HASKAYNE SCHOOL OF BUSINESS

Office of Teaching & Learning
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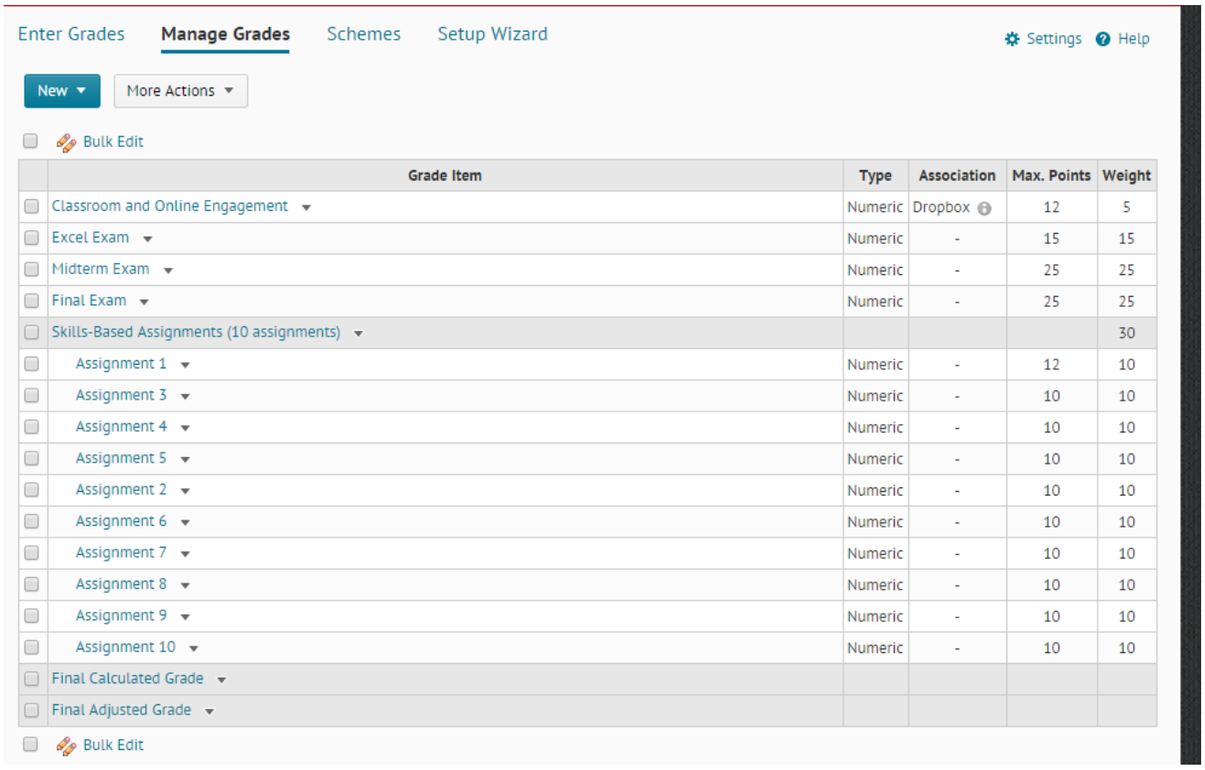
Calgary, AB, Canada T2N 1N4
ucalgary.ca

Haskayne "How To"

How to… set up a rubric with a dropbox and gradebook item.

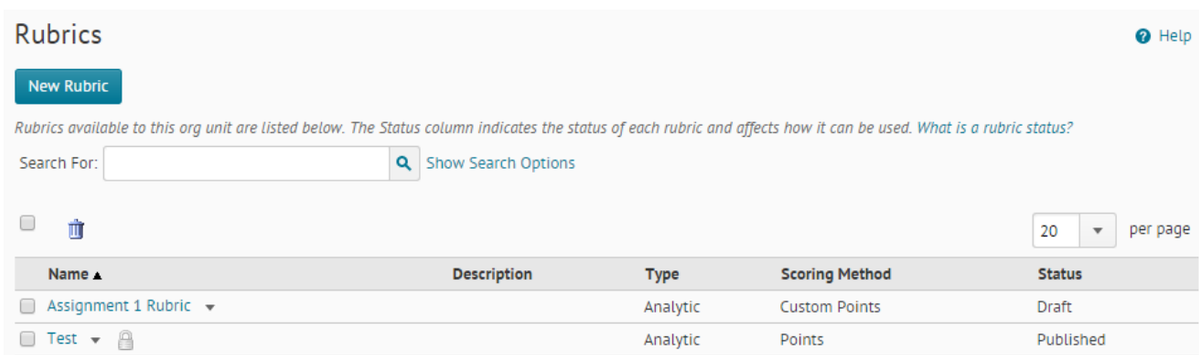
1. Set up your gradebook.



