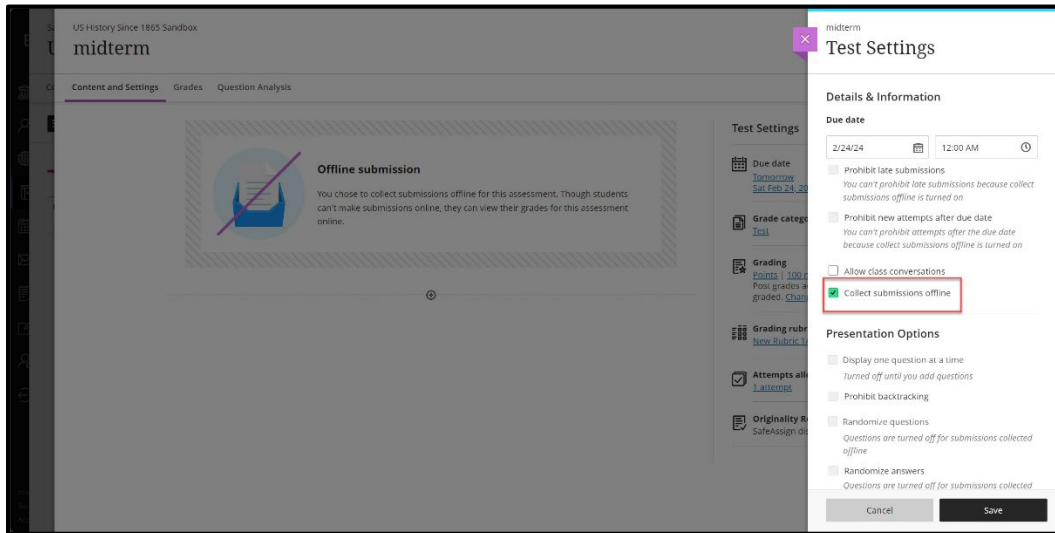


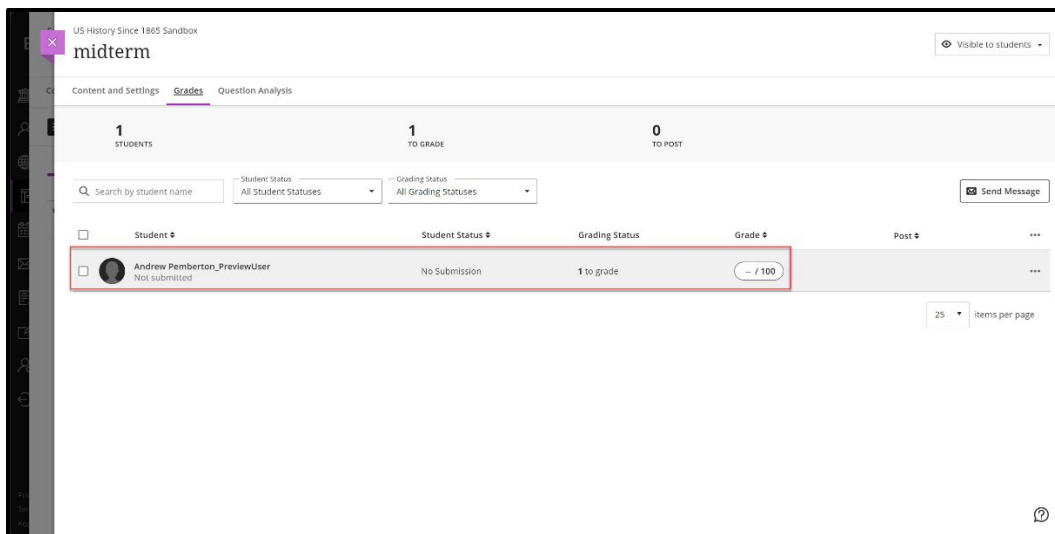


Accessing the Rubric in Offline Submission Assignments

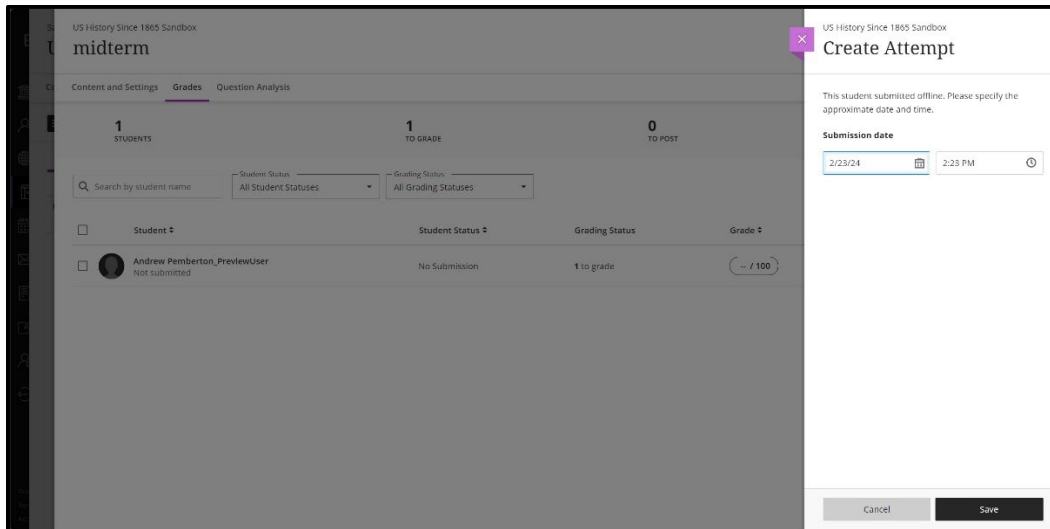
Imagine that you want to use a rubric to grade an assignment that the students submitted in class, whether they delivered a presentation or submitted a typed paper.



