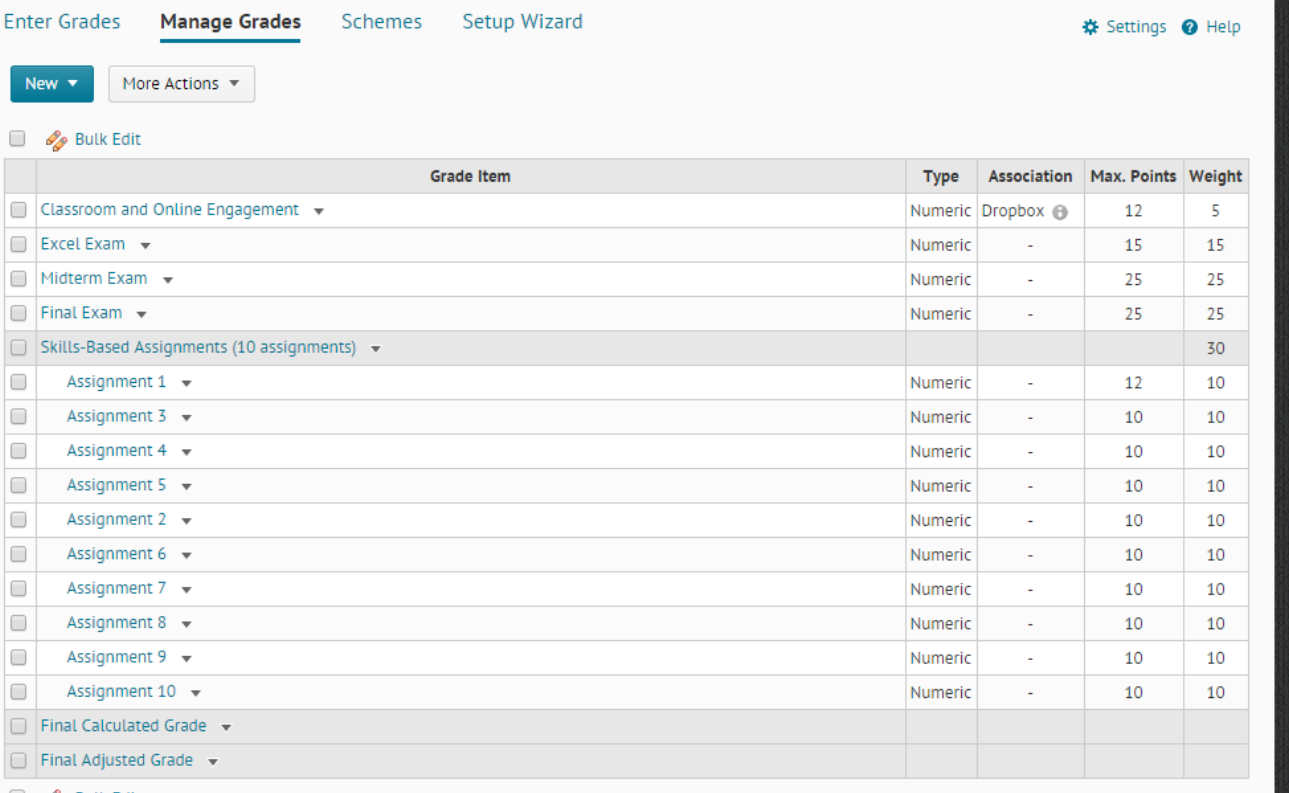


## Haskayne “How To”

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

#### 1. Set up your gradebook.



Enter Grades **Manage Grades** Schemes Setup Wizard Settings Help

New More Actions

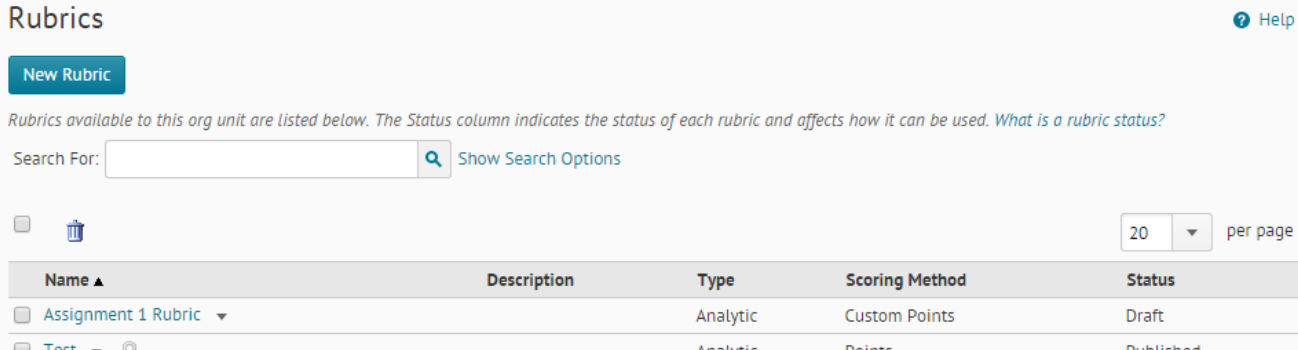
Bulk Edit

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.



Rubrics Help

New Rubric

Rubrics available to this org unit are listed below. The Status column indicates the status of each rubric and affects how it can be used. What is a rubric status?

Search For:  Show Search Options

20 per page

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

- 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.

Rubrics ? Help

[New Rubric](#)

Rubrics available to this org unit are listed below. The Status column indicates the status of each rubric and affects how it can be used. What is a rubric status?

Search For:  [Show Search Options](#)

20 per page

Name ▲	Description	Type	Scoring Method	Status
<input type="checkbox"/> Assignment 1 Rubric		Analytic	Custom Points	Published
<input type="checkbox"/> Test		Analytic	Points	Published

20 per page

- Edit Properties
- Edit Levels and Criteria
- Preview
- Set Status
  - Draft
  - Published
  - Archived
- View Statistics
- Copy
- Delete

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

### General

**Type**  
Numeric

**Name \***

**Short Name**  
 ?

**Category**  
 [New Category]

[Show Description](#)

### Grading

**Maximum Points \***  
 ?

**Weight \***  
 ?

**Can Exceed**  
 ?

**Bonus**  
 ?

**Grade Scheme**  
 ?

**Rubrics**  
[Add Rubric](#)

No rubrics selected.