Grade Item	Type	Association	Max. Points	Weight
Classroom and Online Engagement	Numeric	Dropbox	12	5
Excel Exam	Numeric	-	15	15
Midterm Exam	Numeric	-	25	25
Final Exam	Numeric	-	25	25
Skills-Based Assignments (10 assignments)				30
Assignment 1	Numeric	-	12	10
Assignment 3	Numeric	-	10	10
Assignment 4	Numeric	-	10	10
Assignment 5	Numeric	-	10	10
Assignment 2	Numeric	-	10	10
Assignment 6	Numeric	-	10	10
Assignment 7	Numeric	-	10	10
Assignment 8	Numeric	-	10	10
Assignment 9	Numeric	-	10	10
Assignment 10	Numeric	-	10	10
Final Calculated Grade				
Final Adjusted Grade				

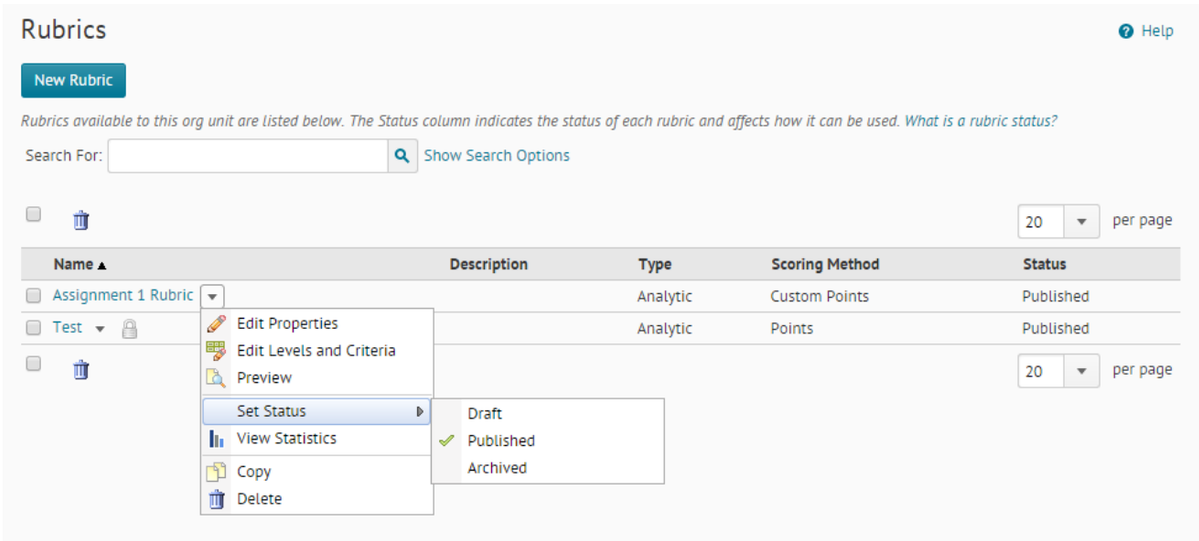
Bulk Edit

2. Set up your rubric.
   - ***For help with setting up rubrics, please consult your T&L Administrator and they will help you optimize your rubric for online grading.***

