








- Open an assignment that has been created.
- On the right hand side, click on Speedgrader.
- Enter a grade and leave comments.
- Click **Submit Comments**.

→  **Rubrics** are an assessment tool that can be attached to a course activity. When creating the Assignment, select **Add Rubric**.

- Give the rubric a title.
- Enter the criteria, ratings, points, and outcomes for the activity.
- Click **Create Rubric**.

### VIII. Test Course as Student

To view the course as a student, click on the **Settings** option on the lower left side of the screen.

→ Next, click on the button – **Student View** – that appears on the top right side of the screen.

### IX. Publish

Until published, teachers can only view courses.

→ To publish a course, click on the **Publish** hyperlink in the middle of the screen. To confirm, click on the Publish Course button on the bottom of the screen.