

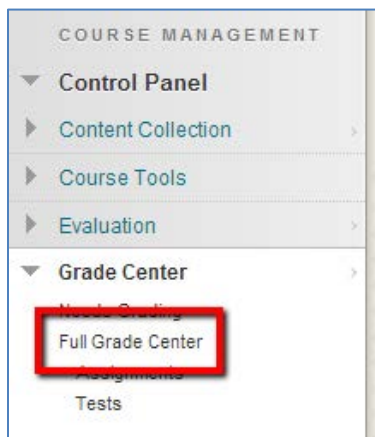
Applying a Rubric in Grade Center

From the Grade Center, one or more Rubrics can be associated with any column. They can be viewed from the Grade Center during the grading process or from the Grade Details page within the Grade Center.

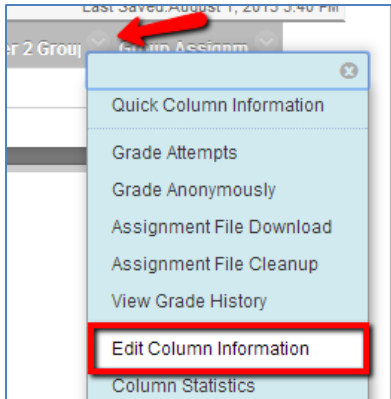
If you use more than one Rubric for an assessment, only one of them is considered *Used for Grading*, the primary instrument for evaluating answers to subjective questions. Any others are *Used for Secondary Evaluation*.

Applying a Rubric

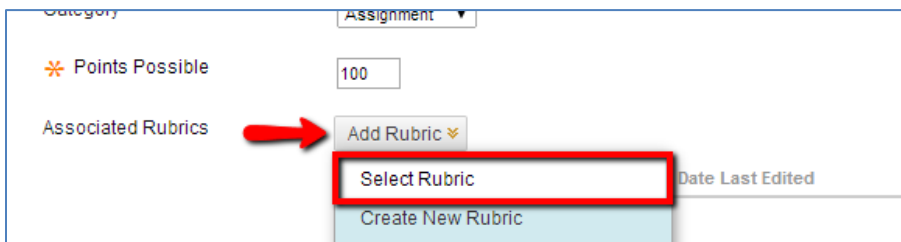
1. Access the **Full Grade Center** in the Control Panel



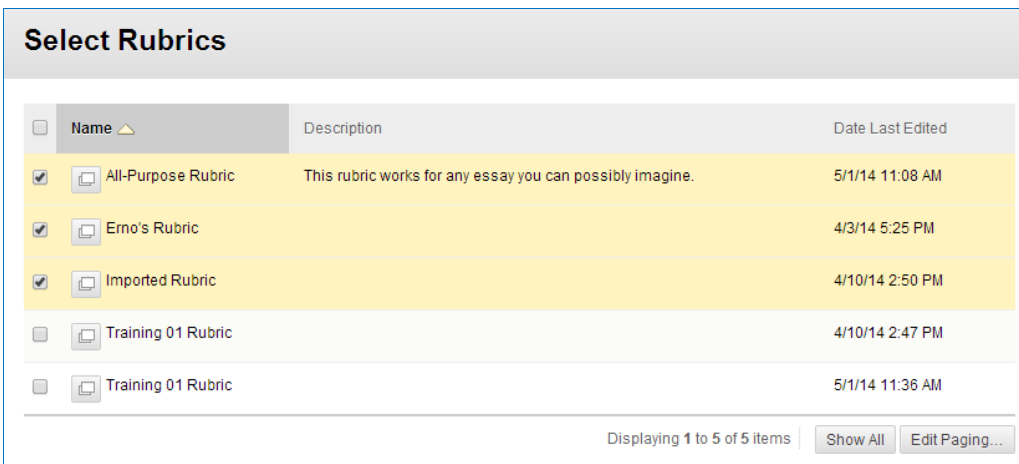
2. Find the column with which you would like to associate your Rubric. From the contextual menu of that column, select **Edit Column Information**.



3. In the Column Information section, point to the **Add Rubric** button, and select the **Select Rubric** command.
















4. The Select Rubrics page will appear in a separate window. Check the checkboxes for the Rubrics you want to add.



5. Click the **Submit** button. The window will close, and you will be returned to the Edit Column Information page.



6. The table of Associated Rubrics provides buttons to remove, view, or edit Rubrics; to change the Rubric type to Used for Grading or Used for Secondary Evaluation; and to show the Rubric to students.

Name	Type	Date Last Edited	Show Rubric to Students
   All-Purpose Rubric	 Used for Grading	May 1, 2014 11:08:51 AM	 No
   Erno's Rubric	 Used for Secondary Evaluation	Apr 3, 2014 5:...	Yes (With Rubric Scores)
   Imported Rubric	 Used for Secondary Evaluation	Apr 10, 2014 2...	Yes (Without Rubric Scores) After Grading

7. When you have finished managing the associated Rubrics, click the **Submit** button for the Edit Column Information page to apply your Rubric to the column and return to Grade Center.