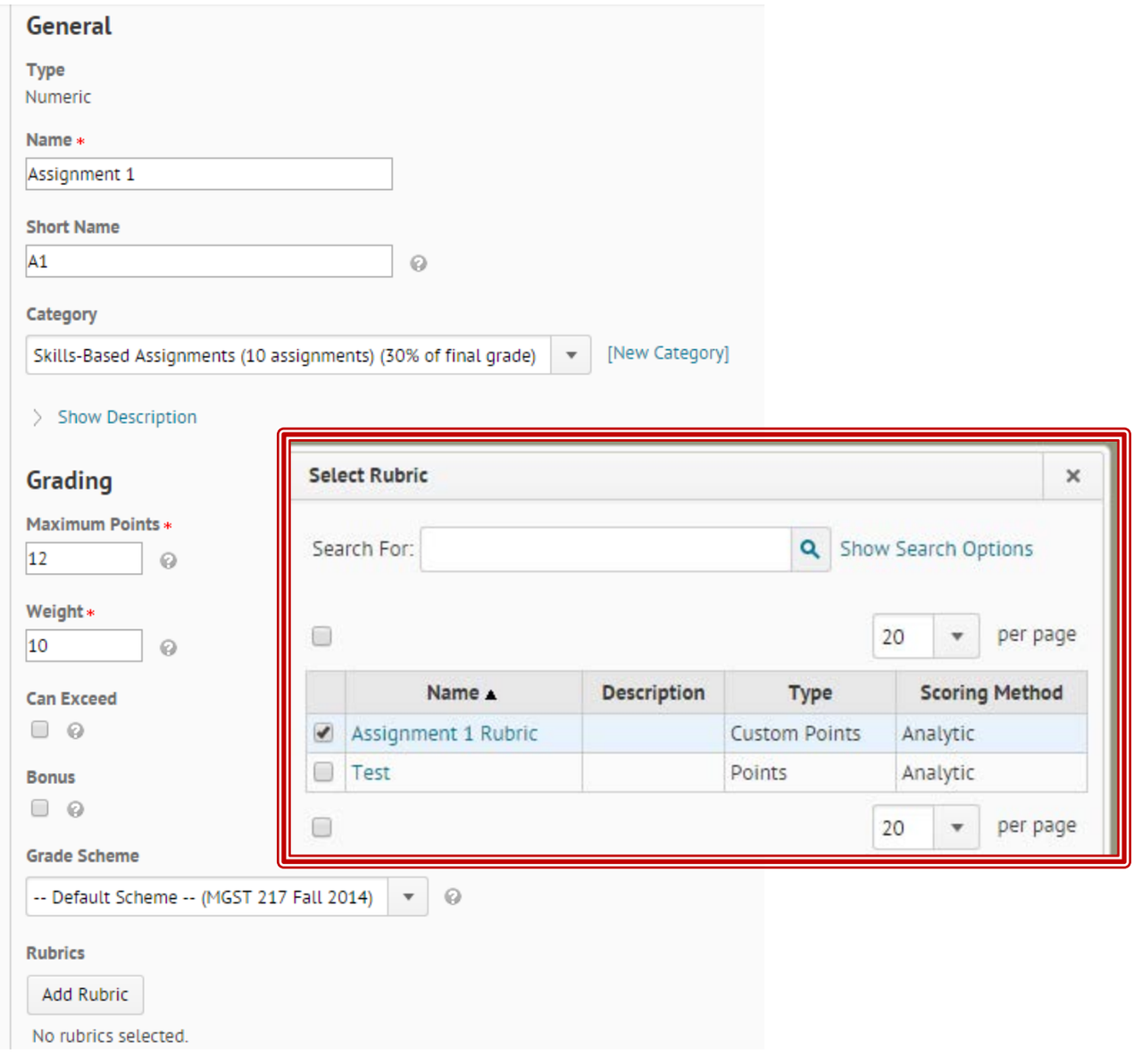


Name ▲	Description	Type	Scoring Method	Status
Assignment 1 Rubric		Analytic	Custom Points	Draft
Test		Analytic	Points	Published

