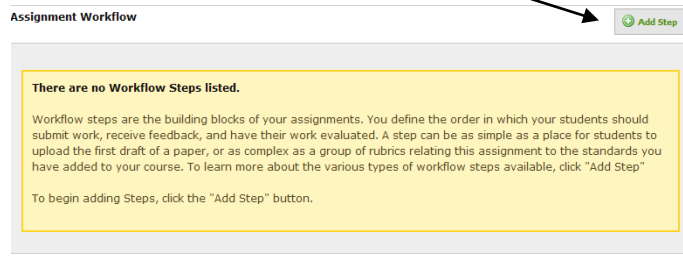


## Adding a Rubric to an Assignment

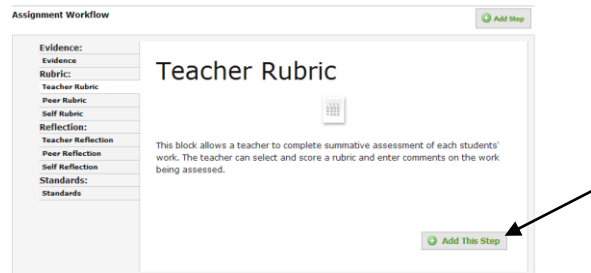
[Create your own Rubric OR use Digication rubrics]

Before you can add rubric to assignment, you have to create to a workflow. See: **Adding Assignment to Course Or Assessment Group > Adding Assignment Workflow > Option 2 – Rubric for adding and editing workflow.**

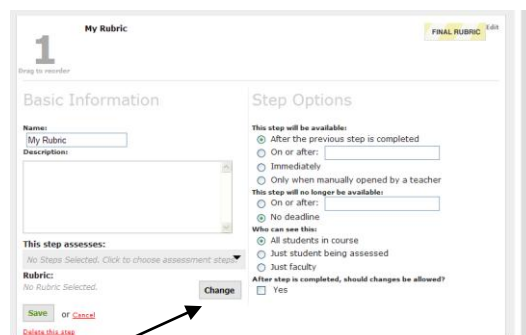
> Click Add Step in Course OR Assessment group



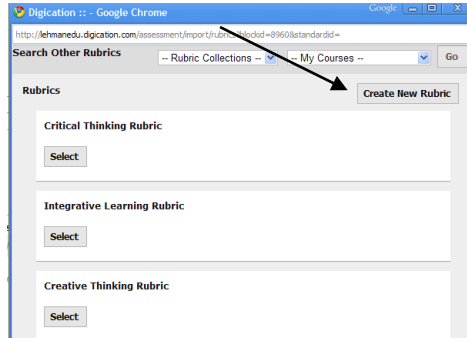
> Select the type of rubric (Teacher, Peer or Self) > Click Add this Step



> At the bottom of the page, under Rubric, Click Change



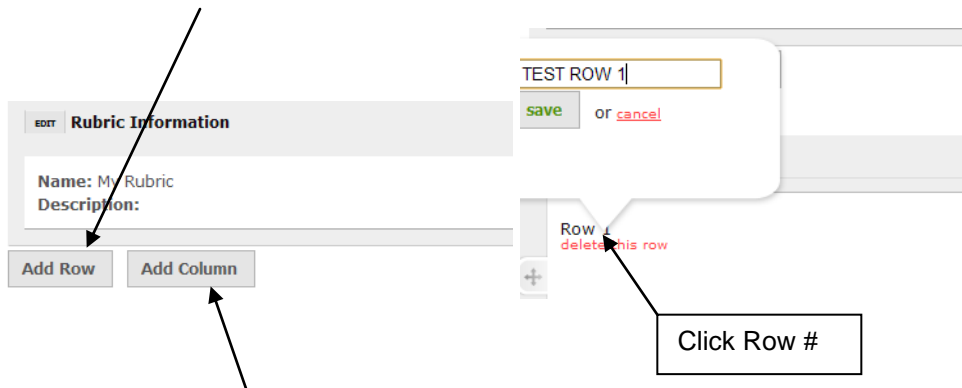
- > **OPTION 1: Create your own rubric (column/row grid)**
- > **Click Create New Rubric**



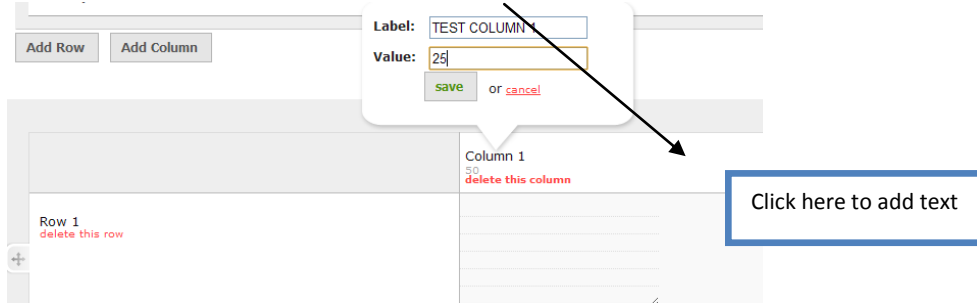
- > **Complete Rubric Information: Click Edit > Add/Edit any necessary information**
- > **Click Save**



