



# administer\_assignments\_rubric




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You can assign an existing rubric chart to the assignment, which allows you to grade the assignment using a rubric chart. The rubric charts are created on [Settings > Rubric Setup](#).


If a rubric chart is not currently associated with the assignment, the  icon (three black squares) is displayed.

If a rubric chart is currently associated with the assignment, the  icon (four multicolored squares) is displayed.


Click the icon to associate a rubric chart with the assignment or to change the associated rubric chart.

The rubric chart window opens.

Only rubric charts that you have created, and that have at least one skill and one score, are listed.

Available Rubrics  for the rubric chart you want to use. If the rubric is selected, the box becomes yellow .

**Available Rubrics:**

Options	Rubric Name
<input type="checkbox"/>	No Rubric
<input checked="" type="checkbox"/>	Essay 
<input type="checkbox"/>	Final Essay

**Previewing: Essay**

Skills	Scores							
	Below Average		Average		Above Average		Exceeds Expectations	
	Low Points	High Points	Low Points	High Points	Low Points	High Points	Low Points	High Points
	1	6	7	12	13	18	19	20
Organization	The essay lacks a clear introduction, body, and conclusion.		The introduction states the main topic. A conclusion is included.		The introduction states the main topic. The body is developed. A conclusion is included.		The introduction is inviting and states the main topic. Information is relevant and presented logically. The conclusion is strong.	
Focus and Detail								
Sentence Structure, Grammar, and Spelling								
Word Choice								
Citation								
<b>Total Points Possible 100</b>								

You can only change the rubric chart assigned to an assignment if no grades exist for the rubric chart.

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Click **Assign Selected Rubric**.

The window closes.

**IMPORTANT:** The **Total Points** field for the assignment changes to display the maximum possible points for the rubric chart (maximum possible points x skill count) and is read-only.