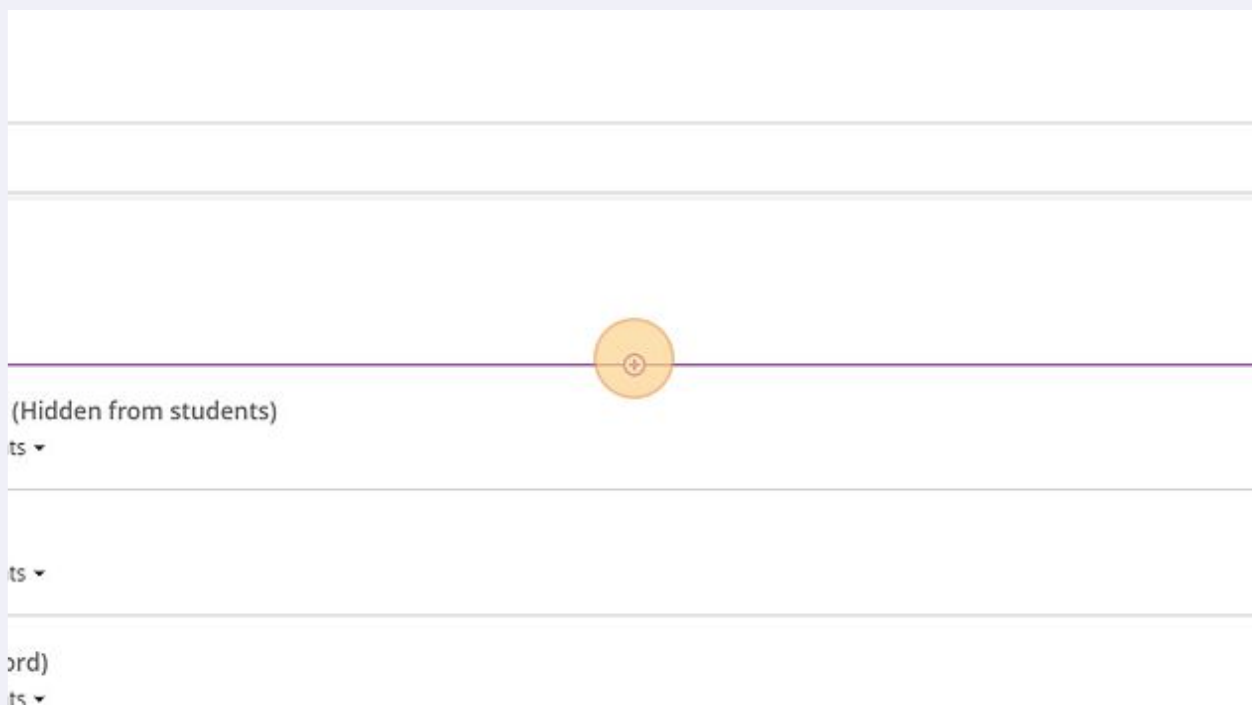


Add an Grade Center Column with a Rubric

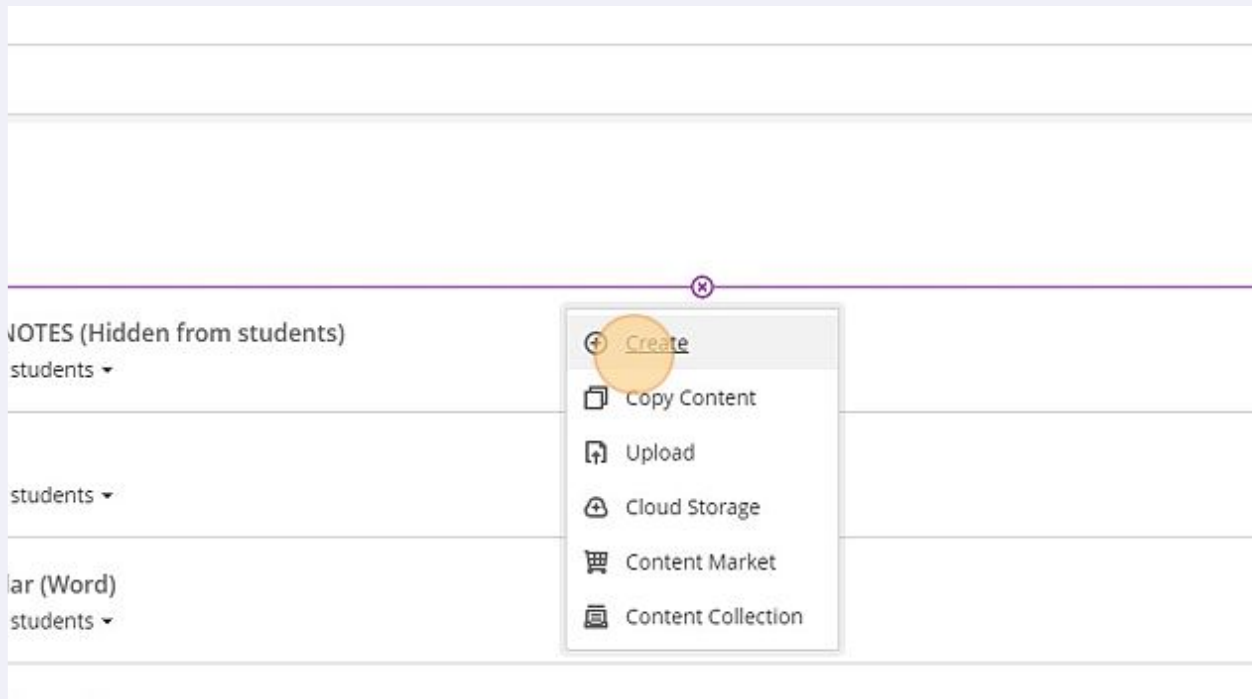
Sometimes there are assignments that do not require a student to complete questions or submit a file. Use this guide to create an assignment using the setting "Collect Offline." Using this setting allows faculty to create a Grade Center column and attach a rubric, but the student doesn't need to submit anything on their end.

