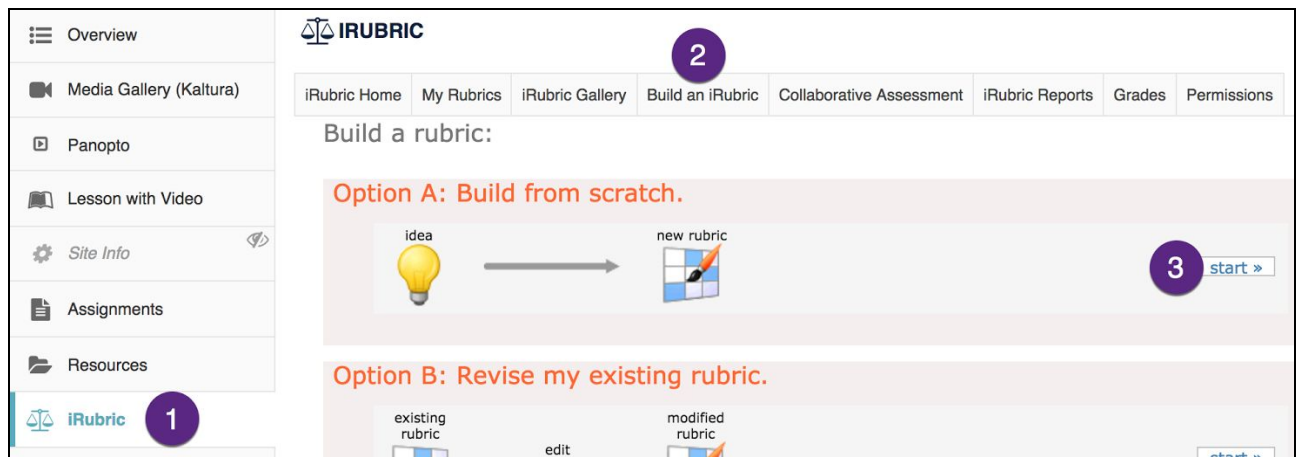


## 1. Add iRubric to your course

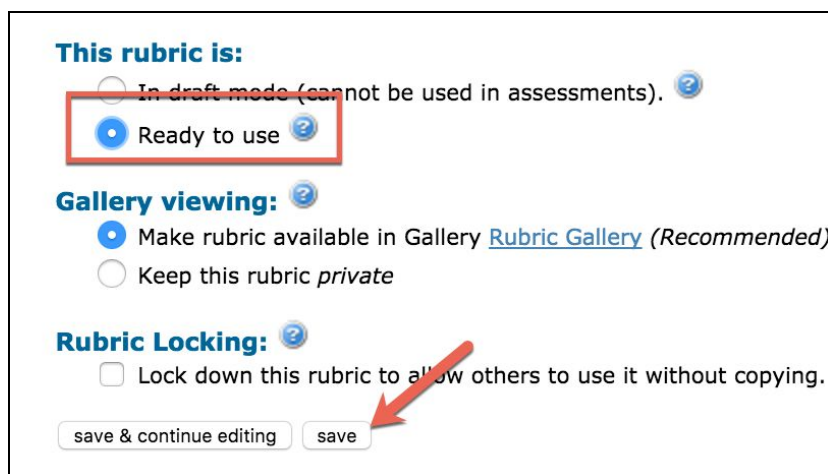
Click **Site Info** on the navigation bar and click the “Manage Tools” tab  
Select “iRubric,” click the “Continue” button, then “Finish”.

## 2. Build a rubric

Click **iRubric** on the navigation bar, then click the “Build an iRubric” tab  
To the right of Option A, click “start” button



Follow the prompts to create your rubric (the “Help on this page” link will explain things further).  
When you’re finished, check “Ready to use” and click “save”



### 3. Add an item to your gradebook

Add it directly to the gradebook or via one of these tools: Assignments, Tests & Quizzes, Forums.

Tell Sakai to include the item’s grade in the overall course grade

- Gradebook2 — double-click the item and check “Include in Grade” and “Release Scores”.
- Gradebook — click the dropdown menu button below the item and select “Edit Item details,” then check “Release item to students?” and “Include item in course grade calculations?”

Gradebook2:

Gradebook:

### 4. Attach the rubric to the gradebook item

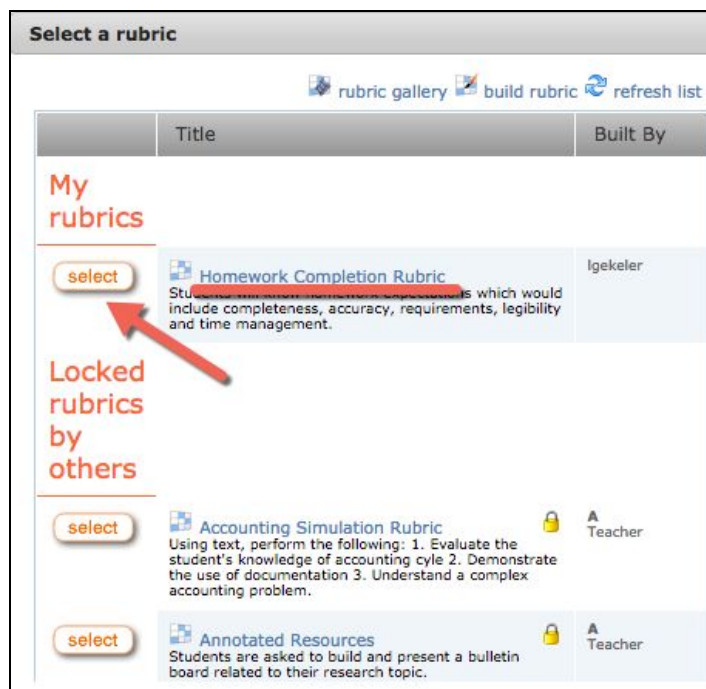
Click **iRubric** on the navigation bar, click the “Grades” tab, and then click a paperclip icon