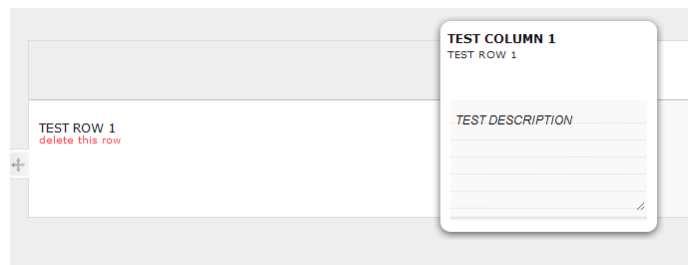
- > **Click Add Row > Click on Row # to change the name > Click Save**



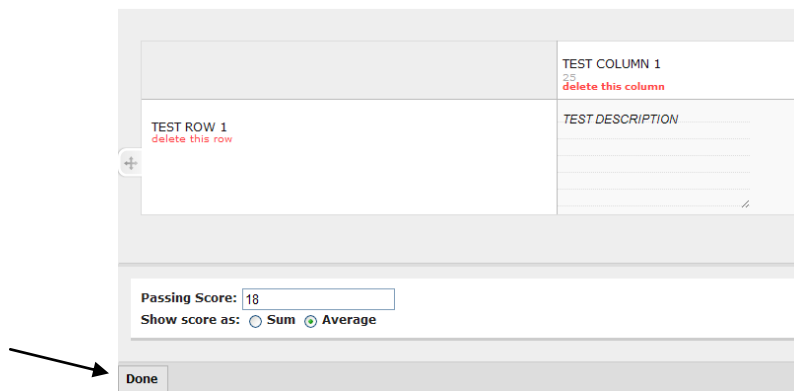
> Click Add Column > Click on Column # to change name and point value > Click



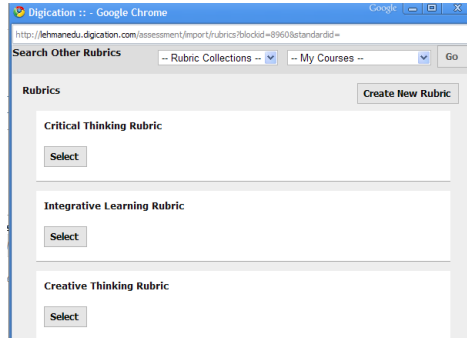
> To add text Click in the box under Column > Type text



> Input your desired passing score/ show score as (Sum or Average) > Click Done

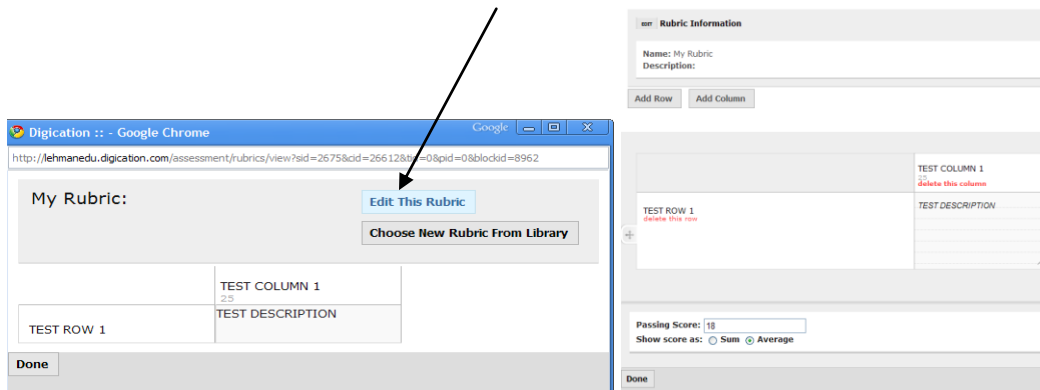


**OPTION 2: Choose a rubric from Digication Library (i.e. Critical Thinking, Integrative Learning, Creative Thinking) > Click Select**



**Edit Rubric (return to Workflow steps):**

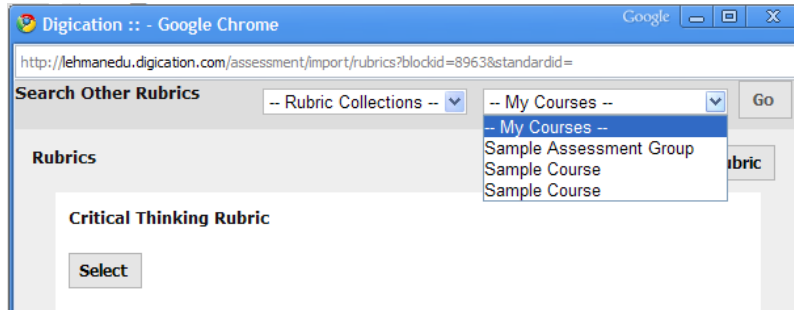
Course or Assessment Group > Click List Assignments in left navigation (of Notifications Tab) > Click Edit next to Assignment > See Workflow > Click Edit in Rubric Step (will open Rubric in new window) > Click Change > Click Edit This Rubric > Make changes > Click Done



**Replace a rubric:** Click Choose New Rubric From Library > Click Select

**Note:** You can also Edit a rubric from the library the same way you would edit a rubric you created.

**Reusing the same rubric for another assignment:** Click Change > Search Other Rubrics > Select course/group > Click Go



> Select Rubric

