Completing an Assignment or Course Binder Rubric

Getting Started: Course Dashboard

1. Click on **Courses** in the side menu.

2. Click on **Courses** located in the side menu below.

3. Click on **Dashboard** located in the side menu below.

4. Select the **Term** from the drop down menu.

5. Click on the **Course** sub-tab that contains the course binder you want to assess.

6. Click on the number located below the **Assessment(s) pending** portion of the course binder you want to assess to view the students who have submitted their course binders.

7. Click on the **name of the student** you want to assess to open a split screen.

   a) On the left, you will be able to view the course binder details, the student's submission within the created tabs and any attached standards.

   b) On the right, you will be able to view the course binder's assessment tool(s).

Assessing Student Submissions

1. Click on the name of the **Assessment Tool**.

2. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions and click **Complete** or **Save**.

a. If you select **Save**, you save the entry and will remain in the Assessment Tool.

b. If you click **Complete**, you save the entry and it will prompt to the previous page.

3. After you have completed the assessment tool(s), choose one of the following actions:

- **Submit**: Submit the assessment for the student to see
- **Close**: Exit the assessment tool without saving any changes (if you clicked **Save** in the assessment tool previously, these changes will be saved).