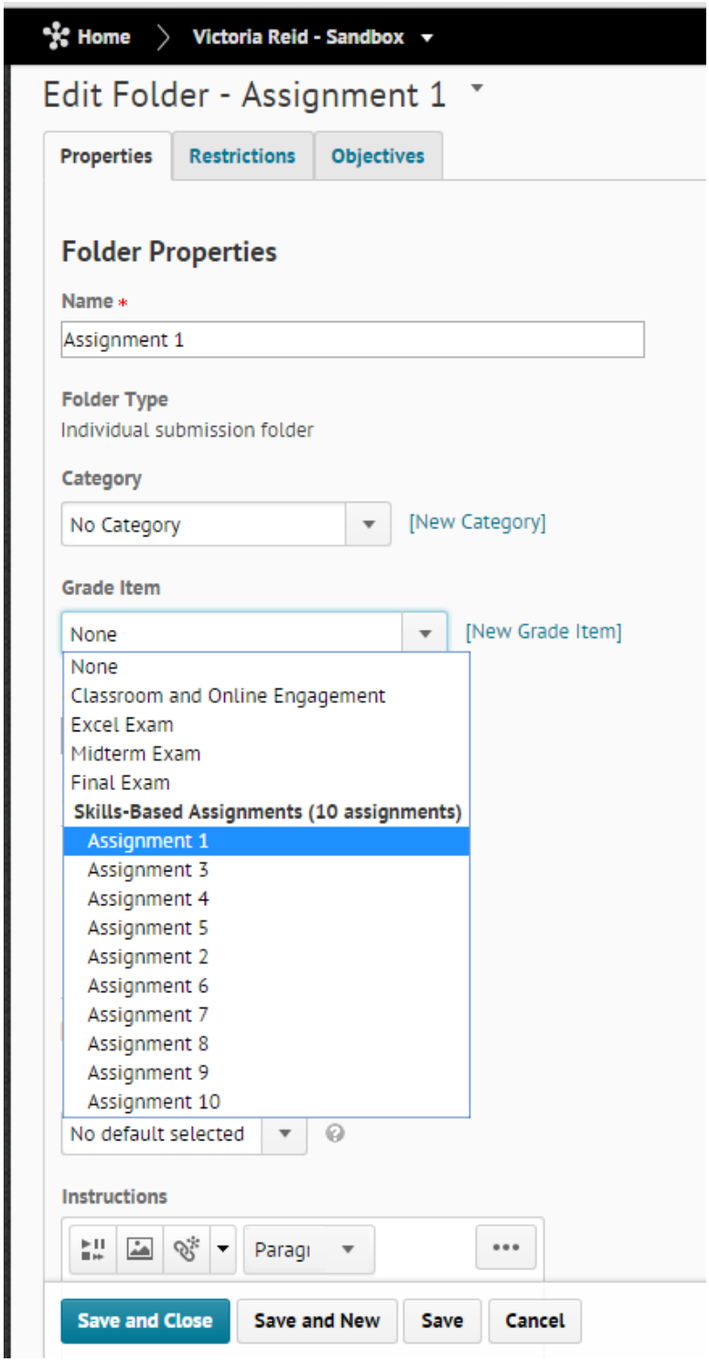
3. Publish your rubric. Keep in mind that students will be able to see published rubrics. If you do not want students to see your rubric before the assignment is submitted, please consult your T&L Administrator.

