

Grade an Assignment with a Rubric

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See [Connect a Rubric to an Assignment \(https://vtac.lonestar.edu/help/connect-rubric-to-assignment\)](https://vtac.lonestar.edu/help/connect-rubric-to-assignment) for information on connecting a rubric to your assignment.

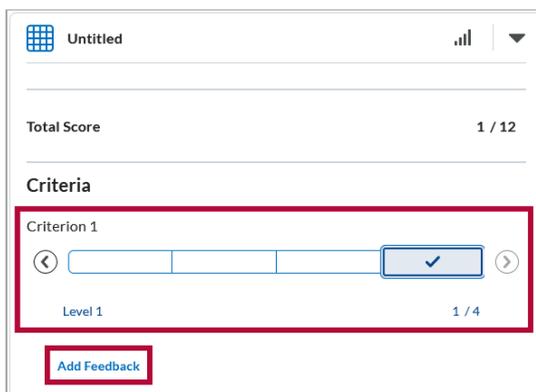
You can evaluate a student's assignment submission using a rubric associated with the assignment folder. For each associated rubric, you can grade each student based on set criteria, and you can also provide additional feedback in the text box.

▶ Show Video Walkthrough

1. Click **[Course Activities]** on the navbar and select **Assignments**.
2. Select the assignment folder and click the submission under the student's name to grade.
3. Click the rubric listed or the **[Assess Rubrics]** icon under **Rubrics** to the right of the student's assignment. If you click **[Assess Rubrics]**, the rubrics will open in a popup window.



4. In either **Regular View** or **Pop-out View**, click a criterion for each level. If you want to leave feedback for each criterion, select **[Add Feedback]** under the criterion description.
 - A. **Regular View**



- B. **Pop-out View**

Criteria	Level 4	Level 3
Criterion 1 Add Feedback	4 points ✓	3 points
Criterion 2 Add Feedback	4 points	3 points
Criterion 3 Add Feedback	4 points	3 points

- When you are done with the rubric, select **[Close]**.
- The score will be transferred from the rubric to the **Score** field. If you would like to include any general feedback, enter it in the **Feedback** field.

The screenshot shows a grade item interface with the following elements:

- Score:** A text input field containing "33.33333" followed by "/ 100". A red arrow points to this field.
- Grade Item:** Labeled "Dropbox #1" with a signal strength icon.
- Student View Preview:** Shows a red circle, the score "33.3 / 100", and the percentage "33.33 %" with a dropdown arrow.
- Feedback:** A section with a red arrow pointing to it, containing a toolbar with icons for video, image, link, and a dropdown menu.

- Click the **[Publish]** button if you would like to immediately publish or **[Save Draft]** if you do not want to publish.

Rubrics ↗

Untitled ▼

📊

Total Score 1 / 12

Criteria

Criterion 1

◀ [] [] [] [✓] ▶

Level 1 1 / 4

[Add Feedback](#)

Criterion 2

◀ [] [] [] [] ▶

Not scored / 4

Publish **Save Draft** ▶

8. If you have not scored every criteria in the rubric, you will receive a warning that the rubric is incomplete. You can choose **[Continue Grading]** to go back and complete the rubric or click **[Publish Anyway]**.

Unscored Rubric Criteria ×

Not all rubric criteria have been scored.

Continue Grading **Publish Anyway**