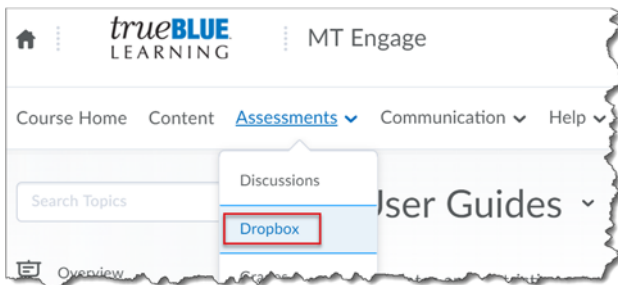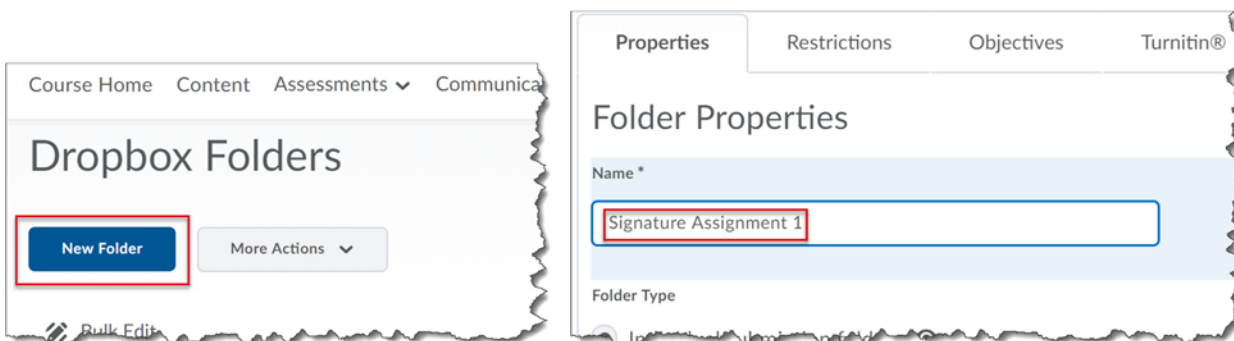# Attaching the Rubric in D2L to Signature Assignment
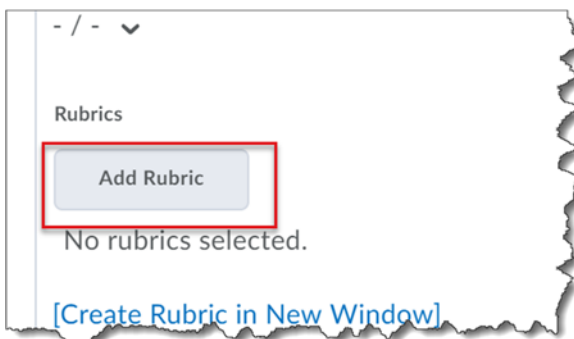
Step 1. Create an assignment in D2L's Dropbox by clicking **Dropbox** from the **Assessment** menu
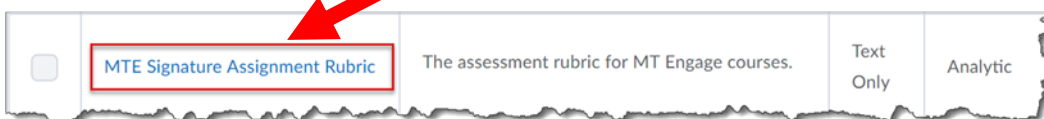

Step 2. Select **New Folder** and give your assignment a name.

Step 3. Select **Add Rubric**. (Note: Apply all of the other settings/restrictions in the usual manner.)
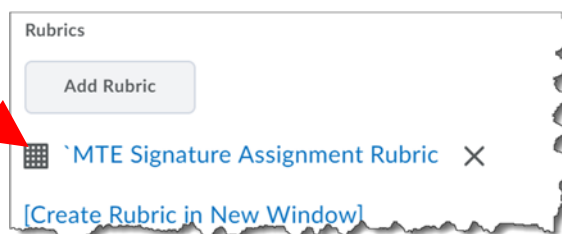

Step 4. Select the desired rubric and choose **Add Selected.**

Step 5. You should see the rubric name appear.

(Note: You can add more than one rubric)

Step 6. Select **Save and Close.** The assignment will now show up in your dropbox.
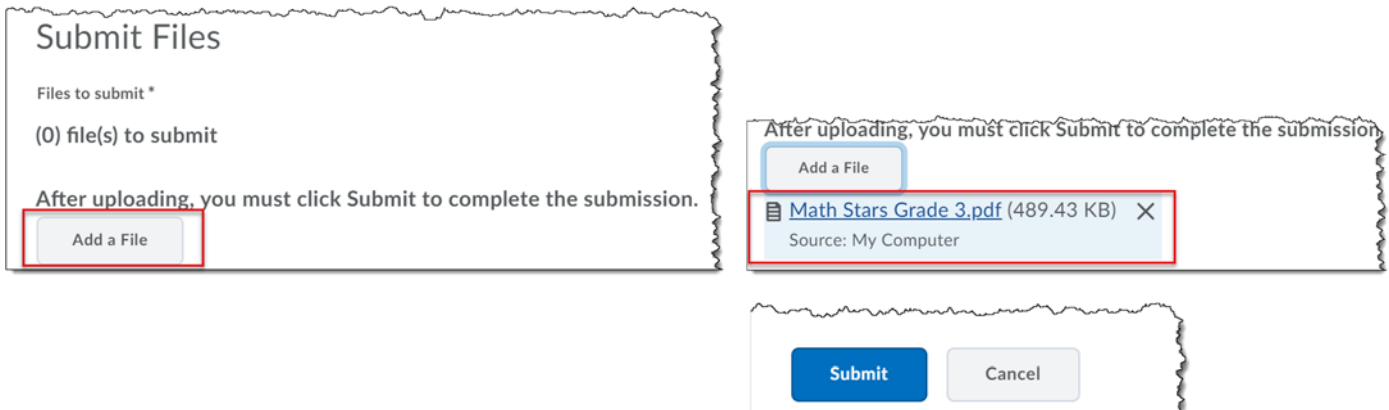