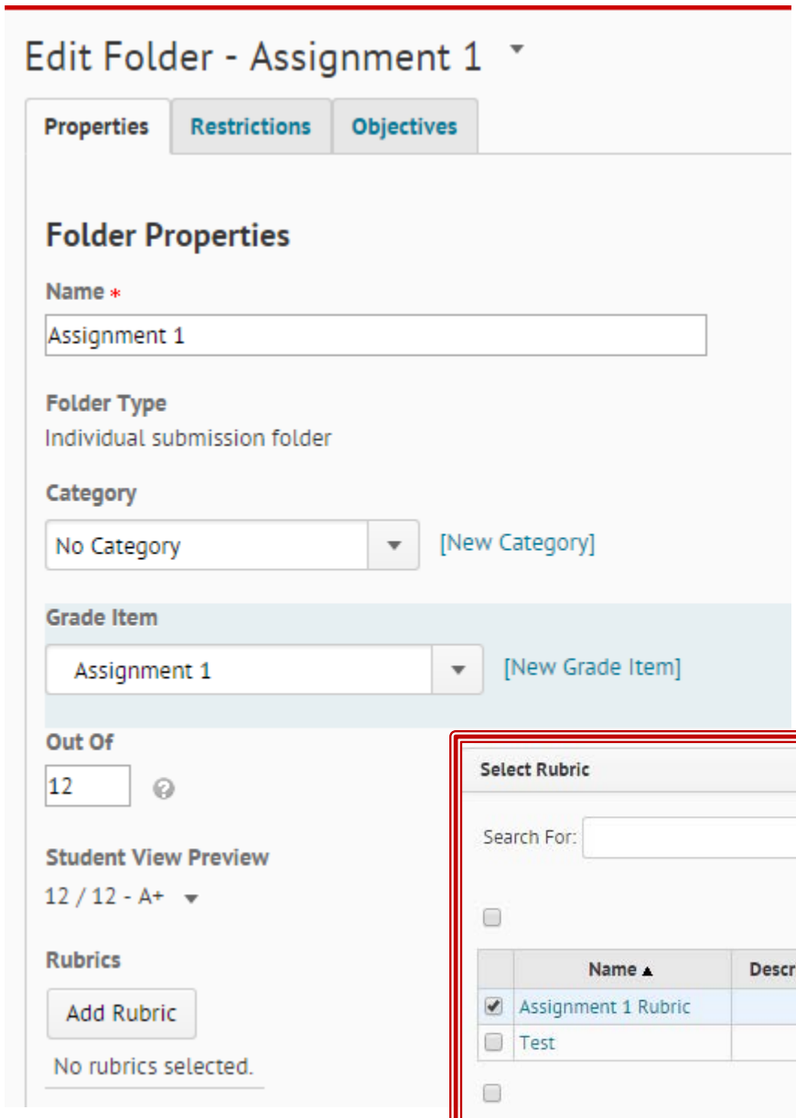


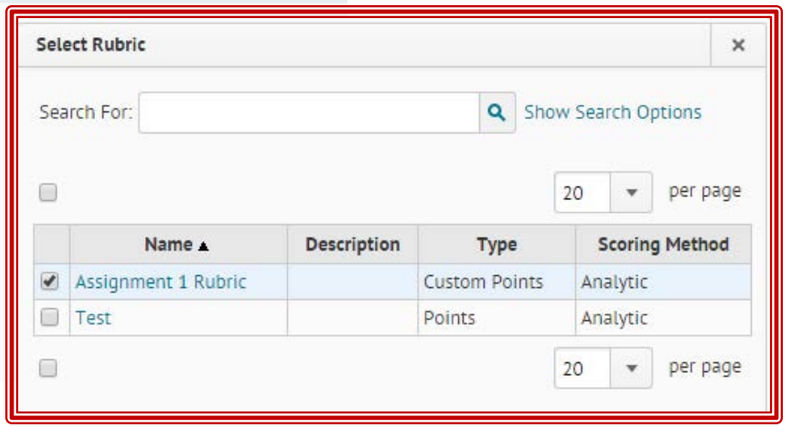
4. Return to the gradebook and click on the gradebook item. Associate the gradebook item with the published rubric.



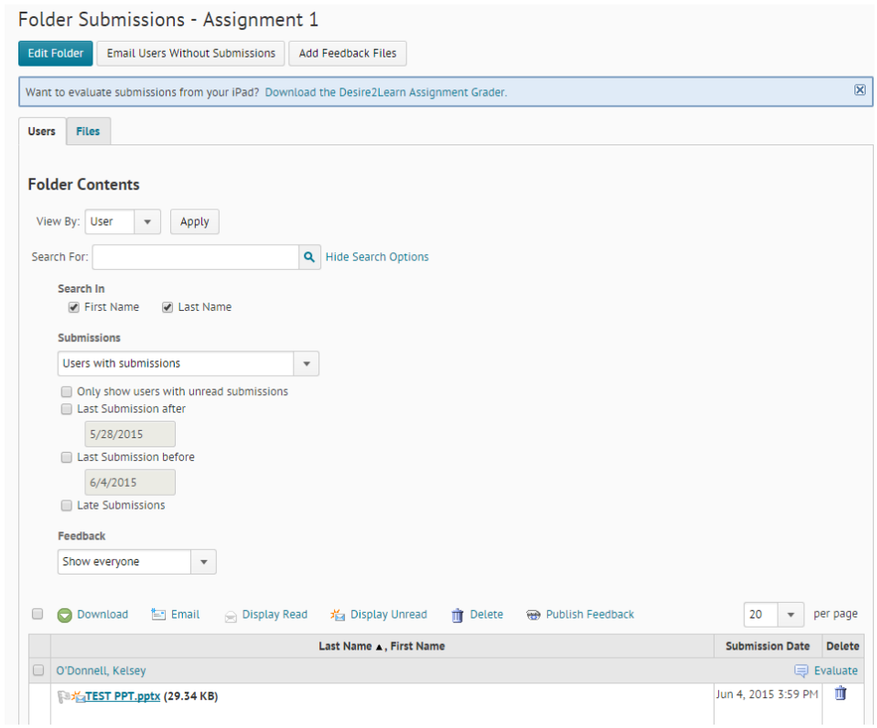
5. Set up your assignment dropbox. During this process, link the dropbox to the gradebook item AND the same rubric you linked your gradebook item to.