1 Navigate to your course.

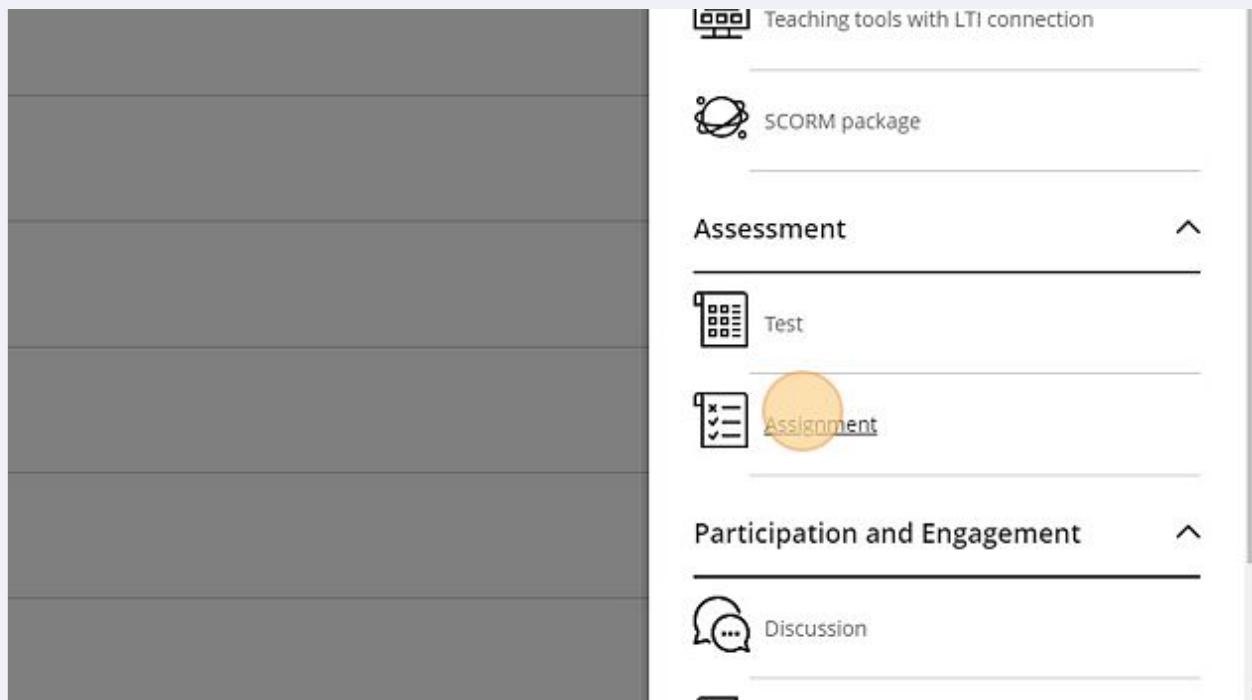
2 Select the plus sign icon.



3 Click "Create"



4 Click "Assignment"



5 Give your new assignment a title.

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Assignment 3/22/23

Content and S

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ur assignment

nd specific titles help
ow what to expect.
t the title at any time.