### Select Rubric

Search For:  [Show Search Options](#)

20 per page

	Name ▲	Description	Type	Scoring Method
<input checked="" type="checkbox"/>	Assignment 1 Rubric		Custom Points	Analytic
<input type="checkbox"/>	Test		Points	Analytic

20 per page

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.

Home > Victoria Reid - Sandbox

## Edit Folder - Assignment 1

Properties Restrictions Objectives

### Folder Properties

Name \*  
Assignment 1

Folder Type  
Individual submission folder

Category  
No Category [New Category]

Grade Item  
None [New Grade Item]

- None
- Classroom and Online Engagement
- Excel Exam
- Midterm Exam
- Final Exam
- Skills-Based Assignments (10 assignments)**
- Assignment 1**
- Assignment 3
- Assignment 4
- Assignment 5
- Assignment 2
- Assignment 6
- Assignment 7
- Assignment 8
- Assignment 9
- Assignment 10

No default selected

Instructions  
Paragraph

Save and Close Save and New Save Cancel

## Edit Folder - Assignment 1 ▾

**Properties** Restrictions Objectives

### Folder Properties

**Name \***  
Assignment 1

**Folder Type**  
Individual submission folder

**Category**  
No Category ▾ [New Category]

**Grade Item**  
Assignment 1 ▾ [New Grade Item]

**Out Of**  
12 ?

**Student View Preview**  
12 / 12 - A+ ▾

**Rubrics**  
Add Rubric  
No rubrics selected.

#### Select Rubric

Search For:  [Show Search Options](#)

20 ▾ per page

	Name ▲	Description	Type	Scoring Method
<input checked="" type="checkbox"/>	Assignment 1 Rubric		Custom Points	Analytic
<input type="checkbox"/>	Test		Points	Analytic

20 ▾ per page

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.