Student Submission of Assignment

Step 1. Student would go to **Assessment** and select **Dropbox** and click on the assignment.
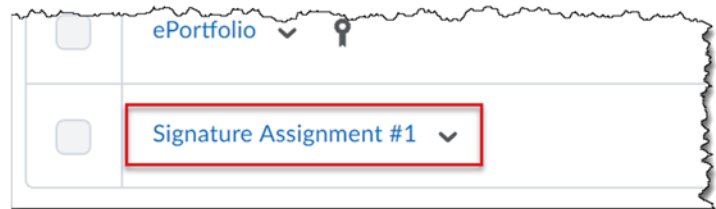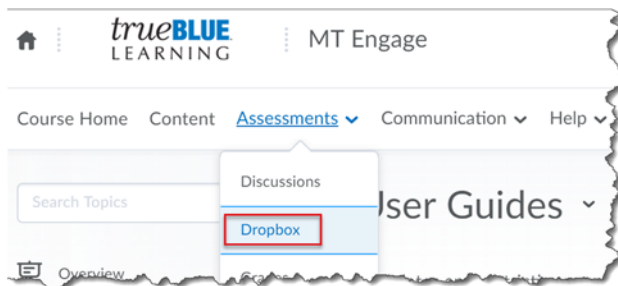

Step 2. They now upload their file by clicking **Add a File**. Note that the rubric being applied will be shown. Once they add the file, it will appear. They must press **Submit** at the bottom of the page.
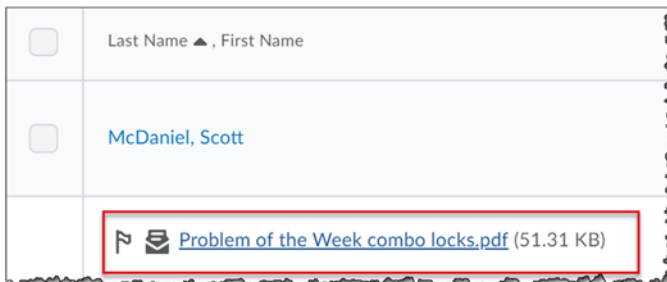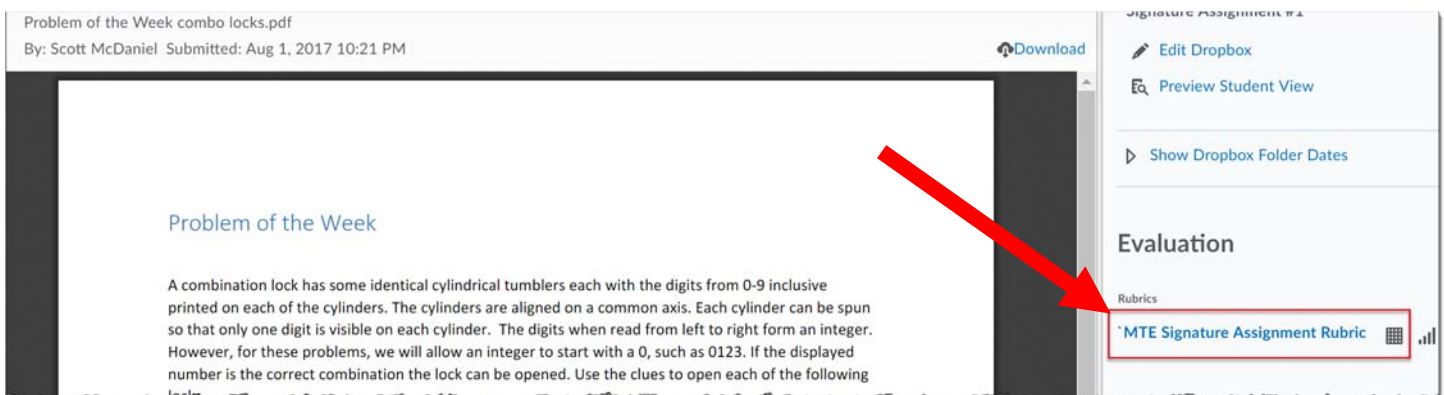
Applying the Rubric to the signature assignment

Step 1. Select an assignment in D2L's Dropbox by clicking **Dropbox** from the **Assessment** menu and select the assignment.

Step 2. You will see the list of submissions. Select the first one to begin grading.

Step 3. You will see the Assignment on the left and the Rubric on the right.* Once you are ready to score the assignment, select the rubric

Step 4. Score the rubric. You may give personal feedback on each item and select **Save and Record** at the bottom of the rubric.

One thing to note: In order for us to pull the data from the back end, the Overall Score must have something selected (e.g. NA).

Step 5. Now select **Publish**.

Note: Students can view their results by selecting the assignment from the **Dropbox** and select **View**.

*NOTE: Are you using D2L's new Feedback Studio to provide feedback directly on your students' work? If so, and you click on the Feedback Studio Rubric tool, Feedback Studio will tell you that it does not have the MT Engage Signature Assignment Rubric.

Don't worry! Just open the rubric from the dropbox submission view shown in Step 3 and move on to Step 4.