UHD Center for Teaching and Learning Excellence

How Do I Use A Rubric To Grade Submissions In Speedgrader?

If you have added a rubric to an assignment, you can assess the rubric in SpeedGrader.

Use Rubric for Grading

If you want to use the rubric to calculate a grade, be sure you have selected the Use this rubric for assignment grading checkbox when adding a rubric to an assignment. Make sure this checkbox is selected before you begin grading submissions.

If you do not select the rubric specifically for grading, you can still use the rubric to evaluate an assignment but the score will not update automatically.

Outcomes Extra Credit

If your rubric includes outcomes, you may be able to assign extra points for the outcome criterion if this feature is enabled for your course. Learn how to manage feature options in the course features lesson.

Notes:

- If your rubric does not contain any predetermined rubric criteria, you should grade the rubric using free-form comments.

- If your rubric does not contain any point values, you should grade the rubric as a non-scoring rubric.

- If the steps in this lesson do not match what is displayed in your account, learn how to use a rubric to grade submissions in the Enhanced Rubrics interface.
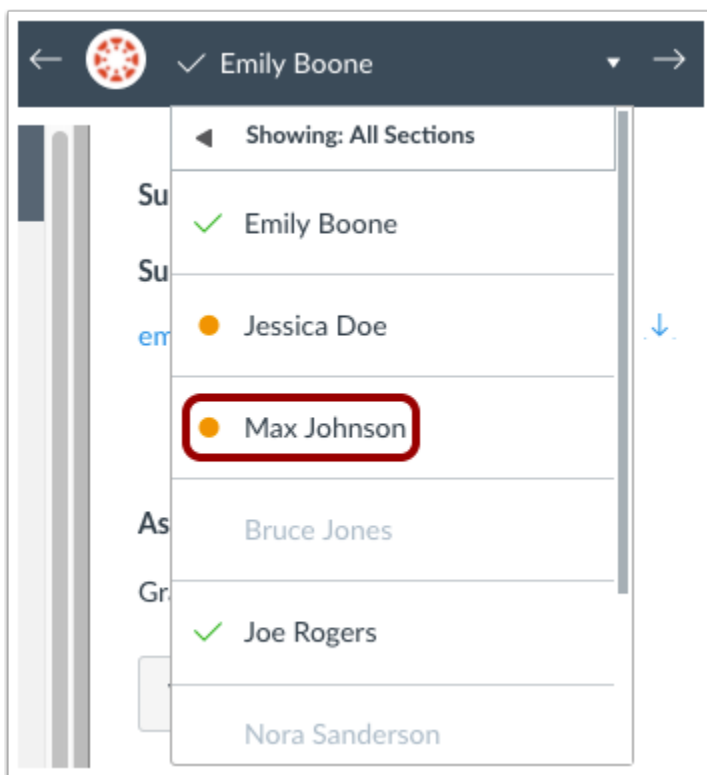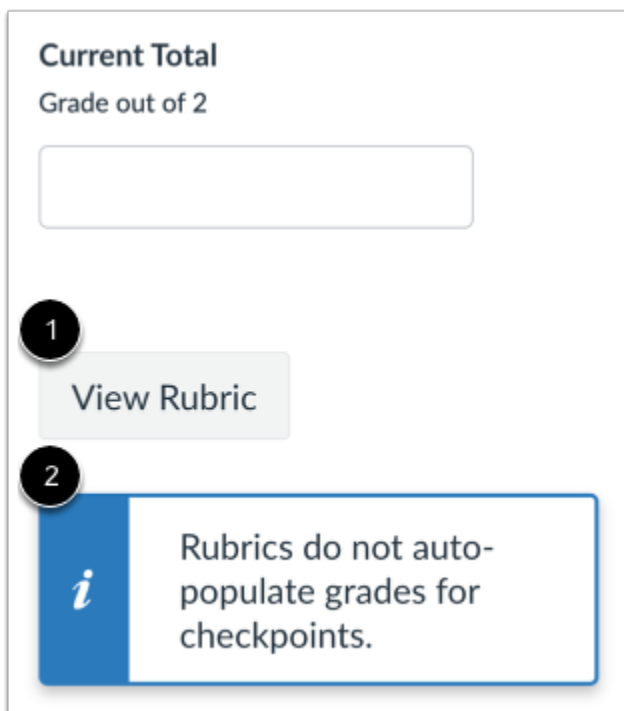
Embed this Video

1. **Open SpeedGrader**
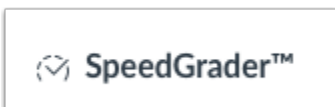
Open SpeedGrader from any assignment, graded discussion, or quiz.

