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Introduction
D2L Brightspace - Daylight Experience® is an excellent tool for instructors. This document has been developed to introduce you to the Rubrics tool.

Learning Objectives
After completing the instructions in this booklet, you will be able to:
• Become familiar with the types of rubrics available in D2L Brightspace
• Create a Rubric
• Use a Rubric to grade an Assignment
• Use a Rubric to grade a Discussion
The Rubrics Tool

Rubrics are an assessment tool used to evaluate an activity or tool, such as an Assignment, Discussion, or Competencies based on a predefined set of criteria. Creating a rubric allows you to assess and release that assessment to your students, all within D2L Brightspace - Daylight Experience.

1. From inside your course, click Other on the NavBar.

![Figure 1 - Click Other](image1)

2. In the drop-down list, click Rubrics.

![Figure 2 - Click Rubrics](image2)

Types of Rubrics

Rubrics can be Analytic or Holistic. The following explains these two types of rubrics:

**Analytic Rubrics**: Use a two-dimensional system to evaluate students. Following is an example of an Analytic Rubric:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Excellent (10 points)</th>
<th>Good (8 points)</th>
<th>Needs Improvement (7 points)</th>
<th>Unsatisfactory (5 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye Contact</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body Language</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clarity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual Aids</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Figure 3 - Sample Analytic Rubric](image3)
Holistic Rubrics: Use a one-dimensional system to evaluate the students. The following is an example of a Holistic Rubric:

<table>
<thead>
<tr>
<th>Proficient – 3 points</th>
<th>The speech was delivered with excellent eye contact and body language.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate – 2 points</td>
<td>The speech was delivered with fair eye contact and body language.</td>
</tr>
<tr>
<td>Needs Improvement – 1 point</td>
<td>The speech was delivered with poor eye contact and body language.</td>
</tr>
</tbody>
</table>

Figure 4 - Sample Holistic Rubric

Creating Rubrics
The following explains how to access Rubrics within D2L Brightspace - Daylight Experience:

1. In your course, click Other on the Navbar.

2. In the drop-down menu, click Rubrics.

3. The Rubrics tool will open. Click the New Rubric button.

4. The New Rubric window will appear allowing you to create a new Analytic or Holistic rubric.

Note: The following sections explain how to configure each type of rubric.
Creating an Analytic Rubric

The following explains how to configure an Analytic Rubric:

1. In the Name field, enter a **descriptive name** for the rubric (e.g., Presentation Rubric) (See Figure 8).

2. The Rubric Status defaults to Draft. Click the drop-down arrow to view the available options and make an alternate selection, if desired:
   - **Draft**: Allows you to configure and refine the rubric until it is ready for publication and association with various tools and activities (See Figure 8).
   - **Published**: Allows associations to be made with assignments and other objects. Once a rubric is published and has an association, you may not change the rubric (See Figure 8).
   - **Archived**: Allows you to disable the item in searches, but maintains existing associations (See Figure 8).

![Figure 8 - Enter a Name and Status](image)

3. Enter a **Description** of the rubric, if desired.
   a. A toolbar appears in the text field to provide tools to format the text entered, insert photos and other objects such as equations, files, and links, as well as view the text in full-screen to access additional formatting options.

![Figure 9 - Enter a Description](image)
4. The *Rubric Type* field defaults to Analytic, but the drop-down box also contains a Holistic option (See Figure 10).

**Note:** You may not change the type once you save the rubric.

5. Under *Initial # of Levels*, enter the **number of levels** (i.e., columns) desired for the rubric table. (See Figure 10).

6. Under *Initial # of Criteria*, enter the **number of criteria** (i.e., rows) desired for the rubric table (See Figure 10).

7. The *Scoring Method* defaults to Points. Click the **drop-down arrow** to change the selection. The following describes each option:
   a. **Text Only**: Allows you to assign descriptions within the rubric, but no points (See Figure 11).
   b. **Points**: Use when each criteria are valued at the same number of possible points (See Figure 11).
   c. **Custom Points**: Use when each criteria may be valued at a different number of points (See Figure 11).

8. If you do not want students to see score values, click the **Hide scores from student views** checkbox (See Figure 11).
9. To set associations with competencies, Under *Advanced Availability*, click the **drop-down arrow** to access the allow associations in competencies checkbox (See Figure 12).

10. Click **Save** (See Figure 12).

![Figure 12 - Save](image)

11. Click the **Levels and Criteria** tab.

![Figure 13 - Levels and Criteria Tab](image)

12. The **Levels and Criteria** screen appears, displaying a table with the number of levels and criteria entered previously.