Create your assessment
Select the plus icon to get started


6 Click on the Assignment Settings gear.

Hidden from students

Settings

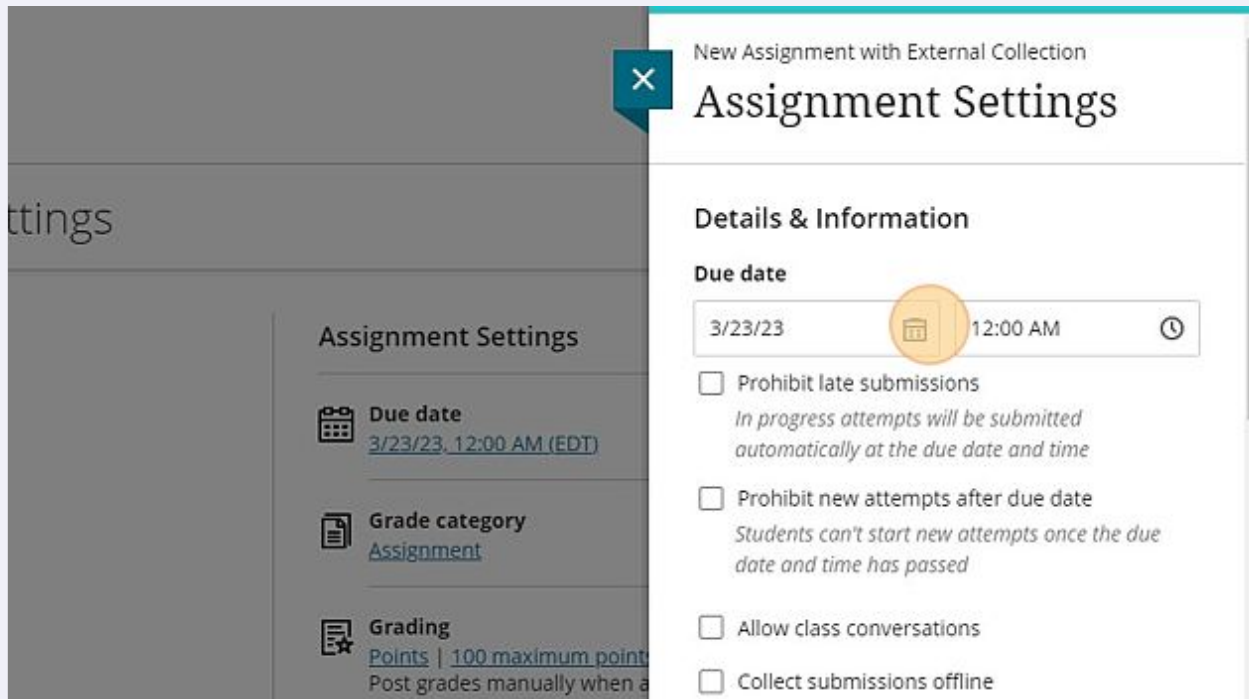
(0) Submissions →

Assignment Settings

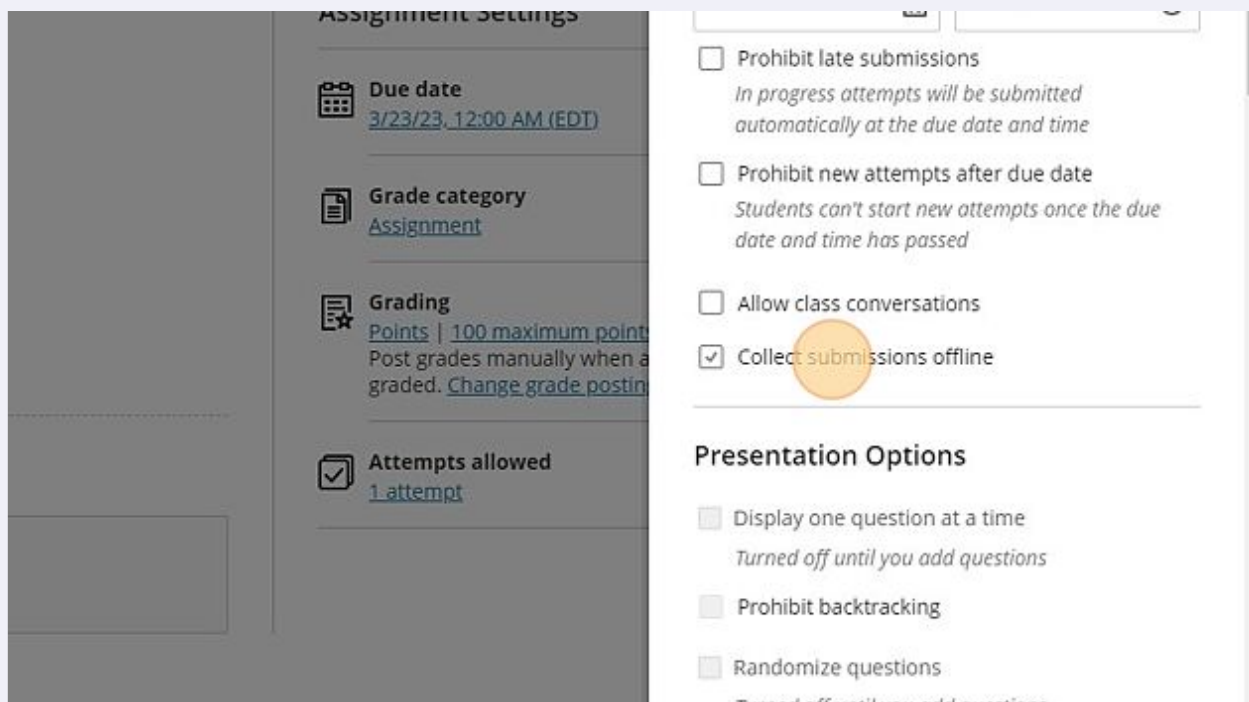


- Due date**
[3/23/23, 12:00 AM \(EDT\)](#)
- Grade category**
[Assignment](#)
- Grading**
[Points](#) | [100 maximum points](#)
Post grades manually when assessment is

