

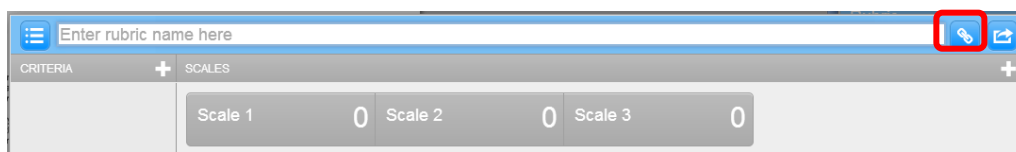
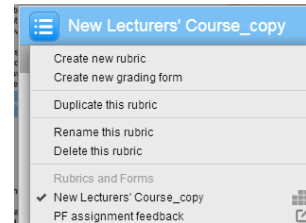
## Attaching a rubric scorecard to an assignment

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. Click on the spanner icon to access the **Rubric/Form Manager** area.

Choose the rubric that you want to attach from the bottom of the dropdown menu (they will be listed in alphabetical order).

You cannot attach more than one rubric scorecard to an assignment.

Click on the **attach** button in the blue bar at the top of the scorecard to attach your rubric scorecard.



If a rubric has already been attached to this assignment you will receive a warning that a rubric has already been assigned. If you are sure you want to replace the previous rubric with the new one click on the **OK, detach the rubric** button.