



ASCENDER GUIDES



Rubrics

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Settings > Rubric Setup

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.

Rubric Report Selection

Rubric Name:

Essay ▼

Title (Optional):

If Title is left blank, the Rubric Name will be the title on the report.

Generate

Generate the report:

☐ 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. | | |
| | 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.