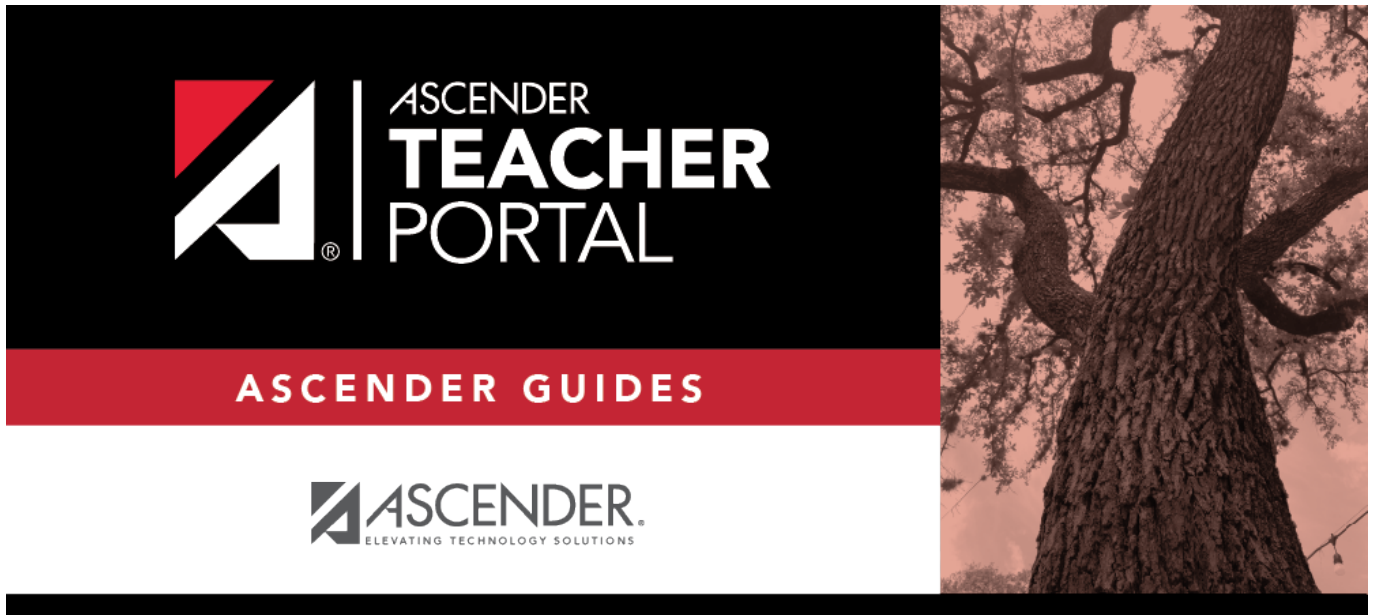




teacher-rubric-report

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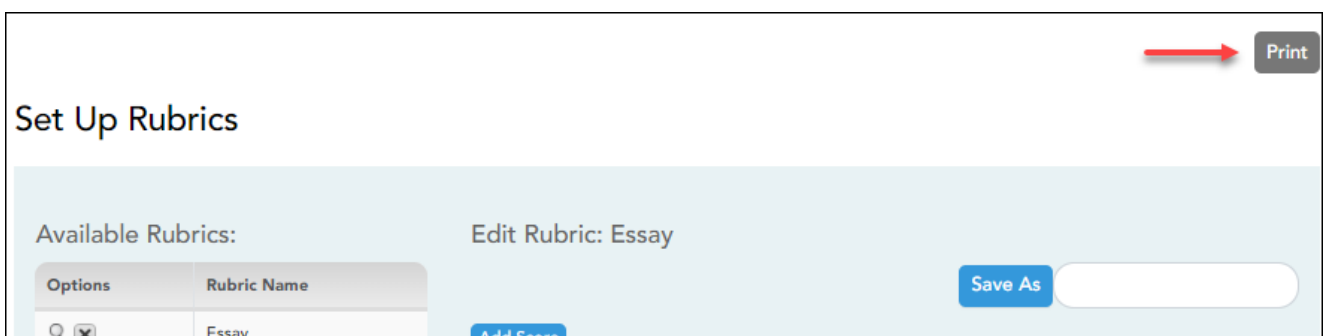
teacher-rubric-report i

There are two ways to access the rubric printing options:

- From the Manage Rubric Charts page, click **Print**.
- From the Reports menu, select **Rubrics**.

