

00:00:02:19 – 00:00:18:16

Narrator

In this tutorial, we will go over a few components related to grading assignments, quizzes and discussions in Carmen using Carmen Rubrics. For this specific tutorial, we will use a graded discussion assignment as our main example. In order to use the attached rubric to assess an assignment and provide points and feedback,

00:00:18:17 – 00:00:34:18

Narrator

we need to first open the assignment in SpeedGrader. To do so, you can open the assignment from the Assignments Navigation link on the left hand side of your screen, or you can locate the assignment directly from the Gradebook and select the dropdown menu to open the SpeedGrader view.

00:00:34:18 – 00:00:56:03

Narrator

From the SpeedGrader view, the individual student assessment details will appear on the right hand side of the screen. Within that window is a button that says View Rubric. Click the button to open the full details of the rubric. With the rubric opened, the grader can type in the number of points awarded in the text box spaces provided or the grader can

00:00:56:03 – 00:01:13:25

Narrator

simply select the rating value from within the rubric table. The total points will automatically calculate and will appear at the bottom of the rubric. You'll notice that each point value cell also contains a speech bubble icon. When clicked, these icons will bring up an empty text box that can be used to add additional comments associated with each

00:01:13:25 – 00:01:27:26

Narrator

particular criterion. Note, however, that the current settings of the rubric for this assignment do not allow you to save individual comments for later use. Instead, these comment spaces are meant to be applied to each student on a case by case basis.

00:01:28:07 – 00:01:41:04

Narrator

If you would like to be able to write comments for each criterion that can be reused and applied to several students, you will need to adjust the rubric settings, which we will discuss in a moment. When you are satisfied with the points awarded and comments you have left for each criterion of the rubric,

00:01:41:09 – 00:01:56:15

Narrator

click the Save button to save your work. A summary of the points awarded will now appear for each criterion row. Note in this example that the final grade value space still remains blank, that is that the total points awarded from the rubric did not automatically apply to the final grade for the assignment.

00:01:56:29 – 00:02:09:19

Narrator

This is due to the current rubric settings, which we will again discuss in a moment. If you prefer to leave the settings as they are, to apply a final grade point value, simply type the value in the space provided and then click Submit to submit the grade to the student.

00:02:11:02 – 00:02:27:18

Narrator

If you would like for the rubric total points to automatically apply to the final grade instead, you can adjust this by changing the settings within your individual assignment. Open the individual assignment page and find the rubric. In this example, we are using a discussion assignment, so the rubric is found by selecting the menu icon near the top

00:02:27:18 – 00:02:47:13

Narrator

right corner, represented by three vertical dots and then choosing Show Rubric. Now, click the pencil icon to edit the rubric. Scroll below the rubric table, where you will see a list of options. Select the box next to the "Use this rubric for assignment grading" option and click the Update Rubric button.

00:02:49:26 – 00:03:06:01

Narrator

Return to the SpeedGrader review by clicking the menu dropdown and selecting SpeedGrader. Now, when we update the point values from the rubric table and click Save, we can see that the total point value has been applied and the final grade was automatically submitted to the student.

00:03:09:06 – 00:03:24:10

Narrator

If instead of having pre-determined descriptions and comments for each individual rating within a given criterion, you would rather provide your own comments, you can also adjust this setting. From the individual assignment page, select the dropdown menu indicated by three vertical dots and click Show Rubric.

00:03:24:28 – 00:03:39:04

Narrator

Click the pencil to edit the rubric and scroll beneath the rubric

table until you see a list of options. Click the box next to the option that reads, "I'll write free-form comments when assessing students" and click Update Rubric.

00:03:41:03 – 00:03:56:09

Narrator

Now when we open the SpeedGrader view and view the rubric, we can see that the individual rating values have been replaced by empty text boxes. You can type comments directly in these spaces and click the "Save this comment for reuse" checkbox to add it to your list of saved comments for that individual criterion.

00:03:57:24 – 00:04:08:23

Narrator

If we click the Save button and then re-open the rubric in edit mode by selecting View Rubric, we can see that a dropdown now appears above the comment box for that specific criterion. For any additional students whose work needs to be graded,

00:04:08:24 – 00:04:22:14

Narrator

this dropdown will appear, allowing you to select any saved comments that might apply to that particular student's work. Finally, from the student view, when students go to check their grade for an assignment that has an attached rubric, they will see the rubric icon next to their grade.

00:04:24:26 – 00:04:34:02

Narrator

When the student clicks the rubric icon, they will see the full details of the rubric, any feedback comments or descriptions, and the breakdown of their points.