7 Set the due date to be sometime in the future.

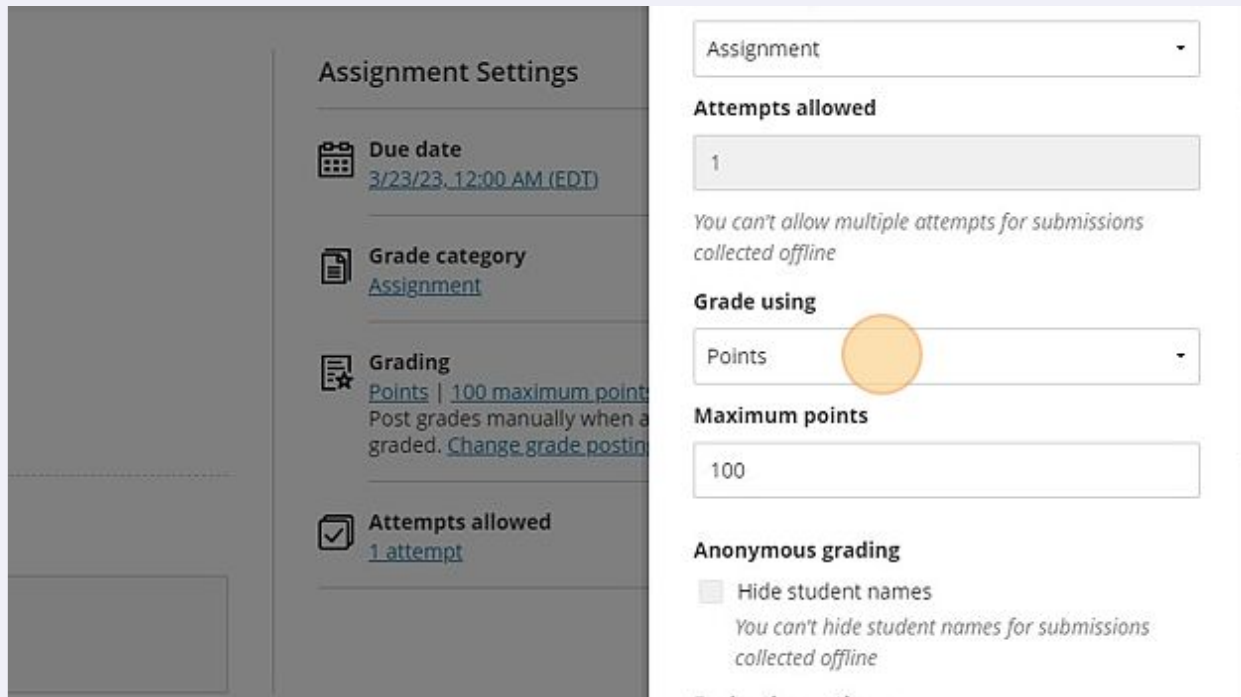


8 Enable "Collect submissions offline" by clicking it. A check should appear in the box.



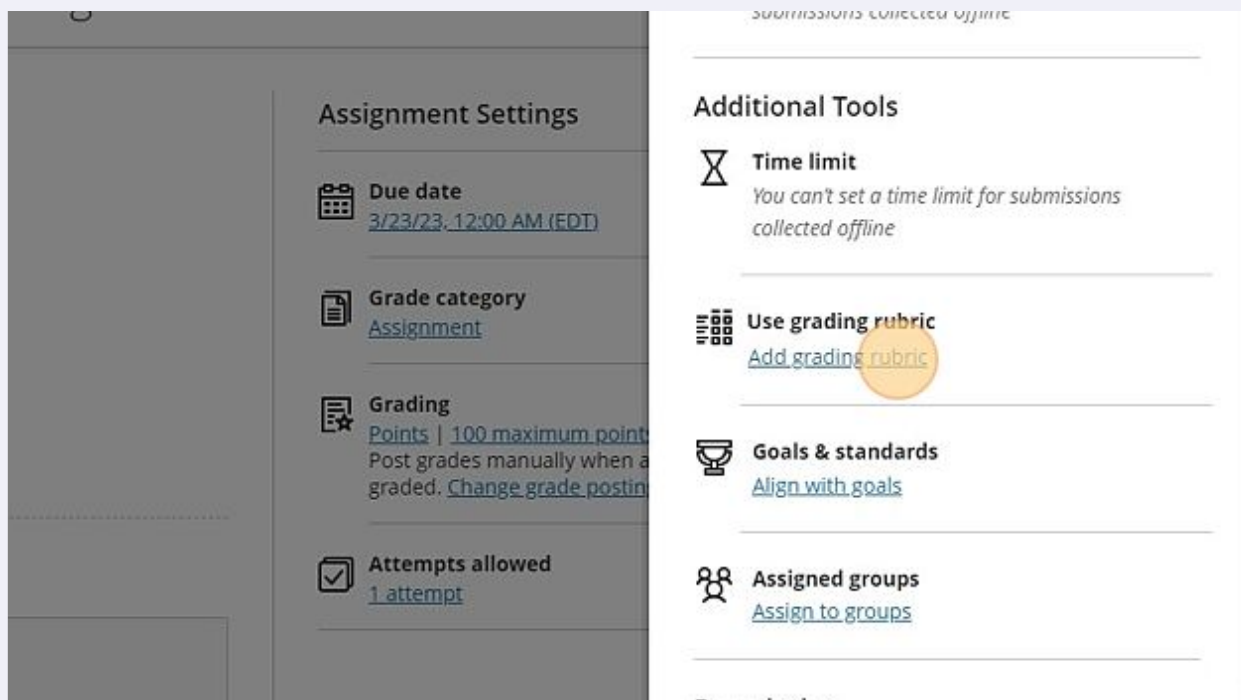
9

Set the "Grade Using" dropdown to match the Grading Rubric. In this case, percentage was selected since the rubric is percent based.