### Folder Submissions - Assignment 1

[Edit Folder](#) [Email Users Without Submissions](#) [Add Feedback Files](#)

Want to evaluate submissions from your iPad? [Download the Desire2Learn Assignment Grader.](#)

**Users** Files

#### Folder Contents

View By: User ▾ Apply

Search For:  [Hide Search Options](#)

**Search In**  
 First Name  Last Name

**Submissions**  
Users with submissions ▾

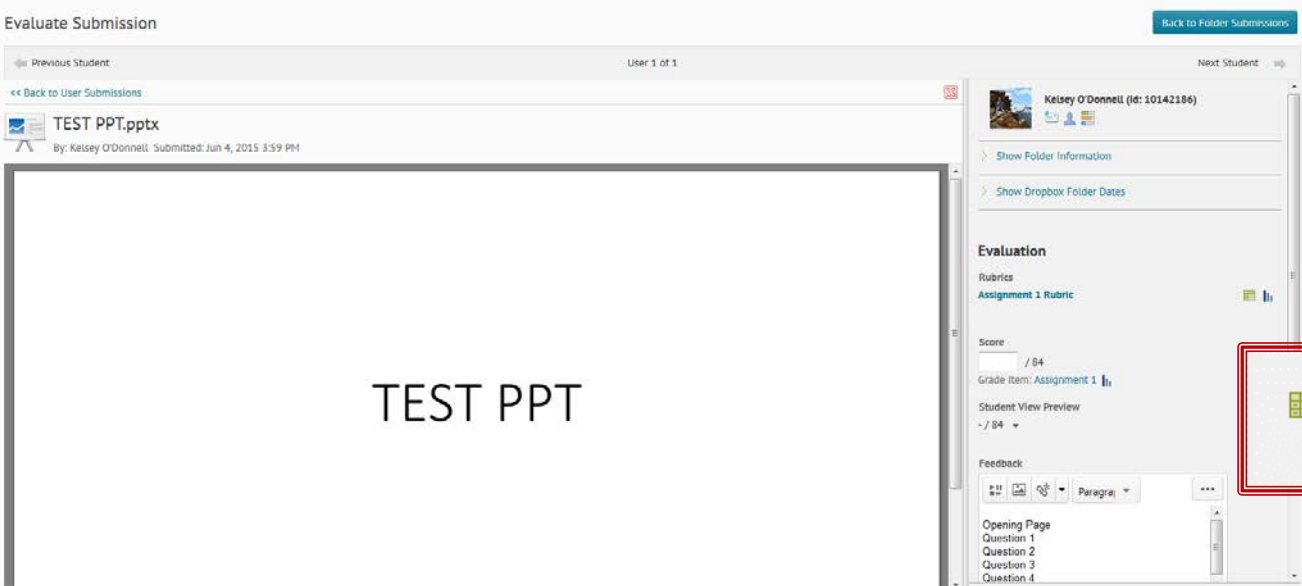
Only show users with unread submissions  
 Last Submission after  
5/28/2015  
 Last Submission before  
6/4/2015  
 Late Submissions

