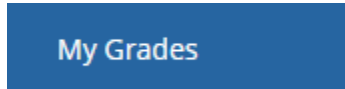


VIEW RUBRIC THROUGH GRADES

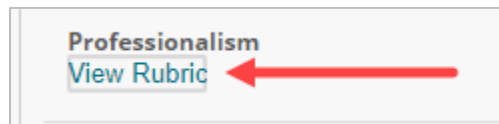
Access an assignment's rubric through the My Grades tool.

Instructions

1. In the left hand course menu, click **My Grades**.



2. Under the assignment name, click **View Rubric**.



3. Rubric will display in a new browser window.

| | 3 - Proficient | 2 - Approaching Proficiency | 1 - Not Proficient |
|--------------------------|---|---|--|
| Punctuality | 3 (25.00%) • The student arrives to 95%-100% of classes or appointments with all required materials, and with valid reasoning for an absence and at least 24 hours notification if it occurs | 2 (16.66666%) Select all that apply: • The student arrives to 90%-94% of classes or appointments with all required materials, and with valid reasoning for the absences and at least 24 hours notification • The student arrives to 90%-100% of classes or appointments without all required materials, and with valid reasoning for the absences and at least 24 hours notification • The student arrives to 90%-100% of classes or appointments without valid reasoning for the absences and less than 24 hours notification | 1 (8.33333%) • The student arrives to less than 90% of classes or appointments |
| Communication | 3 (25.00%) • When speaking, the student uses applicable professional terminology accurately in context, as well as communicates tactfully and professionally in words and actions at 95%-100% of meetings, classes, appointments, or interactions. The student is approachable, assertive, and shows acceptance of differences in ideas/opinions through words and actions 100% of the time. | 2 (16.66666%) Select all that apply: • The student is approachable, assertive, and shows acceptance of differences in ideas/opinions through words and actions 95%-99% of the time. • When speaking, the student uses professional terminology that is applicable or accurate in context at 95%-100% of meetings, classes, appointments, or interactions • The student communicates tactfully and professionally in words and/or actions 90%-94% of the time. | 1 (8.33333%) Select all that apply: • When speaking, the student uses applicable professional terminology that is accurate in context less than 90% of the time. • The student communicates tactfully and professionally in words and actions less than 90% of the time. • The student is approachable, assertive, and shows acceptance of differences in ideas/opinions through words and actions less than 95% of the time. |
| Engagement | 3 (25.00%) • Without prompting, the student offers assistance to other students when needed or independently seeks new learning opportunities at least once per term. The student contributes to class discussions without prompting or resistance and brings new ideas/insight to meetings/appointments between 95%-100% of the time. The student also demonstrates self-reflection and improvement by actively applying 100% feedback given without prompting or resistance every time it is given. | 2 (16.66666%) Select all that apply: • Without prompting, the student offers assistance to other students when needed or independently seeks new learning opportunities at least once per year • The student contributes to class discussions without prompting or resistance and brings new ideas/insight to meetings/appointments between 90%-94% of the time. • The student demonstrates self-reflection and improvement by actively applying 95%-99% of feedback given without prompting or resistance | 1 (8.33333%) Select all that apply: • The student does not offer assistance to other students when needed or independently seek new learning opportunities for a year or more • The student contributes to class discussions without prompting or resistance, and brings new ideas/insight to meetings/appointments less than 90% of the time. • The student contributes to class discussions and brings new ideas/insight to meetings/appointments with prompting and/or resistance • The student actively applies less than 90% of feedback given without prompting or resistance • The student actively applies feedback given with prompting or resistance |
| Safety and Ethics | 3 (25.00%) • The student acts and speaks ethically in terms of boundaries, conversations, recommendations, etc. 100% of the time. Without prompting, the student does three things: points out risks, responds accurately before or after risks occur, and makes recommendations for enhanced safety 95%-100% of the time | 2 (16.66666%) Select all that apply: • The student acts and speaks ethically in terms of boundaries, conversations, recommendations, etc. between 95%-99% of the time. • Without prompting, the student does less than three of the following things: points out risks, responds accurately before or after risks occur, or makes recommendations for enhanced safety 95%-100% of the time • Without prompting, the student does three things: points out risks, responds accurately before or after risks occur, and makes recommendations for enhanced safety 90%-94% of the time • Without prompting, the student does less than three things: points out risks, responds accurately before or after risks occur, or makes recommendations for enhanced safety 90%-94% | 1 (8.33333%) Select all that apply: • The student acts and speaks ethically in terms of boundaries, conversations, recommendations, etc. less than 95% of the time. • The student does less than three of the following things: points out risks, responds accurately before or after risks occur, or makes recommendations for enhanced safety less than 90% of the time • The student does three things: points out risks, responds accurately before or after risks occur, and makes recommendations for enhanced safety less than 90% of the time |

4. Click Exit to return to **My Grades**.

