

Associating Rubrics



This handout will explain how to associate a rubric. Rubrics can be associated to the following course activities: assignments; essay, short answer and file response test questions; blogs and journals; wikis; discussion board forums and threads.

1. Go to a content area that allows for associating rubrics. In this example, a discussion thread is chosen. Click the down-arrow next to the discussion thread and select **Edit**.



2. Scroll down to the **Forum Settings** area and make sure the item is a graded item. If not, click on **Grade Discussion Forum** (1). Then, click on the **Add Rubric** button (2). *Please note: The **Add Rubric** button will not appear if "No Grading in Forum" is selected.*

Grade

No Grading in Forum
 Grade Discussion Forum: Points possible:
 Grade Threads

Show participants in "needs grading" status after every Posts

Due Date

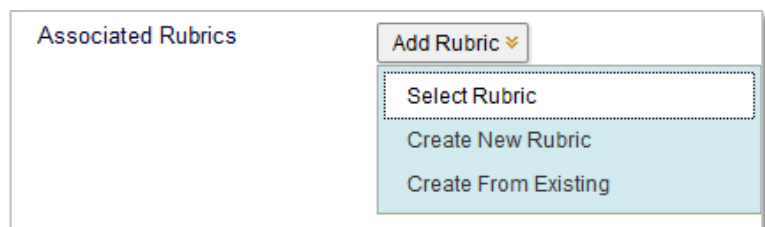
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

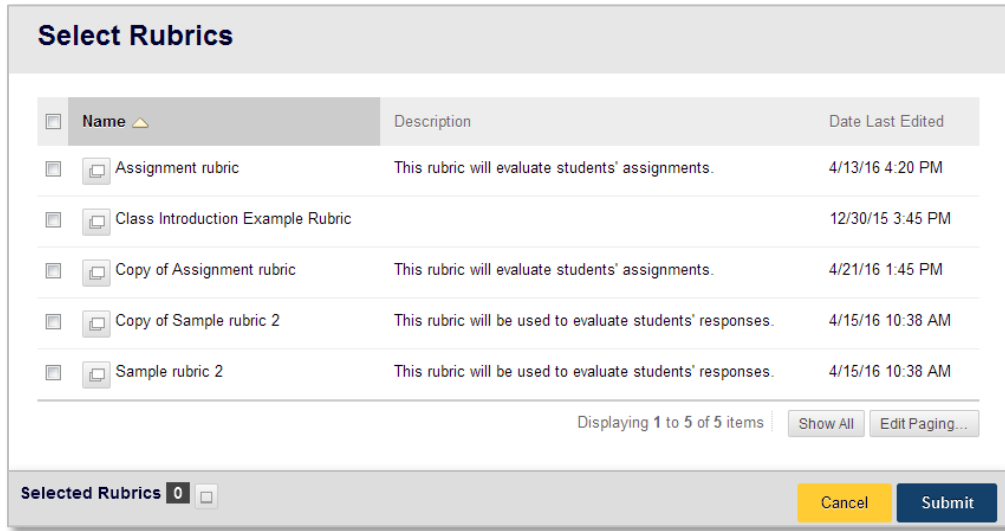
Add Rubric

A blue box will appear.

- Click on **Select Rubric** to choose one that you've already created.
- Click on **Create New Rubric** to create a new one.



3. If you choose to select a rubric you've already created, a **Select Rubrics** window will open. You will now be able to choose from a list of rubrics you've already created. Check the box of the chosen rubric and click on **Submit**.



4. The rubric you selected will now appear under the **Add Rubric** button.

- To break the association of this rubric, or to select another rubric, click on the button with the red x.
- To view the rubric, click on the window button.
- To edit the rubric, click on the pencil button.
- To allow students to view the rubric, click on the **Show Rubric to Students** button.

