

How Do I Attach a Rubric to an Assignment or Discussion?

Guide: Attaching a Rubric to an Assignment or Discussion in Brightspace

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1. Introduction

Rubrics are powerful tools for assessing students based on predefined criteria. In Brightspace, you can attach rubrics to Assignments and Discussions to ensure consistent and transparent evaluation. This guide provides step-by-step instructions on how to attach a rubric to both Assignments and Discussions within your course.

2. Attaching a Rubric to an Assignment

Step 1: Navigate to the Assignment

4. Log in to Brightspace and access the course where you want to attach the rubric.
5. Click on **Tools** in the Navbar and select **Assignments**.
6. Choose the assignment to which you want to attach a rubric, or create a new assignment by clicking on **New Assignment**.

Step 2: Select and Attach a Rubric

7. Click on **Edit Assignment** and scroll down to the **Evaluation & Feedback** section on the right.
8. Click **Add Rubric -> Add Existing** and select the rubric you want to use.

- If you do not have a rubric yet, you can create one by clicking **Add Rubric -> Create New**.
9. Select the desired rubric from the list of available rubrics. The rubric will now appear in the list of linked rubrics for this assignment.

The screenshot shows the 'Assignment 1' management page. The 'Evaluation & Feedback' section is active, and the 'Add Rubric' button is highlighted with a yellow box. The interface includes the following elements:

- Assignment Title:** Assignment 1
- Grade Out Of:** Ungraded
- Due Date:** DD-MM-YYYY
- Instructions:** A rich text editor with various formatting options.
- Availability Dates & Conditions:** Always available
- Submission & Completion:** File submission
- Evaluation & Feedback:** No rubric added
- Rubrics:** Add Rubric (highlighted)
- Learning Objectives:** No learning objectives, Manage Learning Objectives
- Annotation Tools:** Make annotation tools available for assessment
- Anonymous Marking:** Hide student names during assessment
- Evaluators:** 1 evaluator can give feedback, Select Evaluators
- Buttons:** Save and Close, Save, Cancel, Hidden (toggle)

Step 3: Check Rubric Settings and Save

10. Verify that the correct rubric is selected and configure additional settings, such as whether the rubric should be visible to students before grading.
11. Click **Save and Close** to attach the rubric to the assignment.

3. Attaching a Rubric to a Discussion

Step 1: Navigate to the Discussion

12. Log in to Brightspace and access the course where you want to attach the rubric.
13. Click on **Tools** in the Navbar and select **Discussions**.
14. Find the discussion to which you want to attach a rubric, or create a new discussion by clicking **New**. Click the arrow next to the **Discussion Topic** and select **Edit Topic**.

Step 2: Select and Attach a Rubric

15. In the discussion settings, scroll down to the **Evaluation & Feedback** section on the right.
16. Click **Add Rubric -> Add Existing** and select the rubric you want to use.

- If you do not have a rubric yet, you can create one by clicking **Add Rubric** -> **Create New**.

17. Choose the desired rubric from the list. The rubric will now be linked to this discussion.

The screenshot displays the 'Topic 1' settings page. On the left, there are fields for 'Topic Title' (Topic 1), 'Forum: Topic 1' (Change Forum), 'Grade Out Of' (Ungraded), and a 'Description' editor. At the bottom are 'Save and Close', 'Save', and 'Cancel' buttons, along with a 'Visible' toggle switch. On the right, the 'Evaluation & Feedback' section is expanded, showing three sub-sections: 'Availability Dates & Conditions' (Always available), 'Post & Completion' (No settings applied), and 'Evaluation & Feedback' (No rubric added). The 'Evaluation & Feedback' sub-section is highlighted with a yellow box. To the right of this section, a 'Rubrics' section is also highlighted with a yellow box, containing an 'Add Rubric' button with a dropdown arrow. Below this are 'Learning Objectives' (No learning objectives, Manage Learning Objectives) and 'Evaluate Posts' (Allow evaluation of individual posts, Allow learners to rate posts) with checkboxes and a help icon.

Step 3: Check Rubric Settings and Save

18. Verify that the correct rubric is selected and configure additional settings, such as whether the rubric should be visible to students before grading.
19. Click **Save and Close** to attach the rubric to the discussion.