![Figure 14 - Levels and Criteria Screen](image)
13. Edit the *Criteria* and *Levels* following the steps below:
   a. Click the drop-down arrow next to the column heading *Criteria* (See Figure 15).
   b. In the drop-down menu that appears, select **Edit Criteria Group** (See Figure 15).
   
   ![Figure 15 - Edit Criteria Group](image)

   c. Under *Level Names*, the fields will contain default values, which you will override with your selected terminology. Enter the **Level Names** and **Score (points)** for each level.

   ![Figure 16 - Enter Level Names & Score](image)

   d. Enter the **Criteria Names** as desired.

   ![Figure 17 - Enter Criteria Names](image)
e. When done, click the **Save** button in the lower-left corner of the window (See Figure 18).

![Figure 18 - Edit the Levels and Criteria Names](image)

14. For each criterion entered in step 13d, edit the criterion to enter *Description* and *Feedback* information following the steps below:
   a. Click the **drop-down arrow** next to the first criterion you want to edit (See Figure 19).
   b. In the drop-down menu that appears, click **Edit Criterion** (See Figure 19).

![Figure 19 - Edit Criterion](image)

c. The *Description and Feedback* window appears for the criterion rows (e.g., Level 1, Level 2, etc.). In the fields provided, enter the **Description and Feedback information that you want to convey to your students about each level** (row) (See Figure 20).

d. When finished, click **Save** (See Figure 20).

![Figure 20 - Criterion Description and Feedback](image)
15. Repeat step 14 a through d above for each remaining criterion until you have entered desired information for all identified criteria.

16. Next, click the drop-down arrow next to Overall Score (See Figure 21).

17. In the drop-down menu that appears, click Edit Levels (See Figure 21).

18. The Edit Overall Levels window appears. You have the following options available for editing:
   a. Level names are numbered by default, but you may override the name with your own. In the level you wish to modify, enter a new name in the level name field (See Figure 22).
   b. In the Start Range field, enter the minimum amount of overall points to achieve for the range (See Figure 22).
   c. In the Description and Feedback fields, enter the desired information to convey to your students about the overall level (See Figure 22).
   d. Repeat steps a through e for each level.
19. Click the **Save** button in the lower-left area of the window when finished.

![Click Save](image)

**Figure 23 - Click Save**

20. When you are ready to associate the rubric with an activity, such as an Assignment or Discussion, you must publish the rubric. To publish, from within the *Rubrics* window, click the **Rubric** you want to use.

![Rubrics Window](image)

**Figure 24 - Click the Rubric**

21. The *Edit Rubric* window will open. Under *Status*, click the **drop-down arrow** (See Figure 21).

22. In the drop-down menu, click **Publish** (See Figure 21).

23. Click **Save** (See Figure 21).

![Publish & Save](image)

**Figure 25 - Publish & Save**

24. You are now ready to attach the rubric to the activity you have created.

![Published Rubric](image)

**Figure 26 - Published Rubric**
Adding an Overall Score Level to a Rubric
The following explains how to add a level for the overall score:

1. Click the drop-down arrow next to Overall Score (See Figure 27).
2. Click Add Levels (See Figure 27).

![Figure 27 - Add Level](image)

3. In the Level Name field, enter a name for the new level (See Figure 28).
4. In the Start Range field, enter the minimum amount of overall points to achieve for that range (See Figure 28).

![Figure 28 - Add Overall Level](image)

5. Enter the description for the overall level in the Description field (See Figure 29).
6. Enter feedback in the Feedback field (See Figure 29).
7. Click Save to save the additional level (See Figure 29).

![Figure 29 - Save Additional Level](image)
8. Click **Close** to save the changes to the rubric.

![Figure 30 - Close Edited Rubric](image)

**Adding Additional Levels or Criteria to a Rubric**

The following explains how to add additional criterion or levels to a rubric:

1. Click the **Levels and Criteria** tab of the rubric.
2. Click the **Add Criterion** or the **Add Level** button.

![Figure 31 - Add Criterion or Add Level](image)

3. In the *Level Name* or *Criterion Name* field, enter the **name** for the new level or criterion.
4. In the *Score (points)* field, enter the **points possible** for the new level or criterion.
5. Click the **Save** button.
Removing Levels or Criteria in a Rubric

The following describes how to remove a criterion or level:

1. Click the **Levels and Criteria** tab of the rubric.
2. Click the **drop-down arrow** for the item to be deleted (See Figure 32).
3. In the menu that appears, select the **Delete Level** option (See Figure 32).

