Edvance360 QUICKSTART GUIDE

How to Use Rubrics

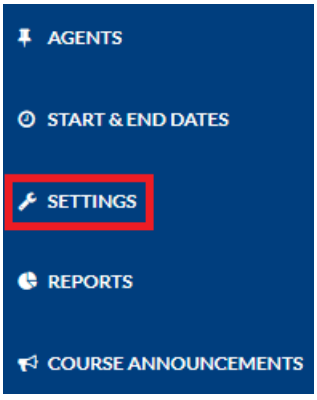
The Rubrics tool is located in the Gradebook section and is a way to use a grading standard through created criteria and levels.

How to Enable Gradebook Tools

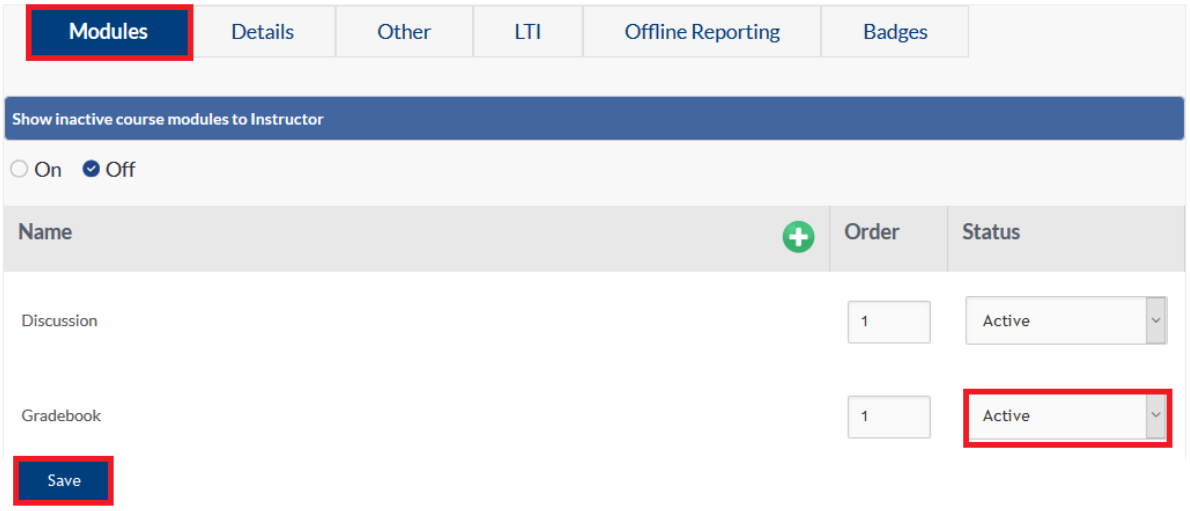
1. **Login** to Edvance360

2. Navigate to **Courses/Trainings** > select desired **Course**

3. Select **Settings**



4. Select the **Module** Tab > Ensure Status is **Active** > **Save**



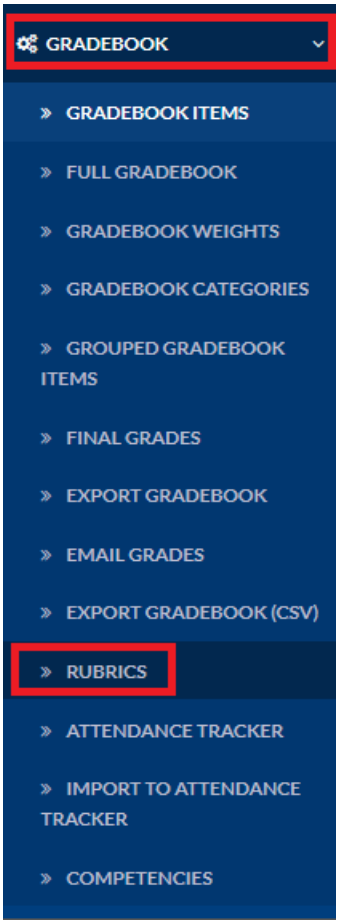
Note: Instructors can change the order in which the course tools display and enable/disable course tools by selecting “Active” or “Inactive” from the Status dropdown menu.

