Use a Rubric with a Grade Column

Rubrics may be tied directly to a Grade item (gradebook column) for manually graded assignments where no connection to a D2L tool exists, such as a face-to-face assignment. Students are not able to see the rubric before it is graded. If you want students to use the rubric as a guide for their work, you will need to provide it for them; however, they can see the rubric score and feedback via Grades once it is complete.

See Connect a Rubric to a Grade Column (https://vtac.lonestar.edu/help/a258) for information about connecting a rubric to a grade column.

Grading a Rubric Associated with a Grade Item

1. Click **Grades** in the navbar.
2. Select the **Enter Grades** tab.
3. Locate the grade item, then select **Grade All** from the context menu next to it.
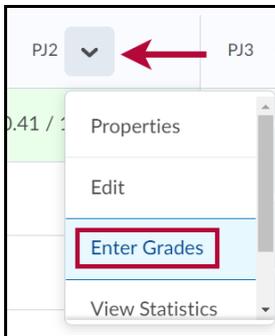
4. Click the **Rubrics tool icon** ( ) in the Assessment column.
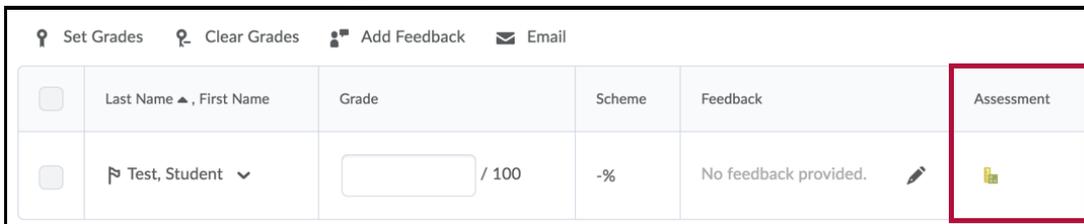
5. Complete the rubric.
    ○ Click the squares to select points to award for each criterion.
    ○ Click **Add Feedback** to enter notes and feedback for the student.
    ○ Adjust points value for each criterion by clicking the points value and inputting the adjusted score if desired.

○ Click **Save** to save your scores and feedback. Click **Publish** to send the grades and feedback to the gradebook.