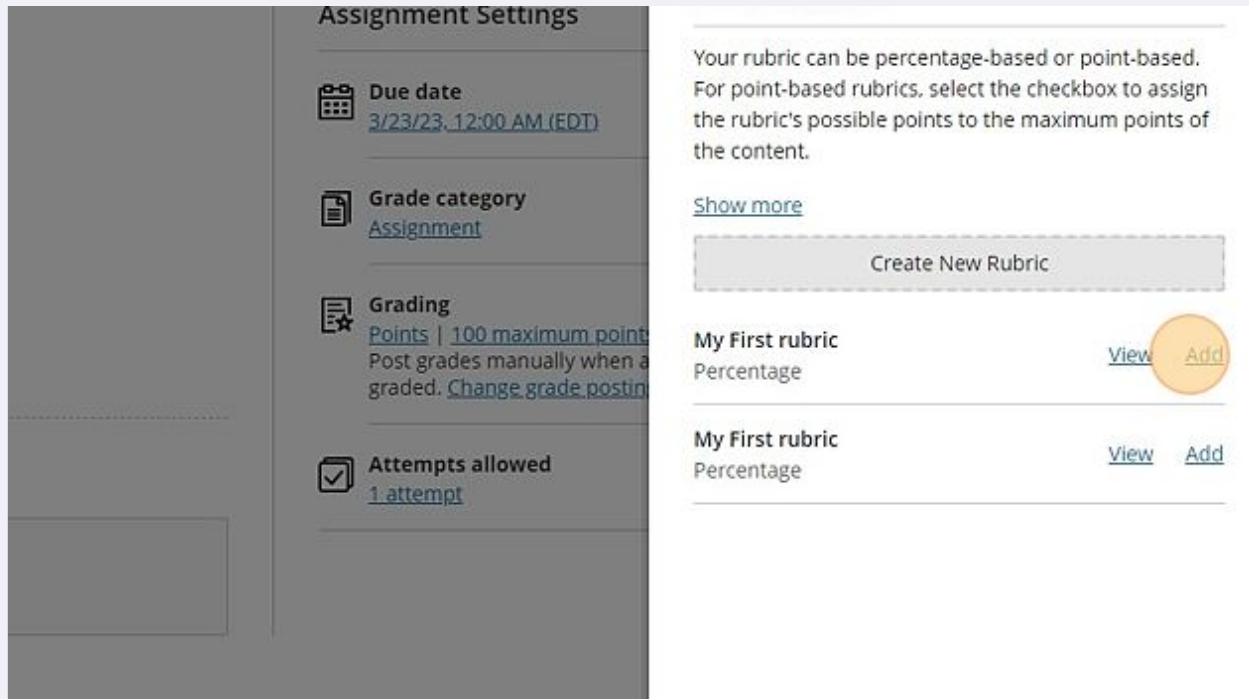


10

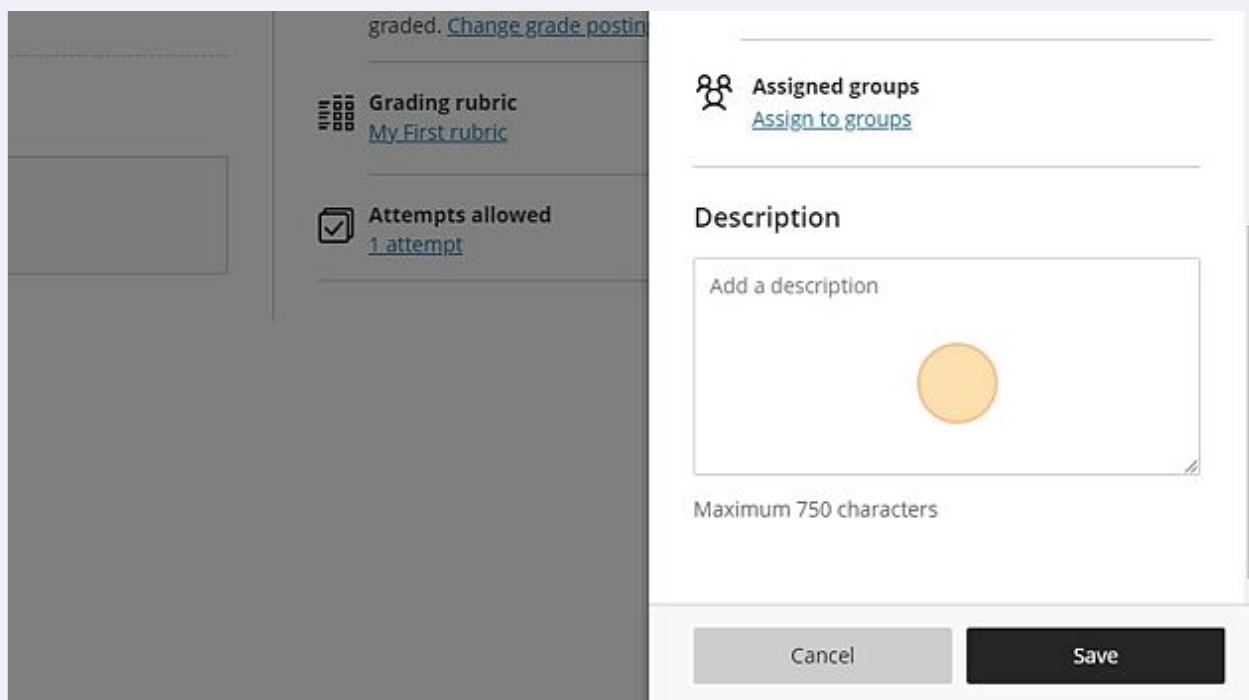
Click "Add grading rubric"