How to Setup Rubrics

1. **Login** to Edvance360

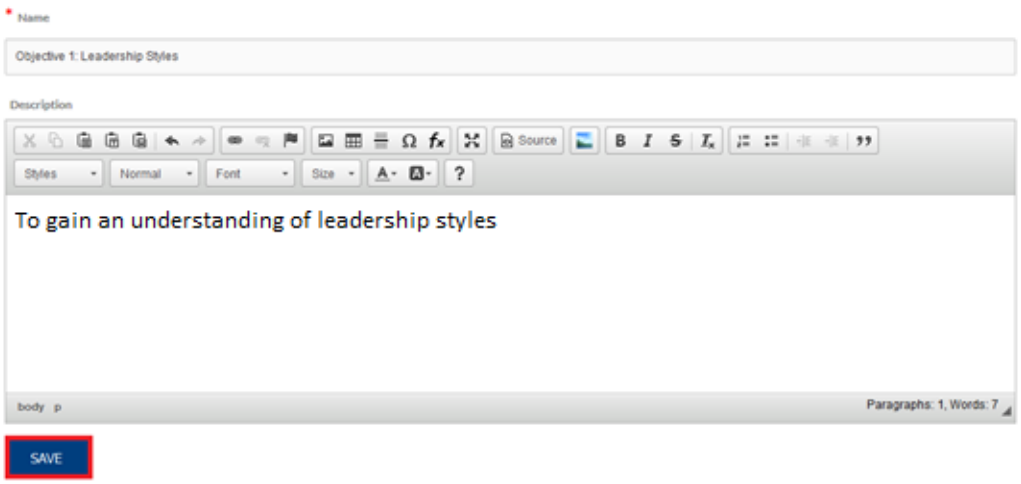
2. Navigate to **Courses/Trainings** > select desired **Course**

3. Select **Gradebook** > **Rubrics**



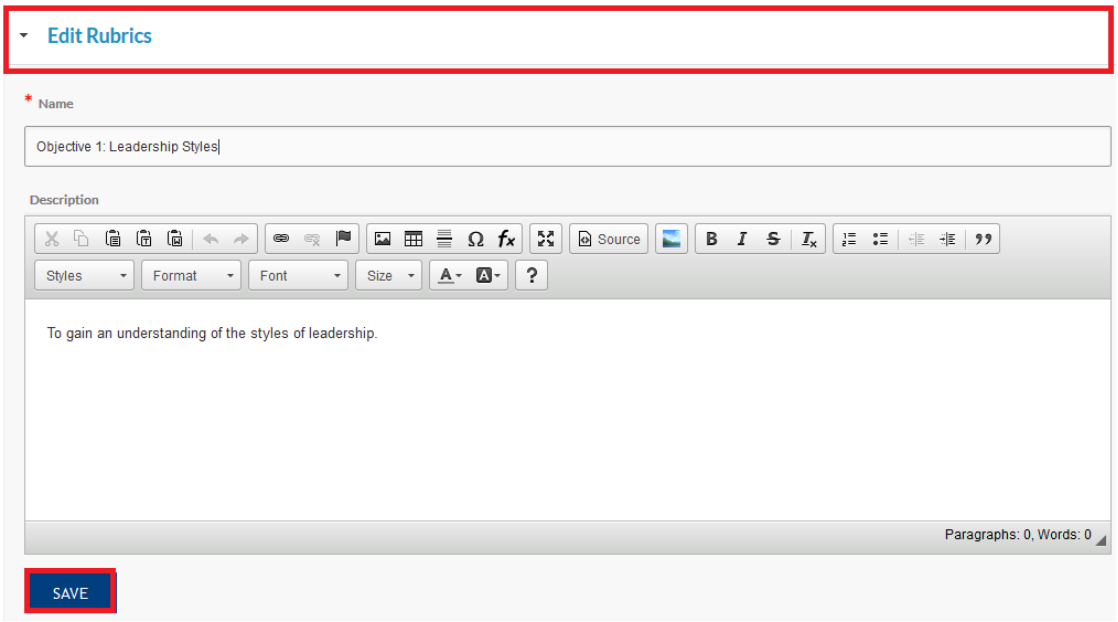
4. The Rubrics window will open > Select green plus sign to **Add New**