![Figure 32 - Delete Level or Criterion](image)

Creating a Holistic Rubric

The following explains how to configure a Holistic Rubric:

1. In the **Name** field, enter a **descriptive name** for the rubric (e.g., Speech Rubric) (See Figure 33).

2. The **Rubric Status** defaults to **Draft**. Click the **drop-down arrow** to view the available options and make an alternate selection, if desired:
   a. **Draft**: Allows you to configure and refine the rubric until it is ready for publication and association with various tools and activities (See Figure 33).
   b. **Published**: Allows associations to be made with assignments and other objects. Once a rubric is published and has an association, you may not change the rubric (See Figure 33).
   c. **Archived** - Allows you to disable the item in searches, but maintains existing associations (See Figure 33).

![Figure 33 - Enter a Name and Status](image)
3. Enter a **Description** of the rubric, if desired.
   a. A toolbar appears in the text field to provide tools to format the text entered, insert photos and other objects such as equations, files, and links, as well as view the text in full-screen to access additional formatting options.

![Figure 34 - Enter a Description](image)

4. In the **Rubric Type** field, click the **drop-down arrow** (See Figure 35).
5. Click **Holistic** (See Figure 35).
   **Note:** You may not change the type once you save the rubric.

![Figure 35 - Click Holistic Rubric Type](image)

6. Under **Initial # of Levels**, enter the **number of levels** desired for the rubric table (See Figure 36).
7. The **Scoring Method** defaults to Percentages. Click the **drop-down arrow** to change the selection. The following describes each option:
   a. **Text Only:** Allows you to assign descriptions within the rubric, but no points (See Figure 36).
   b. **Percentages:** The default selection, allows you to assign a percent earned to each level (See Figure 36).
8. If you do not want students to see score values, click the **Hide scores from student views** checkbox (See Figure 36).

![Figure 36 - Set Levels & Scoring Method](image)
9. To set associations with competencies, Under *Advanced Availability*, click the **drop-down arrow** to access the allow associations in competencies checkbox (See Figure 37).

10. Click **Save** (See Figure 37).

![Figure 37 - Save](image)

11. Click the **Levels** tab.

![Figure 38 - Levels and Criteria Tab](image)

12. The **Levels** screen appears, displaying a table with the number of levels as entered in Step 6. To enter information about the rubric, click **Edit Levels**.

![Figure 39 - Edit Levels](image)
13. The *Edit Levels* window appears. The *Name* and *Start Range* fields will contain default values, which you will override with your selected terminology.
   a. In the *Level Names* field, enter the **Level Names** for each level (See Figure 40).
   b. In the *Start Range* field, enter the minimum percentage for that range (See Figure 40).
   c. In the *Description* and *Feedback* fields, enter the desired **information to convey to your students** (See Figure 40).

![Figure 40 - Edit Levels](image)

14. Click **Save**.

15. The saved rubric appears as entered. When you are finished editing your rubric, click **Close**.

![Figure 41 - Click Close](image)
16. To set your rubric to *Published* status when you have finished editing the rubric:
   a. Click the drop-down arrow to the right of the rubric you just created (See Figure 42).
   b. Click Set Status (See Figure 42).
   c. Click Published (See Figure 42).

   ![Figure 42 - Set Status to Published](image)

**Setting a Rubric to Published Status**

When ready to attach a rubric to an activity, the status must be set to *Published* as only published rubrics can be attached to activities. Once the rubric is set to published status and attached to another D2L tool, it is unavailable to edit or delete. However, it can be archived, which will retain the functionality with any activity to which it is attached, but it will not appear in the list of available rubrics to attach to activities. The following explains how to set the status to Published:

1. Click the drop-down arrow to the right of the rubric you want to publish (See Figure 43).
2. Click Set Status (See Figure 43).
3. Click Published (See Figure 43).

   ![Figure 43 - Set Rubric to Published Status](image)
4. The status is updated to Published. The rubric is now available to attach to various activities.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Type</th>
<th>Scoring Method</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech Rubric</td>
<td></td>
<td>Holistic</td>
<td>Percentages</td>
<td>Published</td>
</tr>
</tbody>
</table>

**Figure 44 - Published Rubric**

**Editing a Rubric**

Rubrics can be edited only when in *Draft* status or if not yet attached to an activity. Once Rubrics are set to *Published* status and attached to an activity, they can no longer be edited. Some fields are also not editable after a rubric is created and saved.

For example, the *Type* (Analytic or Holistic) and *Scoring Method* (Points, Custom Points, or Percentages) may not be changed following initial save of the rubric. The following explains how to edit a rubric:

1. From the *Rubrics* window, where all available rubrics are listed, click the *name* of the rubric you want to edit (e.g., Speech Rubric).