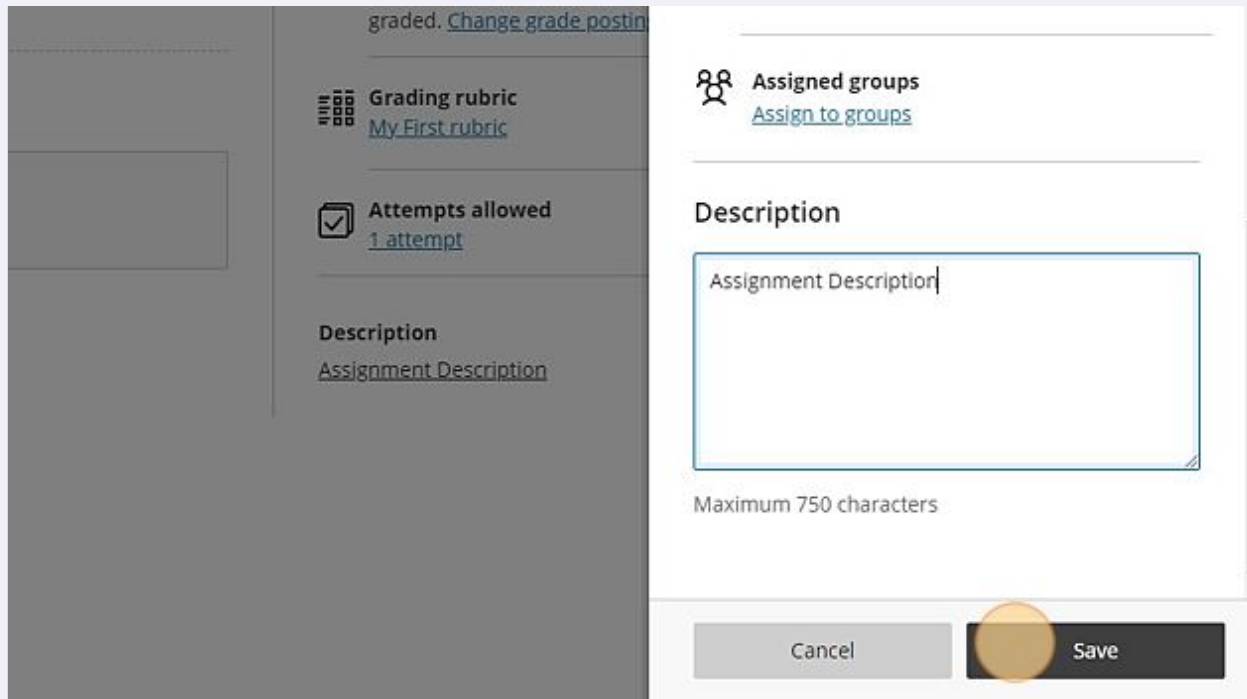
11 Add the rubric of choice.



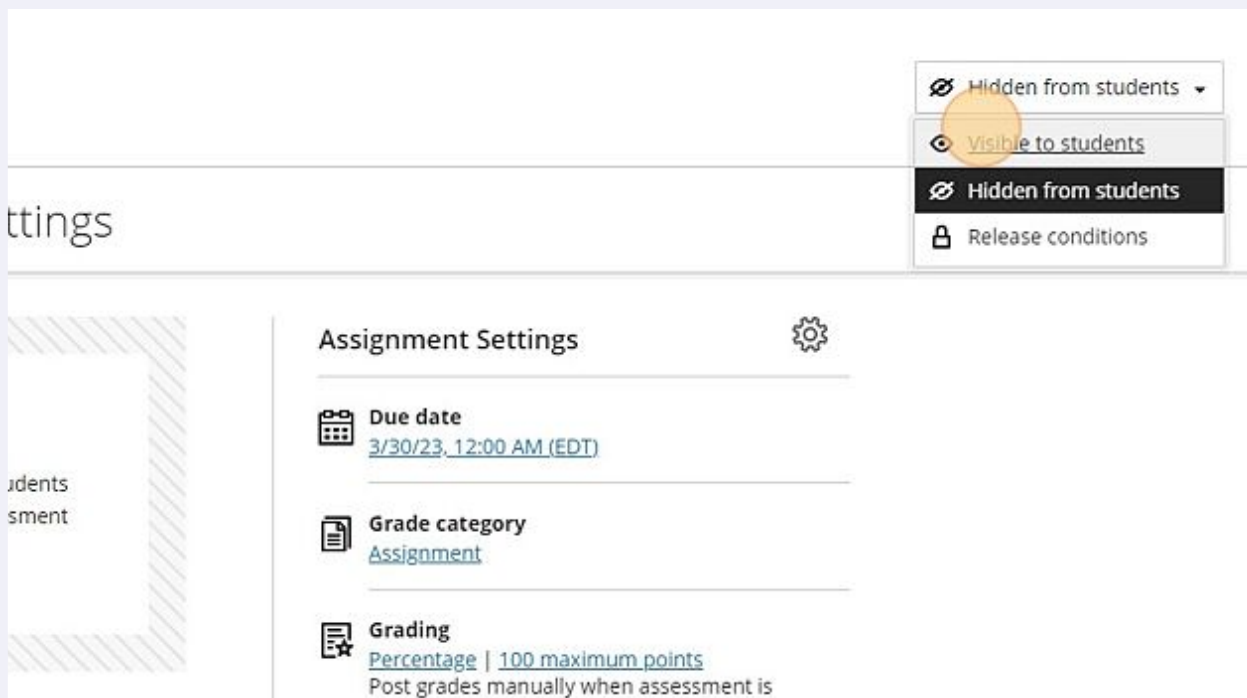
12 Add an assignment description, if required. This will be the only location to show students information on the assignment when "collect submissions offline" is used.