5. Enter Rubric **Name** > **Description** > Select **Save**

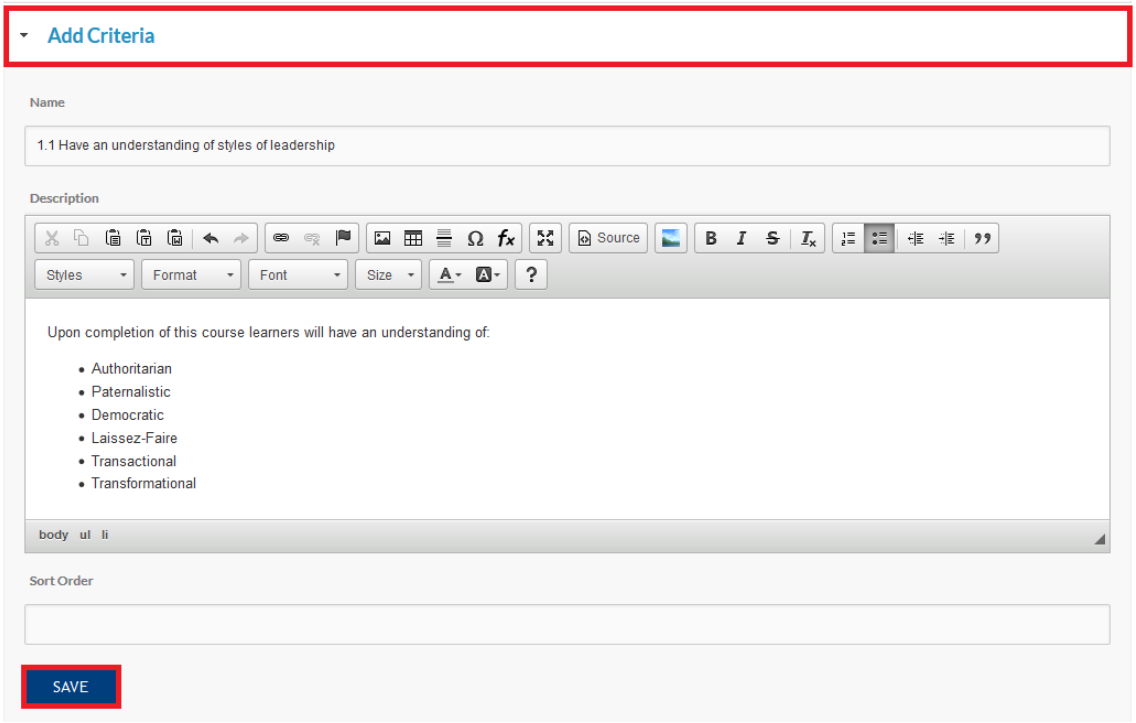


A new window will open with additional options.

6. **Edit Rubrics** allows users to edit the Name and Description. Ensure you select Save