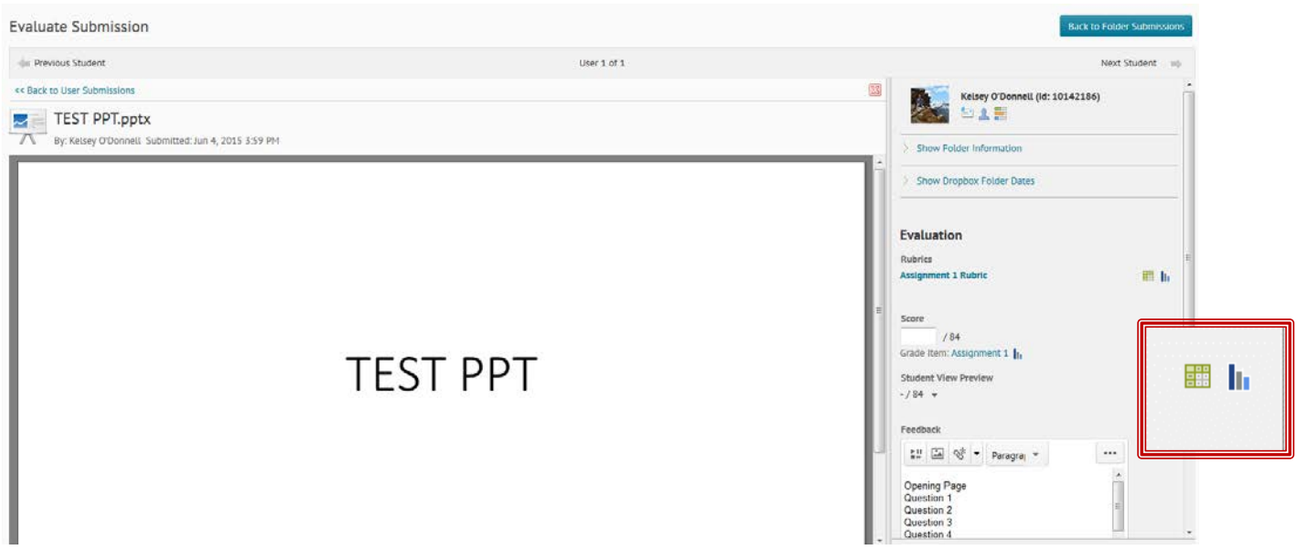




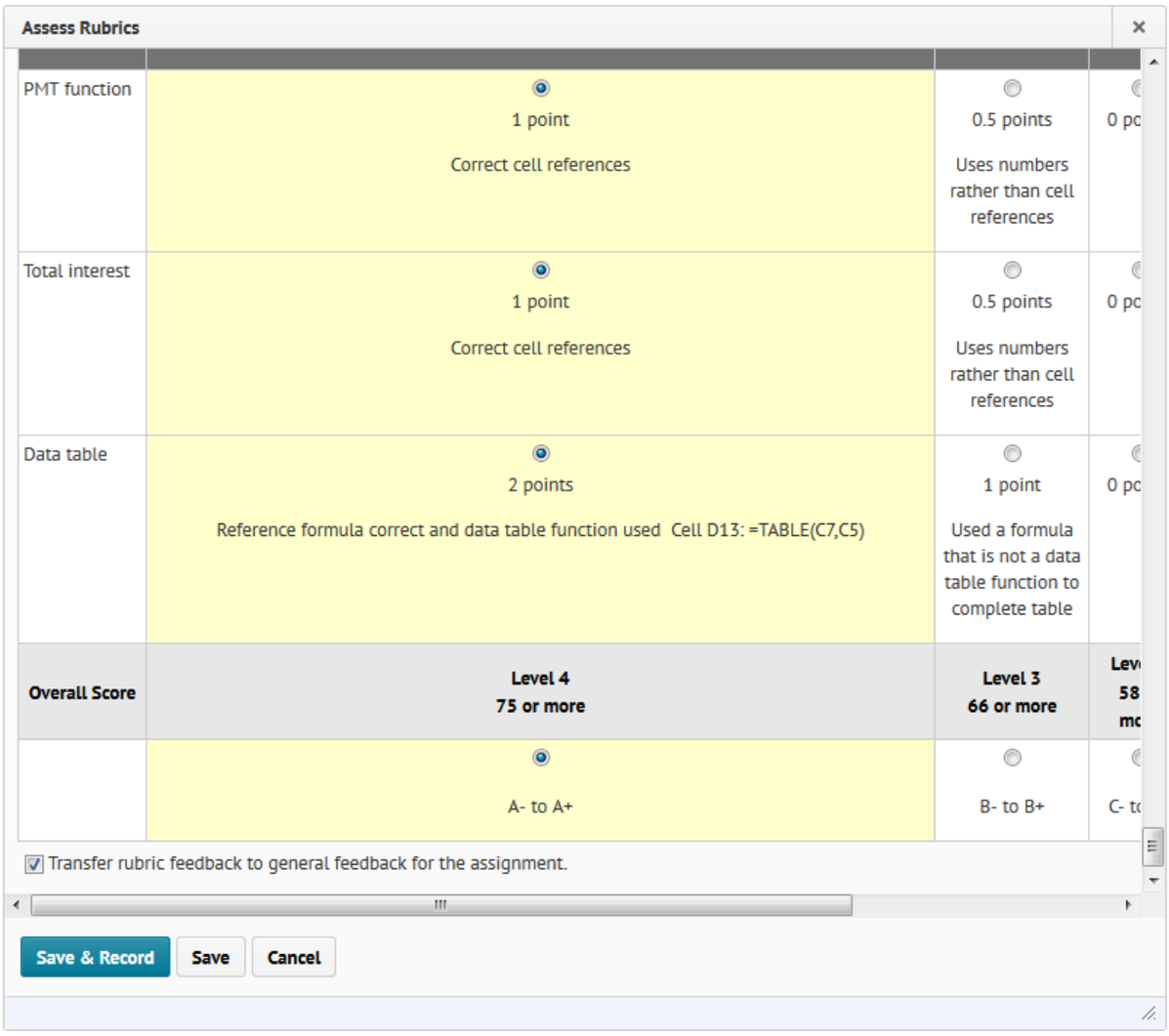
6. When the time comes to grade your assignments, click on the dropbox and open the student's assignment by clicking on the file name.



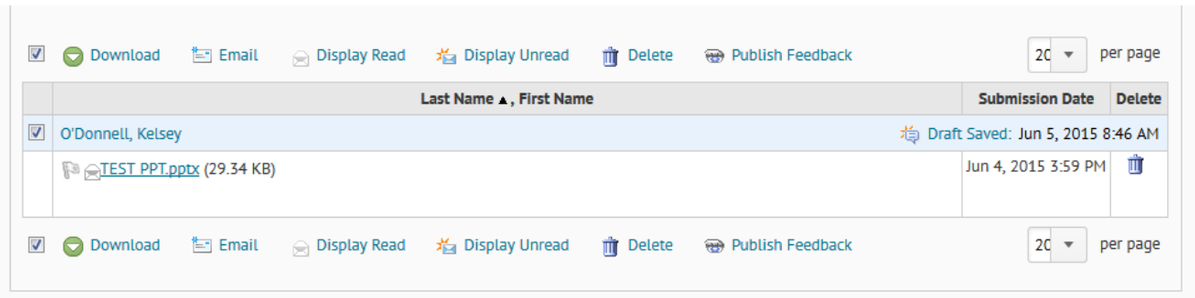
7. This page will come up. Click the little green rubric box under “Evaluation”



8. The rubric will come up. Fill it all out and then click “Save and Record.” If you want students to see the rubric results as feedback, click the “transfer rubric feedback” box.



9. After you've clicked "Save and Record, the rubric will close and the right side of the screen will look like this**.**
    - **If you are ready to publish the grade right away**, hit "Publish." *This will transfer the grade into the gradebook and it will make the grade and feedback visible to the student.* Then click "Next Student" to grade the next assignment, or click "Back to Folder Submissions" if you are done marking.
    - **If you are waiting to release all grades at one time to students**, click "Save Draft" and then click "Next Student" to grade the next submission.
        i. After you have finalized all the student submissions, you can publish all of them by returning to the main folder, clicking the box to select all students, and clicking "publish feedback." This will publish all the grades to the gradebook and make feedback visible to all students.



- *Note – make sure you have changed the number visible per page to 200 or more as the checkmarks will only apply to the students on the page! If there are more than 200 students in the class you will need to repeat the process on each page.*