

How to Attach a Rubric to an Assignment Folder

An instructor guide on how to attach a rubric to an assignment folder

To attach a rubric to an Assignment folder, you must first create a rubric and set its **Status** to **Published**.

1. On the course home page, click **Assessments** then **Assignments**.
2. Click **Edit Folder** from the context menu of the assignment folder you want to attach a rubric too.

Folder	Total Files	Unread Files	Flagged Files	Due Date
No Category				
Test drobox	9	0	0	Apr 29, 2017 4:33 PM
test	0	0	0	
Test one assig	3	1	0	
chocolate	1	0	0	
Lorna #2 test	0	0	0	

3. In the **Properties** tab, click **Add Rubric**.

Student View Preview
50 / 50 - 100 %

Rubrics

Add Rubric

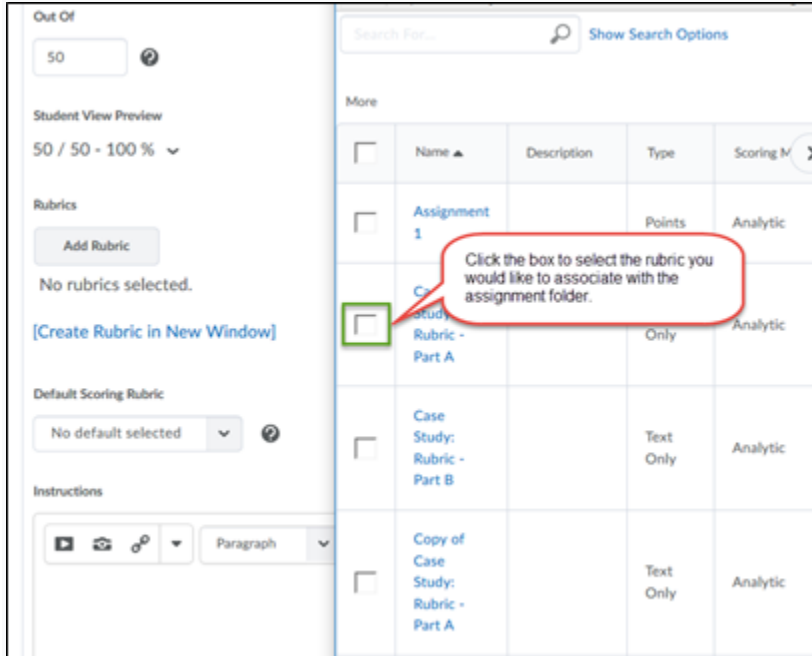
No rubrics selected.

[Create Rubric in New Window]

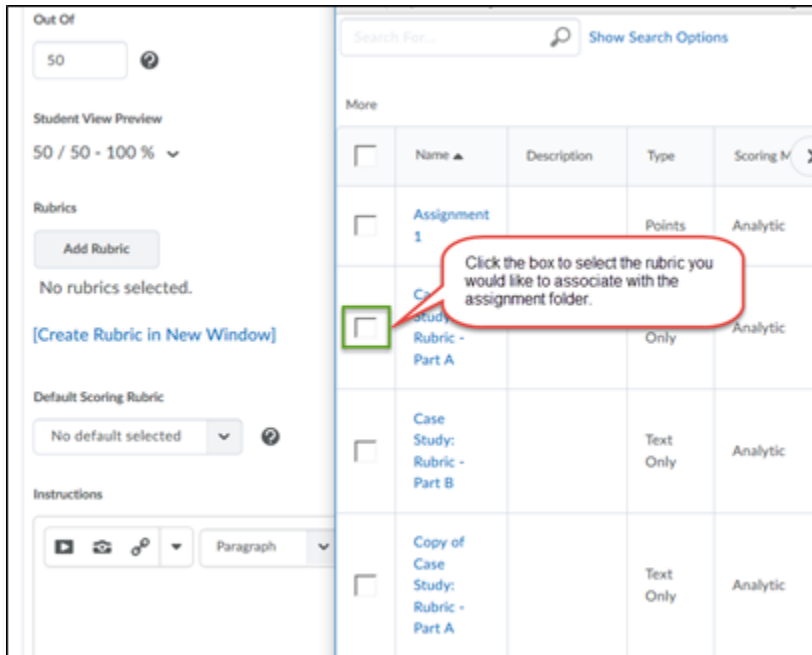
Default Scoring Rubric
No default selected

- 4. Select the check box for the rubric you want to attach to the assignment folder.

Note: If you have created a rubric and are unable to select it, the **Status** of the rubric may need to be set to **Published**.



- 5. Click **Add Selected**.



6. Click **Save and Close**.