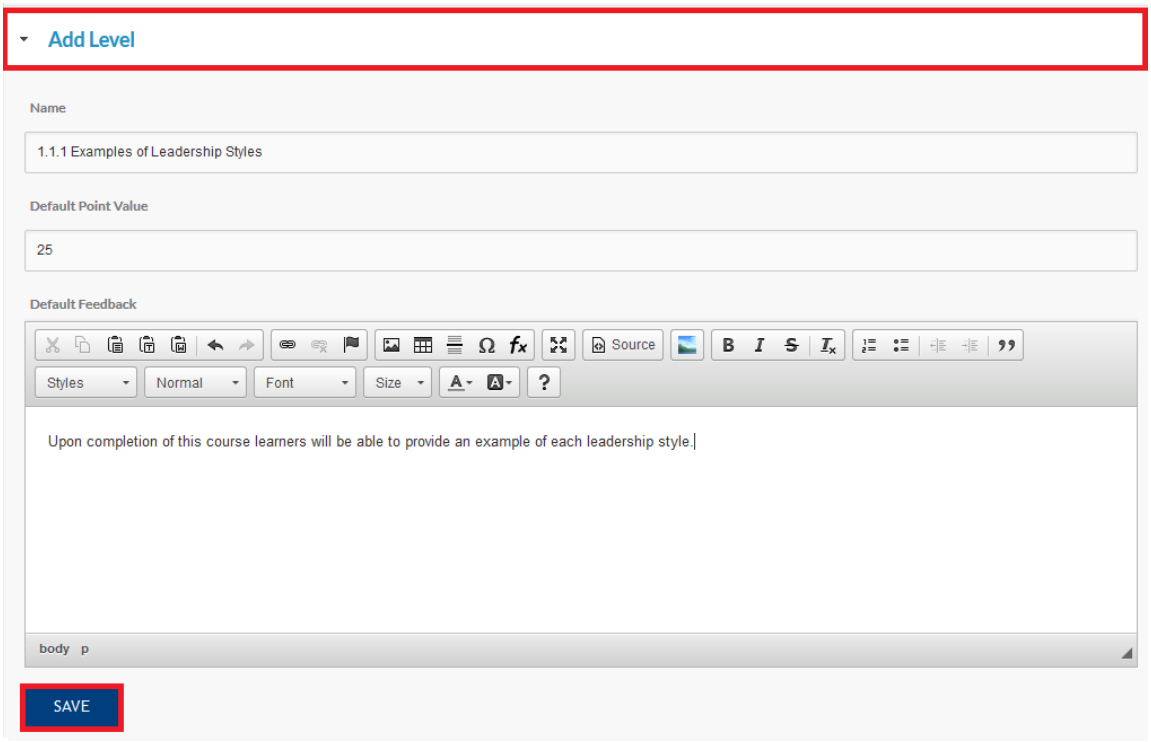


7. Add **Criteria**. Enter information and ensure you select **Save**.



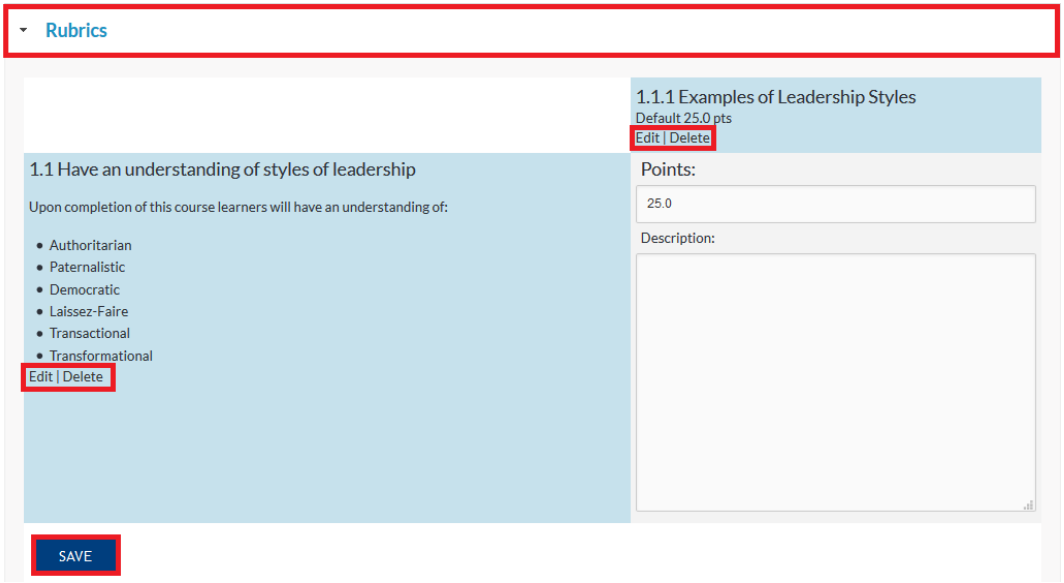
Once you Add Criterion it displays on the left-hand side in the Rubrics section. See Rubrics section for details.