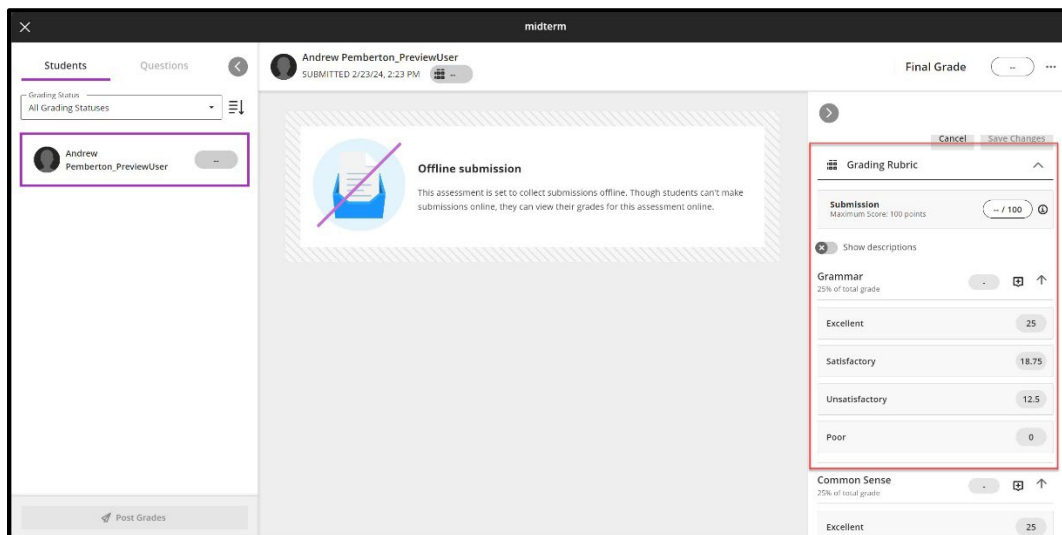
First, when creating the assignment ensure that you have checked the **Collect submissions offline** box.



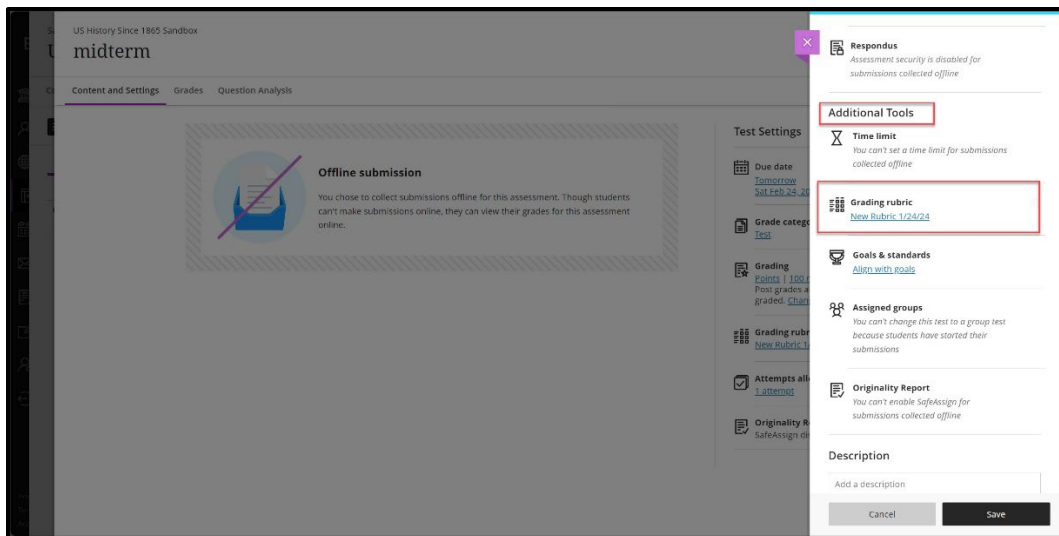
When creating the assignment, you can create a new rubric or add an existing rubric under the **Additional Tools** section.



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



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.



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!