

How to Grade in the Assignment Tool using a Rubric at PIA

Marking using a rubric in the assignment tool is easy and efficient. It reduces the admin load for Group assessments and will automatically calculate the grades for you.

Please ensure the rubric in the assignment tool matches the one in the assessment outline.

Please be advised that once submissions are made, the rubric cannot be edited. A new assignment tool would need to be created and this would then need to be adjusted in the Gradebook.

1. When you view your students' submission in the assignment tool and select "Grade", the rubric will appear on the right hand side of the screen.

Grade

Grade					
Grade: 15.28					
5%	Fail (Lower) 0 points	Fail (Mid) 1 points	Fail (Upper) 2.25 points	Pass Lower 2.5 points	Pass 2.8 points
10%	Fail (Lower) 0 points	Fail (Mid) 2 points	Fail (Upper) 4.5 points	Pass Lower 5 points	Pass 5.7 points
Research and Referencing 15%	Fail (Lower) 0 points	Fail (Mid) 3 points	Fail (Upper) 6.75 points	Pass Lower 7.5 points	Pass 8.5 points
20%	Fail (Lower) 0 points	Fail (Mid) 4 points	Fail (Upper) 9 points	Pass Lower 10 points	Pass 11.4 points

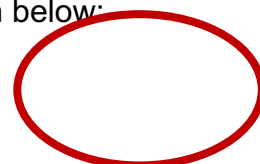
In order to expand the view of the rubric, click on the below icon.



2. For each criterion, select where the submission sits on the scale as shown below. The rubric will automatically calculate the assessment grade for you.

Research and Referencing 15%	Fail (Lower) 0 points	Fail (Mid) 3 points	Fail (Upper) 6.75 points	Pass Lower 7.5 points	Pass (Mid) 8.55 points	Pass (Upper) 9.45 points	Credit (Lower) 9.75 points	Credit (Mid) 10.35 points	Credit (Upper) 10.65 points	Distinction (Lower) 11.25 points	Distinction (Mid) 11.85 points	Distinction (Upper) 12.45 points	HD (Lower) 12.75 points	HD (Mid) 13.8 points	HD (Upper) 15 points	
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You can also add specific comments against each criterion as shown below:



Research and Referencing 15%	Fail (Lower) 0 points	Fail (Mid) 3 points	Fail (Upper) 6.75 points	Pass Lower 7.5 points	Pass (Mid) 8.55 points	Pass (Upper) 9.45 points	Credit (Lower) 9.75 points	Credit (Mid) 10.35 points	Credit (Upper) 10.95 points	Distinction (Lower) 11.25 points	Distinction (Mid) 11.85 points	Distinction (Upper) 12.45 points	HD (Lower) 12.75 points	HD (Mid) 13.8 points	HD (Upper) 15 points	Some evidence of research however, at this level, this required a greater number of credible sources from industry bodies.
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3. You may also leave some overall feedback comments in the box below.

Feedback comments

Paragraph
B
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- If this is a group assessment, you may select apply the grade to all members of the group.
- You may wish to notify the student their grades and feedback are available or uncheck that box if you're not ready for the grades and feedback to be released.
- Then select "Save Changes" or "Save and Show next" to start grading the next submission.

Group submission settings

Apply grades and feedback to entire group

Yes

Notify student
Save changes
Save and show next
Reset

4. Once the grade has been saved, it will automatically be in the gradebook.

Current grade in gradebook
69.06