8. **Add Level**. Enter information and ensure you select **Save**. This section allows instructors to assign points for assignments that are related to the criteria.



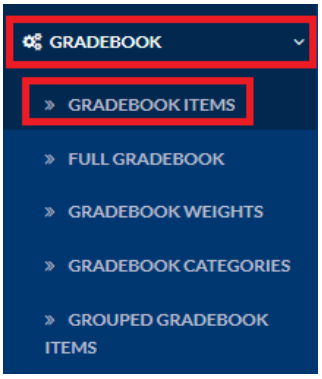
Once you Add Level it displays across the top in the Rubrics section. See Rubrics section for details.

9. **Rubrics**. Once you Add Criteria or Level it displays in the Rubrics section. You can Edit or Delete. Continue Adding any number of Criteria and Levels to complete the Rubric.

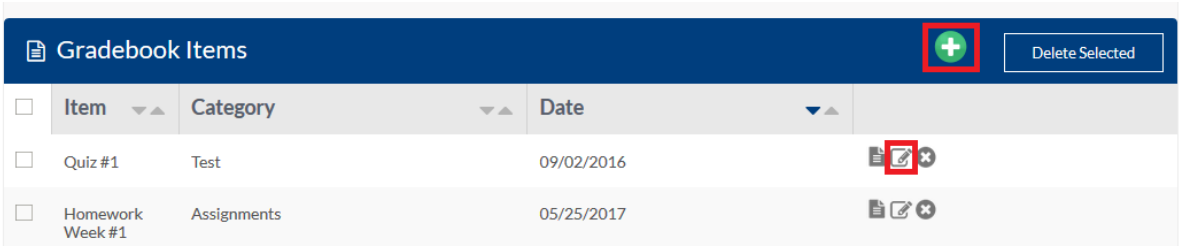


How to Assign Rubric to Gradebook Item

1. Navigate to **Gradebook** > **Gradebook Items**



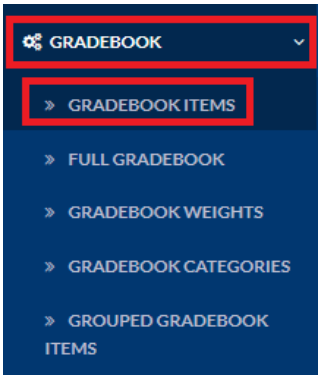
2. Select **Add New** (green plus sign) or **Edit** to assign Rubric to Gradebook Item



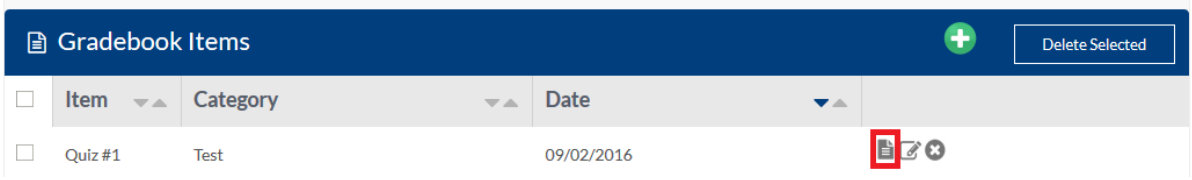
3. Select desired Rubric from **Use Rubric** drop down menu > select Submit or Save

