

00:00:07:15 – 00:00:20:17

Unknown

After logging into Carmen and selecting your course, click quizzes on the navigation pane on the left hand side of your screen. Next, locate the quiz where you would like to add your rubric and click on the quiz name to open the quiz.

00:00:21:17 – 00:00:33:12

Unknown

Once you're in the individual quiz page, you will see a menu button at the top right corner of your screen, represented by three vertical dots. Click this button to open a dropdown menu and select either add or show rubric.

00:00:35:02 – 00:00:45:07

Unknown

You will now see the assignment rubric details window. If a rubric is not already added to your assignment, you can click the Add Rubric button to add a new one or to pull one in from your rubrics list.

00:00:46:29 – 00:00:58:20

Unknown

If you would like to create a new rubric, you can use the pencil icons to edit the criteria and ratings fields in the template. You can also adjust the points within the space provided under the points column. To add additional criteria,

00:00:58:26 – 00:01:15:03

Unknown

use the Add Criterion Link to add a new row or to duplicate an existing one. Use the Find Outcome link if you would like to use one of your course's outcomes as a criterion for this rubric. For more details about the individual setting options, be sure to watch the tutorial on grading in SpeedGrader using Carmen rubrics.

00:01:15:28 – 00:01:32:27

Unknown

When you are satisfied with the details included in your new rubric, click the Create Rubric button to save it and add it to your quiz. If you would like to include an existing rubric from your course, use the Find a Rubric link. Find the name of the rubric you would like to include,

00:01:33:04 – 00:01:49:17

Unknown

select it, and then click the Use this Rubric button. The rubric has now been added to your assignment. But to make sure select the dropdown menu from the top right corner represented by the three vertical dots and select show rubric to make sure that the rubric is there.

00:01:50:28 – 00:02:02:27

Unknown

Adding a rubric to a discussion post functions the same way as adding a rubric to a quiz. First, after logging into Carmen and selecting your course, choose Discussions from the navigation menu on the left hand side of your screen.

00:02:03:25 – 00:02:20:23

Unknown

Now, find the discussion where you would like to add your rubric and select the name to open it. This will take you to the individual discussion page. From here, select the dropdown menu in the top right corner, represented by three vertical dots, and select either add or show rubric.

00:02:21:19 – 00:02:32:11

Unknown

This will bring up the assignment rubric details window. If a rubric has already been added to the assignment, it will appear here. Otherwise, you will see an Add a Rubric button. Click this button to add a rubric to your assignment.

00:02:33:02 – 00:02:53:05

Unknown

Again, a rubric template will appear where you can create a new rubric, or you can use the Find a Rubric icon to choose an existing rubric from your course. Once the criteria of your rubric is set for your assignment, you can close out of it. But to make sure that it's still there, again,

00:02:53:07 – 00:03:03:22

Unknown

select the dropdown menu in the top right corner of the page and click Show Rubric. The rubric should now appear on your screen and your assignment is ready to go.