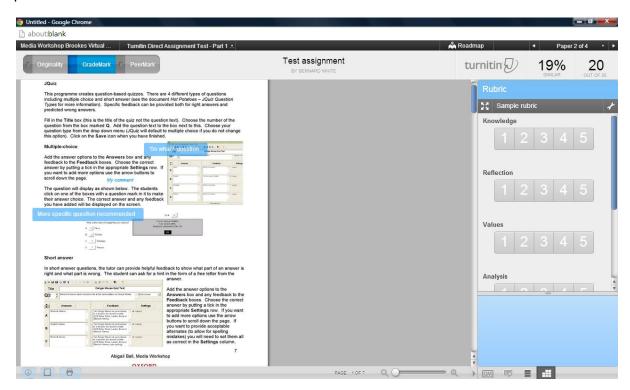
## **Using rubrics**

Open the GradeMark interface by clicking on the pencil icon in the Submission inbox. Make sure that the **Rubric** button (the one with the little squares) is selected at the bottom of the right hand pane.

If a rubric has been attached to the assignment it will appear in the right hand pane. If the pane is blank no rubric has been attached.



When you hover over one of the numbers its description will be displayed in the blue box at the bottom of the right hand pane.

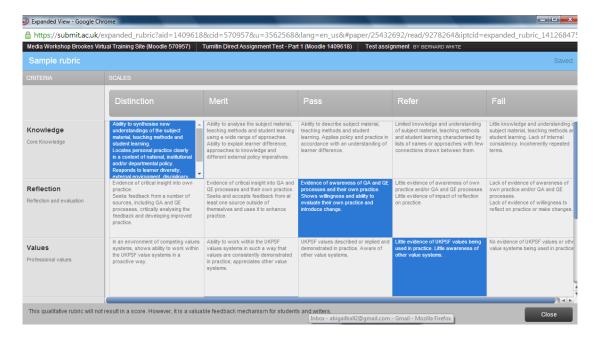
Simply click on the appropriate number for each of the criterion. You will have to scroll down the pane to access each individual criterion. If you have chosen to use the standard or custom rubric you will see a **Rubric score** and a **Rubric percentage** value displayed at the bottom of the pane. If you have chosen a qualitative rubric no marks will be awarded.

You can view a full size version of the rubric by clicking the **Use full size...** the top of the right hand pane. An example is shown below.



button at





Once you are happy with the marks for the standard or custom rubric click on the **Apply rubric percentage to grade** button at the bottom of the right hand pane. This will add the mark to the **Grade** field at the top right hand corner of the GradeMark interface (showing here as 20).

Navigate to the next submission using the back and forth arrows in the black bar at the very top of the GradeMark interface (on either side of Paper 2 of 4 in this example).

