

00:00:06:02 – 00:00:20:20

Narrator

To add a rubric to a basic assignment in Carmen (meaning not a quiz or discussion assignment), first, log in to Carmen and select your course. Then select assignments from the navigation pane. Locate the name of the assignment where you would like to add the rubric and then click on that assignment to open it.

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Narrator

You should now see the individual assignment page. Scroll beneath the description portion of the page to the very bottom. If you have already added a rubric to your assignment, it will appear here. Otherwise, you'll see an Add Rubric button.

00:00:33:29 – 00:00:44:06

Narrator

Click this button to add a new rubric. This will bring up a new rubric template. You can either use the template to create a new rubric, or you can search for a rubric that already exists in your course.

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Narrator

Create a new rubric using the template by first giving the rubric a name. Then use the pencil icons to edit the criteria and ratings descriptions and update the points values to meet the needs of this specific assignment. For information about the setting options available for a specific assignment rubric,

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Narrator

be sure to watch the tutorial on Grading in SpeedGrader with Carmen rubrics. Once you are satisfied with all of the elements of your rubric, click the Create Rubric button. If instead, you would like to pull in an existing rubric,

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Narrator

click the Find a Rubric link, search for the name of your rubric, and click the Use this Rubric button. The rubric now appears below the assignment details window and your assignment is ready to go.