**Feedback**  
Show everyone ▾

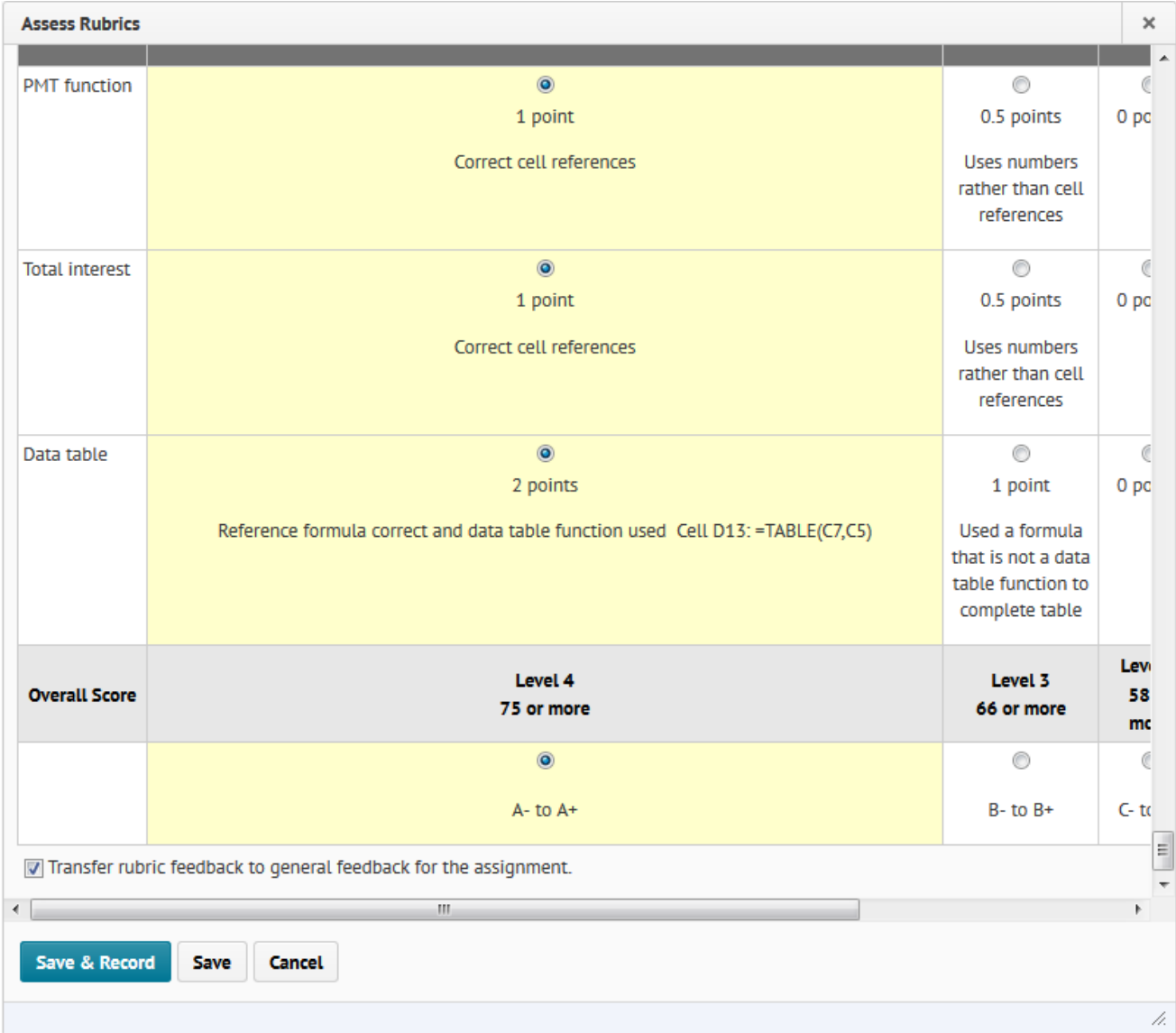
Download  Email  Display Read  Display Unread  Delete  Publish Feedback 20 ▾ per page

	Last Name ▲, First Name	Submission Date	Delete
<input type="checkbox"/>	O'Donnell, Kelsey		<a href="#">Evaluate</a>
<input type="checkbox"/>	<a href="#">TEST PPT.pptx (29.34 KB)</a>	Jun 4, 2015 3:59 PM	<input type="checkbox"/>

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.

Last Name ▲, First Name		Submission Date	Delete
<input checked="" type="checkbox"/>	O'Donnell, Kelsey	Draft Saved: Jun 5, 2015 8:46 AM	
<input type="checkbox"/>	TEST.PPT.pptx (29.34 KB)	Jun 4, 2015 3:59 PM	

- *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.*