ \hline \\ \bullet & \bullet \\ \hline \end{array} \begin{array}{c} \bullet & \bullet \\ \hline \\ \bullet & \bullet \\ \hline \end{array} \begin{array}{c} \bullet & \bullet \\ \hline \\ \bullet & \bullet \\ \hline \end{array} \begin{array}{c} \bullet & \bullet \\ \hline \\ \bullet & \bullet \\ \hline \end{array} \begin{array}{c} \bullet & \bullet \\ \hline \\ \bullet & \bullet \\ \hline \end{array} \begin{array}{c} \bullet & \bullet \\ \hline \\ \bullet & \bullet \\ \hline \end{array} \begin{array}{c} \bullet & \bullet \\ \bullet \\ \bullet \\ \bullet \\ \end{array} \begin{array}{c} \bullet & \bullet \\ \bullet \\ \bullet \\ \bullet \\ \bullet \\ \end{array} \begin{array}{c} \bullet & \bullet \\ \bullet \\ \bullet \\ \bullet \\ \bullet \\ \bullet \\ \end{array} \begin{array}{c} \bullet & \bullet \\ \bullet \\$	
Tasks Tests, Surveys, and Pools Turnith Assignments Turnith Assignments by Groups WebAssign WileyPLUS	-13	
Evaluation »	Path: p	Words:0
Grade Center » Needs Grading Full Grade Center	Attach File Browse My Computer Browse Content Collection	
Assignments Tests	4. Grading Notes	
<ul> <li>Users and Groups</li> <li>Customization</li> <li>Packages and Utilities</li> </ul>	Grading Notes $\mathbf{T}  \mathbf{T}  \mathbf{T}  \mathbf{T}  \mathbf{T}  \mathbf{Paragraph}  \bullet  \text{Arial}  \bullet  3 3 12  \mathbf{pr}  \mathbf{T}  \mathbf{T}  \bullet  \bullet  \bullet  \bullet  \bullet  \bullet  \bullet  \bullet  \bullet  $	<b>₽</b> i X ≈
✓ Help	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	
•	III III	

14. In Section 4: **Grading Notes** you may provide **Grading Notes** for the Instructor. Grading Notes are only visible to the Instructor or Teaching Assistant.



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Grade Center	Path: p	Words:0
Needs Grading Full Grade Center Assignments	Attach File Browse My Computer Browse Content Collection	
Tests	4. Grading Notes	
Users and Groups	Grading Notes	
Customization	T T T T Paragraph ▼ Arial ▼ 3 (12pt) ▼ Ξ * Ξ * T * 🖋 * 🛠	<b>⊒</b> i ⊠ ∧
Packages and Utilities	※ D 白 Q め @ 三 三 三 三 三 二 ゴ Tx ∂ ジ M W 」 ♡ -	
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	Attack File	
	Browse My Computer Browse Content Collection	
	(15)	
	5. Submit	
	When tinished, make sure to click Submit. Optionally, click Save as Draft to save changes and continue working later, or click Cancel to quit without saving changes.	
	Save as Draft Exit Save and Exit Save	and Next < 1 of 2 >

15. Click **Save and Exit** to finish grading, or **Save and Next** to continue grading the next submission.