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Type</th>
<th>Scoring Method</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech Rubric</td>
<td></td>
<td>Holistic</td>
<td>Percentages</td>
<td>Published</td>
</tr>
<tr>
<td>Standard Writing</td>
<td>This rubric will be used for all essays.</td>
<td>Analytic</td>
<td>Points</td>
<td>Published</td>
</tr>
</tbody>
</table>

**Figure 45 - Click the Rubric to Edit**

2. The *Edit Rubric* window will appear. Edit the rubric as needed (See Figure 46).
3. When finished, click the *Save* button (See Figure 46).

**Figure 46 - Edit Rubric & Save**

4. You can also edit by selecting specific tabs of the rubric by:
a. Clicking the drop-down arrow next to the rubric name (See Figure 47).
b. Selecting the specific tab you want to edit (See Figure 47).

![Figure 47 - Right-Click & Edit](image)

**Copying a Rubric**

Rubrics may not be edited after changing the status from *Draft* to *Published*. Rather than starting a new rubric, you may want to copy an existing rubric to allow for editing rather than starting from scratch. The following explains how to copy a rubric:

1. From the *Rubrics* screen, where all available rubrics are listed, click the drop-down arrow next to the rubric you want to copy (See Figure 48).
2. In the drop-down list that appears, click *Copy* (See Figure 48).

![Figure 48 - Copy Rubric](image)

3. A duplicate copy of the rubric is created, named *Copy of “Rubric Name”*. 
4. You may now edit the new rubric.
Archiving a Rubric

While a rubric may not be deleted once it is set to published, it may be archived to remove it from your list of available rubrics to attach to activities. The following explains how to archive a rubric:

1. From the Rubrics window, click the drop-down arrow next to the rubric you want to archive (See Figure 49).
2. In the drop-down list that appears, hover your mouse over Set Status (See Figure 49).
3. Click Archived (See Figure 49).
4. The rubric will be removed from your list of available rubrics.

Grading an Assignment Submission Folder Using Rubrics

Associating a Rubric with an Assignment Submission Folder

The following explains how to associate a rubric with an Assignment Submission folder:

1. While creating or editing an Assignment Submission Folder, click the Add Rubric button under the Properties tab.
2. The Select Rubric window appears. Click the checkbox next to the rubric you want to add to the assignment (See Figure 51).

3. Click Add Selected (See Figure 51).

4. The rubric is added to the assignment.

5. Click Save and Close to save your Assignment Submission folder settings.
Grading Items in the Assignments Submission Folder Using a Rubric
The following explains how to grade items in the Assignments Submission Folder using a rubric:

1. Click **Assignments** in the Navbar.

   ![Figure 54 - Click Assignments](image)

2. Click the **Assignment Submission Folder** that contains the submissions you want to grade.

   ![Figure 55 - Click the Assignment Submission Folder](image)

3. The submission folder for the assignment opens with the default display of *Users with submissions*. This displays only student information and files that have been submitted to the folder. To access the rubric, click the **Evaluate** button next to a student ID.

   ![Figure 56 - Evaluate Submission](image)
4. The *Evaluate Submission* window appears. Click the **file name** of the submission to view in the preview pane (See Figure 57).

5. To assess the submission using the rubric, click the **name of the rubric** associated with this assignment submission folder (See Figure 57).

![Figure 57 - Evaluate Submission Screen](image)

**Note:** You may also click the **Assess All Rubrics** icon to the right of the rubric name.

![Figure 58 - Click Assess All Rubrics](image)
6. The Assess *Rubric* window appears. Complete the rubric by **clicking the radio button** corresponding to the appropriate level (score) for each criterion.

![Assess Rubric](image)

**Figure 59 - Assessing with the Rubric**

7. The *Score and Feedback* column possesses options to modify the score and provide feedback for each criterion as well as the overall score. The options are as follows:
   a. **Edit**: Use the edit pencil to change the score and enter feedback comments (See Figure 60).
   b. **Clear Score and Feedback**: Use this to clear the score and feedback to re-evaluate the criteria (See Figure 60).

![Score and Feedback Options](image)

**Figure 60- Score & Feedback Options**
8. To edit the score for a criteria or overall score, click the **Edit** icon in the appropriate row.

9. The *Edit Score and Feedback* window appears. In the *Points* field, click to **override the number of points scored** (See Figure 61).

10. In the *Feedback* field, enter any feedback comments you want to provide related to scoring (See Figure 61).

11. Click the **Save** button (See Figure 61).

12. The score for the edited criteria displays a symbol to indicate that an adjustment was made.

13. Click the **Save & Record** button to send the scores to the submission folder.
14. The *Evaluate Submission* window appears. On the right side of the screen, you will see that the score and the feedback from the rubric have been forwarded to the submission folder (See Figure 64).

