# Setting up a Media standard Rubric for using on a studentcentral Assignment or Grade Centre Column

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# Part 1 – Importing the standard Media Rubric

- 1. Open the module on which you wish to use the Rubric.
- 2. In the Control Panel click **Course Tools>Rubrics** (this is the **Rubric library for studentcentral** assessment tools, **NOT Turnitin**)
- 3. Click the **Import** link, top left of the page.

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Create Rubric	Import Rubric		

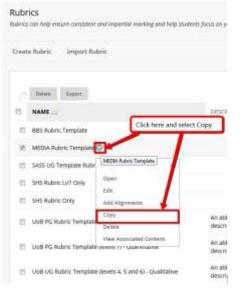
4. Browse and locate the Rubric zip file (it will be named some like this: Rubric\_ExportFile\_WKS-MEDIARUBRICS\_1565945284628.zip) and click Submit.

### Part 2 – Adding your own criteria to the Rubric template

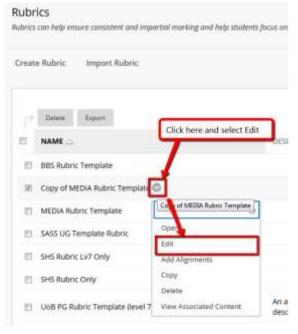
1. Go the Rubric tool in the control panel



#### 2. Take a copy of the Media Template Rubric

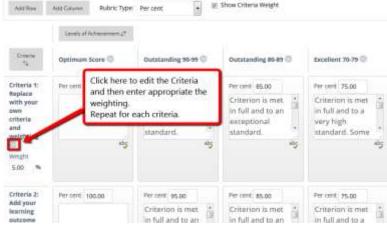


3. Now you have a copy you can edit it to set up the assessment criteria specific you your assessment.



4. Edit the criteria to reflect your assessment and then click Submit.





# If you need to add or remove criteria from the template see below.

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## Part 3 – Attaching the Rubric to your assessment

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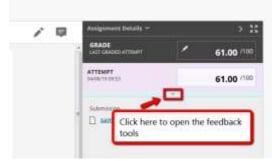
# Part 4 – Marking using the Rubric

If your students have submitted via a studentcentral assignment this is how you mark against the Rubric.

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2. Accessing the feedback tools



and then click on the Rubric to open ready for marking



3. Select the marks for each criteria and add any feedback you want to add.