Title	Due Date	iRubric
Hmwrk 8	-	

On the “Attach a rubric” screen, click “select a rubric”








In the “Select a rubric” box, click “select” next to the rubric you created earlier



You’re sent back to the “Attach a rubric” screen, where you need to click “Save”, then “Close”

You should see three icons under “iRubric” by your item, but you may need to refresh the screen first -- click the iRubric tool on the navigation bar, then click the “Grades” tab.

Title	Due Date	iRubric
Video 3	2099-01-01 00:00:00.0	  
Video 2	2099-01-01 00:00:00.0	
Video 1	2099-01-01 00:00:00.0	

## 5. Enter scores and feedback

Open two separate windows - one for the rubric and one for the item you're grading.


This is easy when you're grading something outside of Sakai, such as a video or a Word document.

However ...

***It's a bad idea to use a single browser to open windows for two different Sakai tools at one time.***

One solution is to open separate "Incognito" or "Private" windows for the rubric and the other tool.

Another option is to log into Sakai with two different browsers.

In the iRubric tool under the "Grades" tab, click a grid icon  to begin grading.

Click a student's name.

For each line:

Click the boxes for the appropriate score

AND/OR

Enter written feedback

Optionally, enter overall feedback at the bottom.

Click "save score" to calculate the grade and move on to another student

A red dot by a name means no score has been saved. A green check means they're all set.

score rubrics


Class: **No Term - FA16-iRubricSite**

Gradebook Item: **Hmwrk 1**

Name	Rubric																								
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Filter</div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span><input type="radio"/> Bohr, Niels</span> <span><input checked="" type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span><input checked="" type="checkbox"/> Einstein, Albert</span> <span><input checked="" type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span><input checked="" type="checkbox"/> Fernández de Kirchner, Cristina</span> <span><input checked="" type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span><input checked="" type="checkbox"/> Parks, Rosa</span> <span><input checked="" type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span><input checked="" type="checkbox"/> Winfrey, Oprah</span> <span><input checked="" type="checkbox"/></span> </div>	<div style="text-align: right; font-size: small;"> <a href="#">student view</a>   <a href="#">summary data</a> </div> <p>Student name: <b>Bohr, Niels (xnbohrx)</b></p> <p>Rubric Score: <span style="color: red;">●</span> (not scored)</p> <p style="text-align: center;">Show: <input checked="" type="checkbox"/> Descriptions <input checked="" type="checkbox"/> Comments <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">save score</span></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #2c3e50; color: white;"> <th colspan="5">HOMEWORK COMPLETION</th> <th style="font-size: x-small; text-align: right;">Powered by <b>iRubric</b><sup>TM</sup></th> </tr> <tr style="background-color: #34495e; color: white;"> <th></th> <th>1 pts</th> <th>2 pts</th> <th>3 pts</th> <th>4 pts</th> <th></th> </tr> </thead> <tbody> <tr> <td style="font-weight: bold; font-size: small;">ASSIGNMENT COMPLETION</td> <td><b>1</b></td> <td><b>2</b></td> <td><b>3</b></td> <td><b>4</b></td> <td></td> </tr> <tr> <td style="font-size: x-small;">How much of the assignment was completed?</td> <td style="font-size: x-small;">Less than 1/2 of the assignment was completed.</td> <td style="font-size: x-small;">At least 1/2 of the assignment was completed.</td> <td style="font-size: x-small;">3/4 of the assignment was completed.</td> <td style="font-size: x-small;">The entire assignment was completed.</td> <td style="vertical-align: top;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text"/> </div> <p style="font-size: x-small; margin: 0;">Quick feedback:</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> </td> </tr> </tbody> </table>	HOMEWORK COMPLETION					Powered by <b>iRubric</b> <sup>TM</sup>		1 pts	2 pts	3 pts	4 pts		ASSIGNMENT COMPLETION	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>		How much of the assignment was completed?	Less than 1/2 of the assignment was completed.	At least 1/2 of the assignment was completed.	3/4 of the assignment was completed.	The entire assignment was completed.	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text"/> </div> <p style="font-size: x-small; margin: 0;">Quick feedback:</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>
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## 6. Send the scores to the gradebook

After all the students have been graded, close the “score rubrics” window.

In the “Grades” tab of iRubric, click the  icon by the item for which you want to send scores

**Gradebook Items**


List of gradebook items. Click on the icons to access iRubric.

<u>Title</u>	<u>Due Date</u>	iRubric
Video 3	2099-01-01 00:00:00.0	  
Video 2	2099-01-01 00:00:00.0	  
Video 1	2099-01-01 00:00:00.0	  

## How students view scores and feedback

Click the iRubric tool on the navigation bar

Click the “Grades” tab

Click a grid icon 

Students can also see the score (without feedback) in the gradebook

NOTE: If you are logged in as an instructor and you want to preview what students see,  
First click the “View Site As” dropdown and then select “Student”