15. To save the score and make the grade visible to the student, click **Publish** (See Figure 64).
   a. If you do not want the student to see the score yet, click **Save Draft** to save your grading as a draft.

16. Click **Next Student** to move on to the next submission (See Figure 64).

![Figure 64 - Evaluate Submission Window](image)

**Grading Discussions Using Rubrics**

After you have set up a discussion, you may want to use a rubric to grade discussion posts. Rubrics can be associated with the discussion item or to a grade item. The rubric can also be associated with a discussion solely for the purpose of showing students how they will be assessed. The following explains how to grade discussion topics using a rubric associate with a grade item:

**Associating a Rubric with a Grade Item**

1. Click **Grades** in the Navbar.

![Figure 65 - Click Grades](image)
2. Click **Manage Grades** (See Figure 66).
3. Click **New** (See Figure 66).
4. Click **Item** (See Figure 66).

![Image of Manage Grades and New Item options]

**Figure 66 - Click New Grade Item**

5. Under **Choose a Grade Item Type**, click **Numeric**.

![Image of New Item dialog with Numeric selected]

**Figure 67 - Click Numeric**
6. The New Grade Item window appears allowing you to enter grade item properties. Enter a **Name** for the grade item (See Figure 68).

7. If you want to assign the grade item to a category, click the drop-down arrow (See Figure 68).

8. In the drop-down menu, select a **Category** (e.g., Assignments) (See Figure 68).

9. A new category can be created by clicking **New Category** (See Figure 68).

![Figure 68 - Enter Grade Item Name and Select Category](Image)

10. Under Grading, enter the **Maximum Points** for the grade item (See Figure 69).  
**Note:** If in a weighted grade scheme, you will also enter the **Weight** for the grade item.

11. Click the checkbox for **Can Exceed**, **Bonus**, and/or **Exclude from Final Grade Calculation** as needed (See Figure 69).

![Figure 69 - New Grade Item](Image)
12. You are now ready to add the rubric. Click the **Add Rubric** button.

![Add Rubric button](image)

**Figure 70 - Add Rubric button**

13. The *Select Rubric* window appears. Click the **checkbox** next to the **rubric** you want to use for the grade item (See Figure 71).

14. Click **Add Selected** to save the selection and close the window (See Figure 71).

![Select Rubric](image)

**Figure 71 - Select Rubric**

15. Click the **Restrictions** tab to enter any desired restrictions.

![Restrictions Tab](image)

**Figure 72 - Click the Restrictions Tab**

16. Click **Save and Close** to save the grade item with the attached rubric.

17. The grade item that you created now appears in the gradebook under *Enter Grades* and *Manage Grades*.
Grading Discussion Items in the Grade Book Using a Rubric

The following explains how to grade a discussion item using a rubric to provide feedback to your students for their discussion posts:

1. In Discussions, read the discussion post(s).
2. To provide feedback, click Grades in the Navbar.

3. Click Enter Grades.

4. Find the column for the discussion post you want to grade. Click the drop-down arrow next to the grade item title at the top of the column (See Figure 75).

5. In the drop-down menu, click Grade All (See Figure 75).

6. To view the discussion submission, click the View Submissions icon in the Submission column.
7. In the Assess Topic window, the individual post appears at the bottom for you to view (See Figure 77).

**Note:** You may need to scroll to view the post at the bottom of the page (See Figure 77).

8. After viewing the post, in General Feedback, enter any desired comments for the student.

9. Click **Save and Close** (See Figure 77).

10. To view and assess using the associated rubric, click the **Evaluate Icon** in the Assessment column.

---

**Figure 77 - View Discussion Submission**

**Figure 78 - Evaluate with Rubric**
11. The rubric associated with the discussion appears. Complete the rubric for the student and click **Save and Record**.

![Figure 79 - Complete Rubric & Save](image)

12. This populates the grade in the gradebook.  
**Note:** You may modify the grade if necessary.

![Figure 80 - Graded Item](image)

13. Repeat the steps above until all grades have been entered.  
14. When ready to close the grading session, click **Save and Close**.
15. The Confirmation window appears to confirm that you want to make the changes. Click Yes to confirm.

![Figure 81 - Click Yes to Confirm](image)

**Additional Help**

For additional support, please contact the KSU Service Desk:

- **Phone:** 470-578-6999
- **Email:** service@kennesaw.edu
- **Website:** http://uits.kennesaw.edu