13 Click "Save"



14 Determine if this assignment should be available to students.



15 To grade students, click "Gradebook" in the course ribbon.

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Content Calendar Discussions **Gradebook** Messages Analytics

Course Faculty

Michael Horowitz
INSTRUCTOR

Details & Actions

Roster
[View everyone in your course](#)

Course Groups
[View all course groups](#)

Course Content

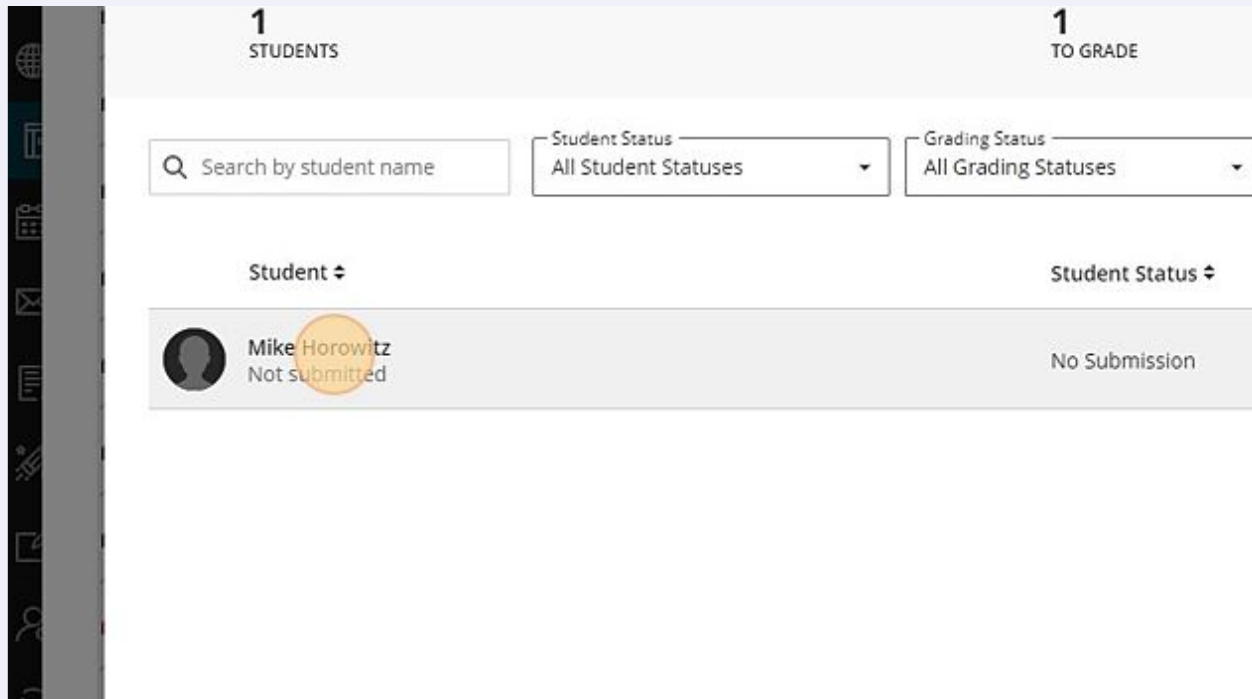
New Assignment with External Collection
Due date: 3/30/23, 12:00 AM
Visible to students ▾
[Assignment Description](#)