How to View Rubric for Grading a Gradebook Item

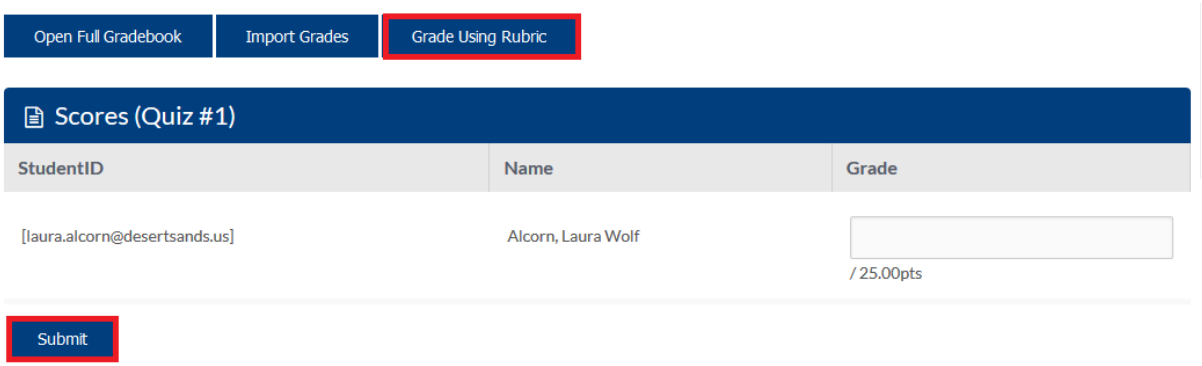
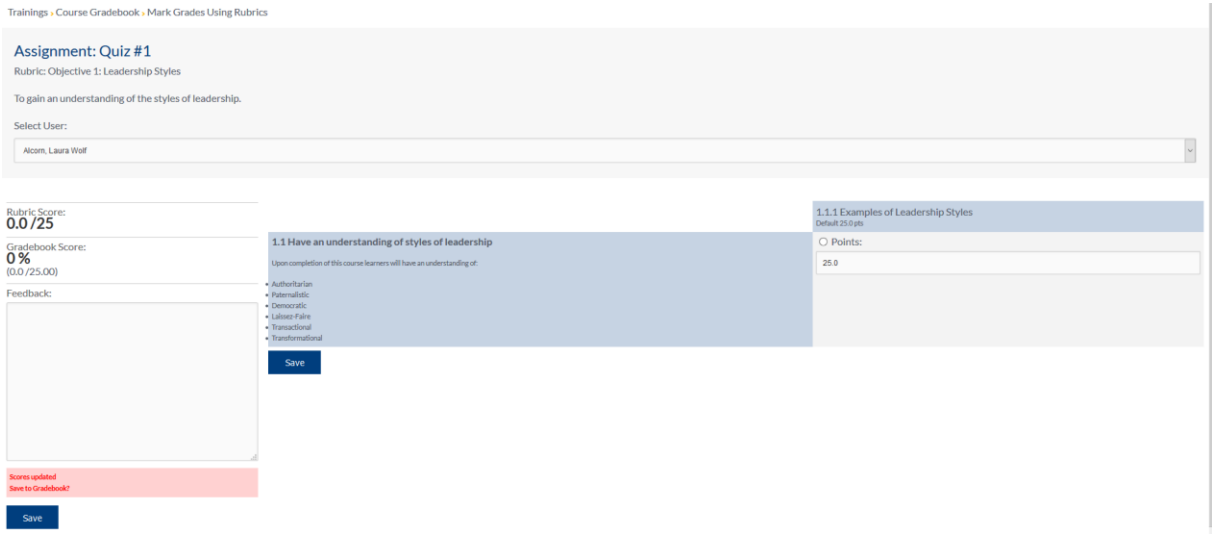
1. Navigate to **Gradebook** > **Gradebook Item**



2. Select the **Grade icon**



3. If you assigned a Rubric to the Gradebook Item you can view the Rubric in Gradebook Items



4. The Rubric will display. Select learner from the drop down menu to view rubric, grade each level and provide feedback. Make sure to SAVE. Repeat to grade for each learner. The grades will appear in the Open Full Gradebook and the learner will view their grade and feedback in their Grades/Scores tab.