2. **Open Student Submission**

Use the student list to locate a student submission.

3. **View Rubric**

Click the **View Rubric** button [1]. If you enabled the Discussion Checkpoints feature option, a message displays stating that rubrics do not auto-populate grades for checkpoints [2].

4. Resize Rubric

Writing Prompt Rubric

Criteria	Ratings			Pts
Follows Instructions	5 pts Full Marks	3 pts Meets Expectations	0 pts No Marks	/ 5 pts
Correct Length	5 to >3 pts Full Marks	3 to >0 pts	0 pts No Marks	/ 5 pts
Grammar	5 to >3 pts Full Marks	3 to >0 pts Meets Expectations	0 pts No Marks	/ 5 pts
ⓒ Writing Prompt Outcome view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	/ 5 pts
ⓒ 1.1.d view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	/ 5 pts
ⓒ 1.1.b view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	/ 5 pts
			Total Points: 0 out of 30	

Save   Cancel

To view the entire rubric window, you may need to scroll both vertically and horizontally. To resize the rubric window, click and drag the sizing column horizontally.

5. Complete Rubric

Writing Prompt Rubric

Criteria	Ratings			Pts
Follows Instructions [1]	**5 pts** Full Marks	**3 pts** Meets Expectations	**0 pts** No Marks	[2] 5 / 5 pts 🗩
Correct Length	**5 to >3 pts** Full Marks	**3 to >0 pts** [3]	**0 pts** No Marks	[4] → 3 / 5 pts
	Your essay is missing two of the required five pages.			
Grammar	**5 to >3 pts** Full Marks	**3 to >0 pts** Meets Expectations	**0 pts** No Marks	3 / 5 pts [7] → 🗩
⌖ **Writing Prompt Outcome** view longer description threshold: 3	**5 pts** Exceeds Expectations	**3 pts** Meets Expectations	**0 pts** Does Not Meet Expectations	5 / 5 pts 🗩
⌖ **1.1.d** view longer description threshold: 3	**5 pts** Exceeds Expectations	**3 pts** Meets Expectations	**0 pts** Does Not Meet Expectations	5 / 5 pts 🗩
⌖ **1.1.b** view longer description threshold: 3	**5 pts** Exceeds Expectations [6]	**3 pts** Meets Expectations	**0 pts** Does Not Meet Expectations	5 / 5 pts 🗩
			Total Points: 26 out of 30 [5]	

Save   **Cancel**

For each criterion, click the rating that applies to the student's submission [1]. The selected rating displays the rating value in the **Points** field [2]. If a criterion includes a range, clicking a rating selects the entire range and defaults to the highest value in the range [3].
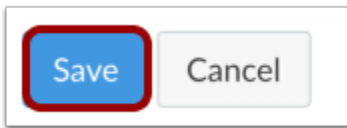
To select a different value within a range, type the value into the **Points** (pts) field [4]. You can manually enter points above the criterion maximum point value. Each criterion value adds to the student's total points [5].

To deselect a rating and revert the point value assigned, click the rating assigned [6].

Outcomes may also be able to support additional points. If additional points on outcomes are not retained after the rubric is saved, this feature has not been enabled for your course.
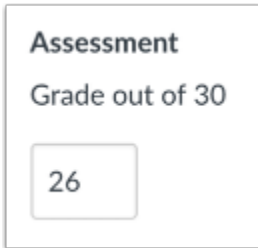
You can also add a comment for each rubric criterion by clicking the **Comment** icon [7].

6. Save Rubric

Click the **Save** button.

7. View Score

If you set your rubric for grading, the rubric points will be automatically populated in the Grade field. Otherwise, you can enter the grade from the rubric manually.