INSTRUCTOR NOTES (Hidden)
Hidden from students ▾

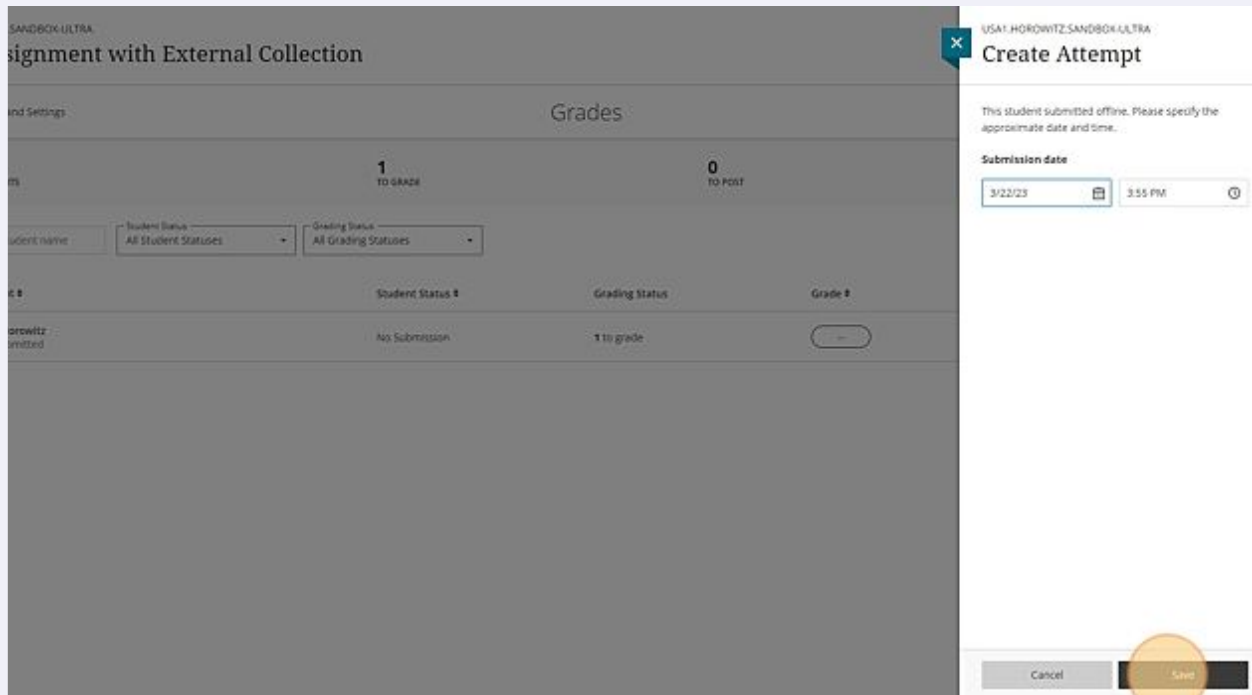
16 Navigate to the assignment and click once. It will indicate that none are submitted, but the number of students in the course will appear as "# to grade." If you click on that number to grade, the student list will appear:

	0 of 1 submitted	
	Week 14 Rehabilitative Treatment Approaches 0 of 1 submitted	
	Week 15 Final Portfolio 0 of 1 submitted	
	new test 1 missing 0 of 1 submitted	3/21/23, 12:00 AM
	Rubric Testing 1 of 1 submitted	3/31/23, 12:00 AM
	new assignment 2 1 missing 0 of 1 submitted	3/21/23, 12:00 AM
	Discussion test for notifications. 1 of 1 participated	3/22/23, 2:43 PM
	<u>New Assignment with External Collection</u> 0 of 1 submitted	3/30/23, 12:00 AM

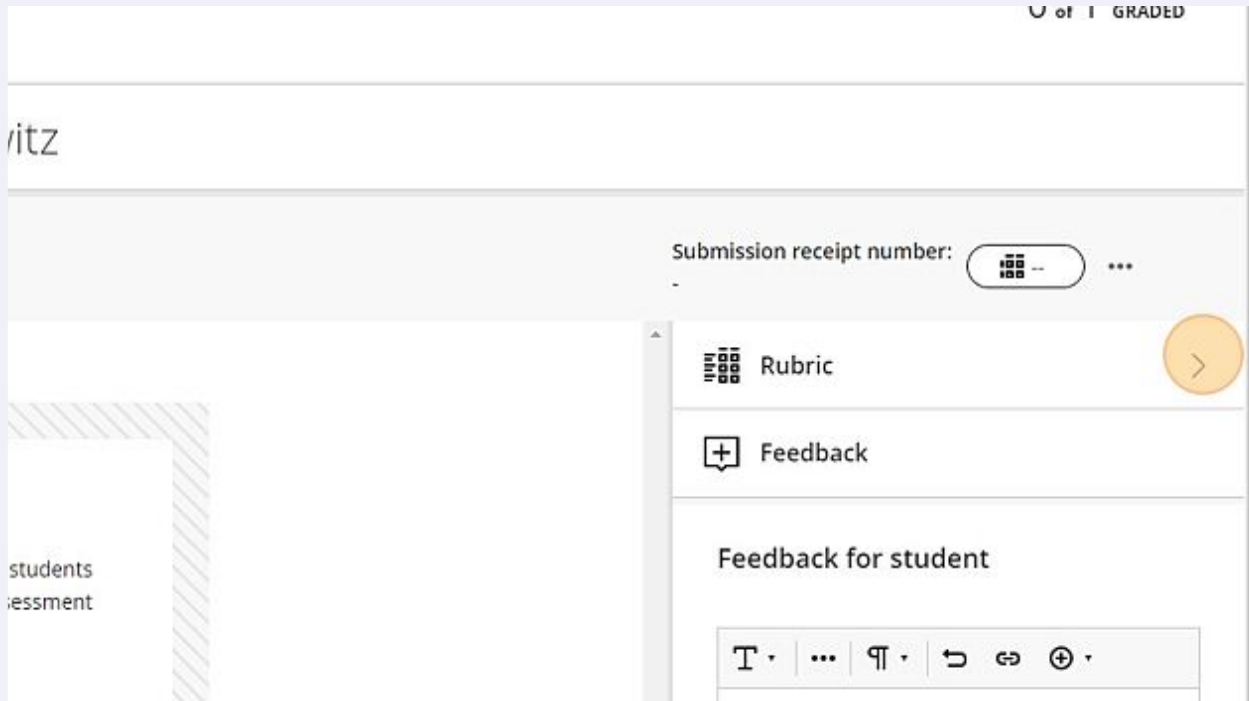
17 By clicking on the student name, a gradable attempt can be created.



18 Fill in the date, time, and click save.



19 Use the rubric to grade the student.



20 Once the rubric is filled out, the student will appear as graded.