Print the rubric chart:

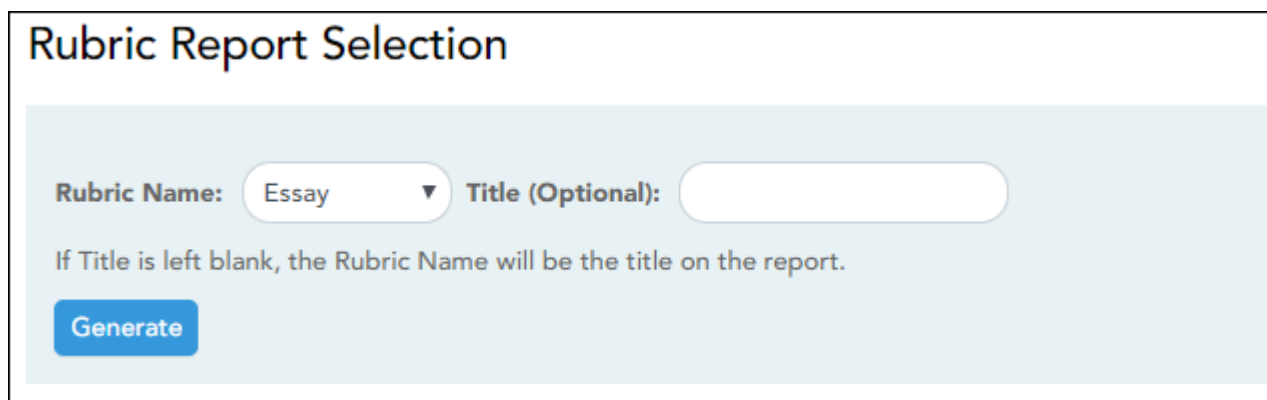
☐ Click **Print** to print a report of the displayed rubric chart.



The screenshot shows the 'Set Up Rubrics' interface. At the top right, there is a 'Print' button. A red arrow points to this button. Below the title, there are sections for 'Available Rubrics:' and 'Edit Rubric: Essay'. The 'Available Rubrics:' section contains a table with columns 'Options' and 'Rubric Name'. The 'Options' column has a search icon and a checkbox. The 'Rubric Name' column has a dropdown menu with 'Essay' selected. To the right of the table is a 'Save As' button and a text input field. Below the table is an 'Add Score' button.

The [Rubric Report Selection](#) page opens allowing you to make selections for printing the report.

This report prints a rubric chart which has been set up on [Settings > Manage Rubric Charts](#). You can print only the rubric chart (i.e., blank), or you can print the rubric chart with student grades for a particular assignment.



The screenshot shows the 'Rubric Report Selection' page. It has a light blue header with the title 'Rubric Report Selection'. Below the header, there are two input fields: 'Rubric Name:' with a dropdown menu showing 'Essay' and a downward arrow, and 'Title (Optional):' with a text input field. Below these fields is a note: 'If Title is left blank, the Rubric Name will be the title on the report.' At the bottom left, there is a blue 'Generate' button.

☐ Specify report options:

Rubric Name	Select the rubric chart you want to print. Only rubric charts that have skills and scores already set up are listed.											
Title	(Optional) Type a title for the report, up to 50 characters. If blank, the rubric chart name is used as the title.											
Print with grades	Select to print the report with student grades. This field is only displayed if the selected rubric chart has already been used to grade an assignment. If selected, an additional field is displayed allowing you to select a course-section. Only course-sections that have a rubric chart set up are listed. <table border="1"> <tr> <td>course-section</td><td colspan="2">Once you select a course-section, another field is displayed allowing you to select the assignment that was graded with a rubric chart.</td></tr> <tr> <td>assignment</td><td colspan="2">Once you select an assignment, a list of students in the course-section is displayed, along with their grade for the assignment.</td></tr> <tr> <td>This Student</td><td colspan="2">Select for the students you want to print the rubric for. You can select Check all at the top of the column to select all students in the course-section.</td></tr> </table>			course-section	Once you select a course-section, another field is displayed allowing you to select the assignment that was graded with a rubric chart.		assignment	Once you select an assignment, a list of students in the course-section is displayed, along with their grade for the assignment.		This Student	Select for the students you want to print the rubric for. You can select Check all at the top of the column to select all students in the course-section.	
course-section	Once you select a course-section, another field is displayed allowing you to select the assignment that was graded with a rubric chart.											
assignment	Once you select an assignment, a list of students in the course-section is displayed, along with their grade for the assignment.											
This Student	Select for the students you want to print the rubric for. You can select Check all at the top of the column to select all students in the course-section.											

☐ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.