

Accessing the Rubric in Offline Submission Assignments

Imagine that you want to use a rubric to grade an assignment that the students submitted in class, whether they delivered a presentation or submitted a typed paper.



First, when creating the assignment ensure that you have checked the **Collect submissions offline** box.



When creating the assignment, you can create a new rubric or add an existing rubric under the **Additional Tools** section.





https://juacademictechnology.com

×	US History Since 1865 Sandbox midterm				 Visible to stude 	ents 👻
<u>í</u> (*	Content and Settings <u>Grades</u> Question Analysis					
E	1 STUDENTS	1 to grade	0 TO POST			
	Q Search by student name Student Status	es • Grading Status All Grading Statuses •			Send Me	essage
	Student 🕈	Student Status 🕈	Grading Status	Grade 🕈	Post ¢	
	Andrew Pemberton_PreviewUser Not submitted	No Submission	1 to grade	- / 100		
					25 🔹 items per	page
L						
L						Ø

Next, select a student from the Grades tab of the assignment.

Content and Settings Grades Question Analysis	Content and Settings Grades Question Analysis					
1 STUDENTS	1 TO GRADE			approximate date and time.		
Q. Search by student name All Student Status	Grading Status All Grading Statuses •			2/23/24	a :	2:23 PM (
Student •	Student Status 🕈	Grading Status	Grade \$			
Andrew Pemberton_PreviewUser Not submitted	No Submission	1 to grade	- / 100			
Not submitted						
				Canad		Could

You will have to create an attempt for each student; imagine this is the day they submitted their assignment or gave their presentation. Don't forget to press the **Save** button when done.





https://juacademictechnology.com



Once you have an attempt to grade, your rubric will appear in the grading window.

Now you can grade assignments collected offline using a custom rubric in Blackboard Ultra!