

# Rubric - First marking only

## Create Rubric

**Set up Rubric:**  
*Course Tools > Rubrics*

**Add Rubric to Assignment:**  
*Assignments (or Resit materials) content area > Edit Assignment > select Add Rubric > Submit*

## Set up Grade Centre

**Enter full Grade Centre:**  
*Control panel > Grade Centre > Full Grade Centre*

**Unhide assignment column:**  
*Full Grade Centre > select Manage > select Column Organisation > tick the assignment column > select Show Selected Column > Submit*

**Hide marking from students:**  
*Edit Column Information > set Show this column to students to No > set Include this column in Grade Centre calculations to No > Submit*

**Access Student Submissions:**  
From Column Header drop down select *Mark Attempts*, or from a students cell, select the latest attempt (the bottom one).

**Need to mark anonymously?**  
From Column Header drop down select *Mark with Usernames hidden*

**IMPORTANT:** From within a students' submission attempt, make sure that you are on the last attempt made by the student – attempts display as attempt 1 of 3 for example, so you would need to be on attempt 3 of 3

## First Marker

### View student submission:

Submitted files are listed in the right hand grey Submission area > click to download.

### View SafeAssign report:

Within student attempt click on the SafeAssign link > click on *View Originality Report*

### Load Rubric:

Expand pale blue bar under the pink Attempt field to show the Rubric and *Feedback to Learner* area > click on the Rubric name

### Set Rubric Grade:

Set the Rubric grades for each level within the Rubric

Optionally add a different total and feedback. Select *Save Rubric*.

### Optionally enter additional Feedback:

Expand pale blue bar under the pink Attempt field to show the *Feedback to Learner* area > enter text by clicking on the A icon.

Or to attach a file click on the Plus icon > choose from *local file* or *content collection* > browse to and select file > Select *Open*.

### Save and continue:

To save select *Submit*. You will be taken to the next submission (make sure it is the last attempt for that student)

## Release Marking

### IMPORTANT

**Marks can only be sent to ISIS when each latest attempt at the assignment has a mark. You can only send marks to ISIS for assignments that have fed from ISIS.**

### Send marks to ISIS:

From column header drop down select *Send marks to ISIS*. **This option will only be available for ISIS fed assignments.**

### Make marks and feedback visible to students in Bb:

From column header drop down select *Hide from students on / off*.

Let students know that their marks are now available (no automatic announcement generated)

### Create EE sample:

Manually download and gather the samples you want to provide.

Optionally, use the *Work Offline > Download* function to download a spreadsheet of the marks.

Put the files you've collated into a zip and upload via *Course Tools > Marking > External Examiner*

Alternatively, point the EE to the Grade Centre to view the submissions and marking done.

Let SAT know if a sample has been uploaded.