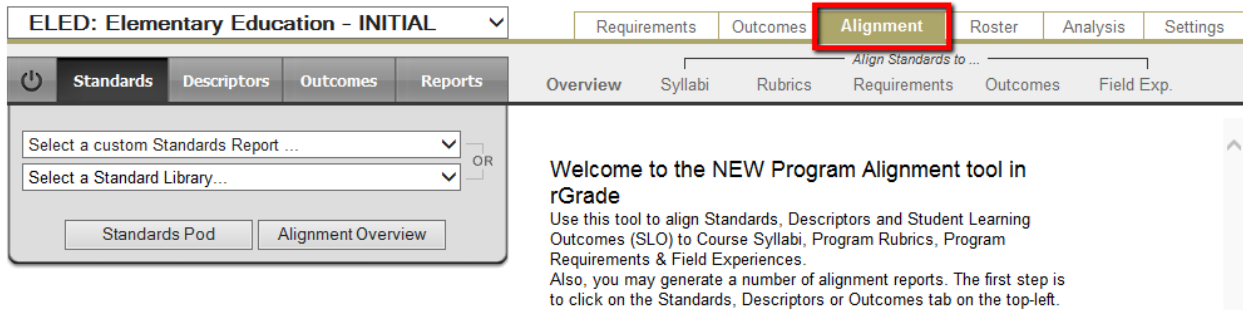


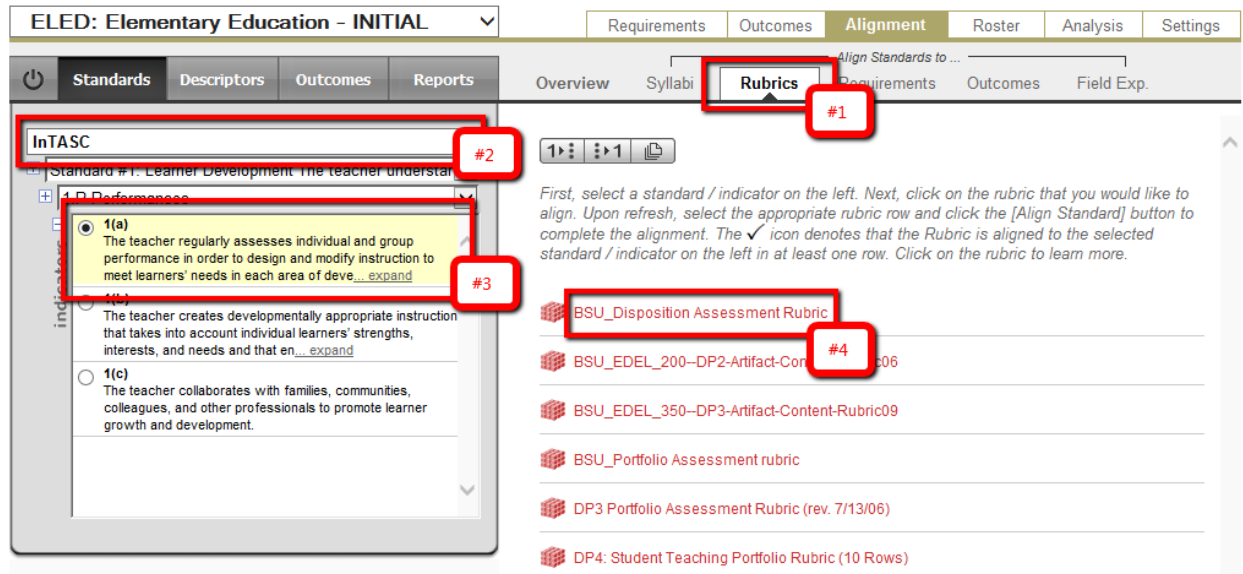
# How to align Program Rubrics to Academic Standards

This tutorial provides step-by-step instructions for aligning program rubrics to academic standards/indicators (eg. InTASC, CAEP, REPA, etc.)

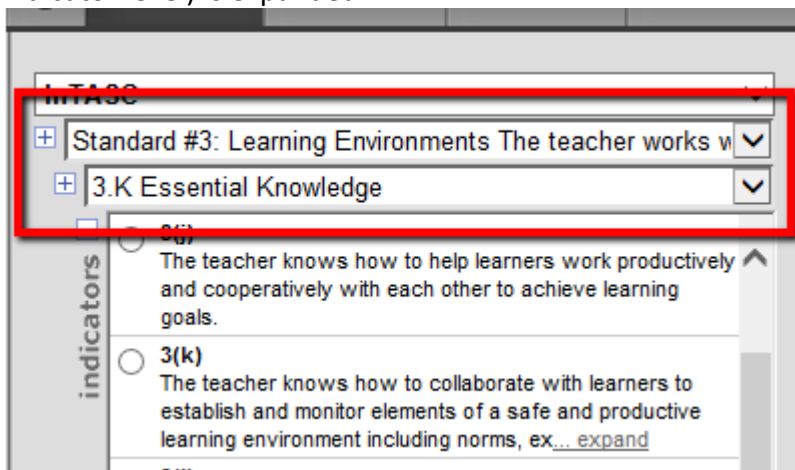
**Step 1:** Click on the “Alignment” tab for your program.



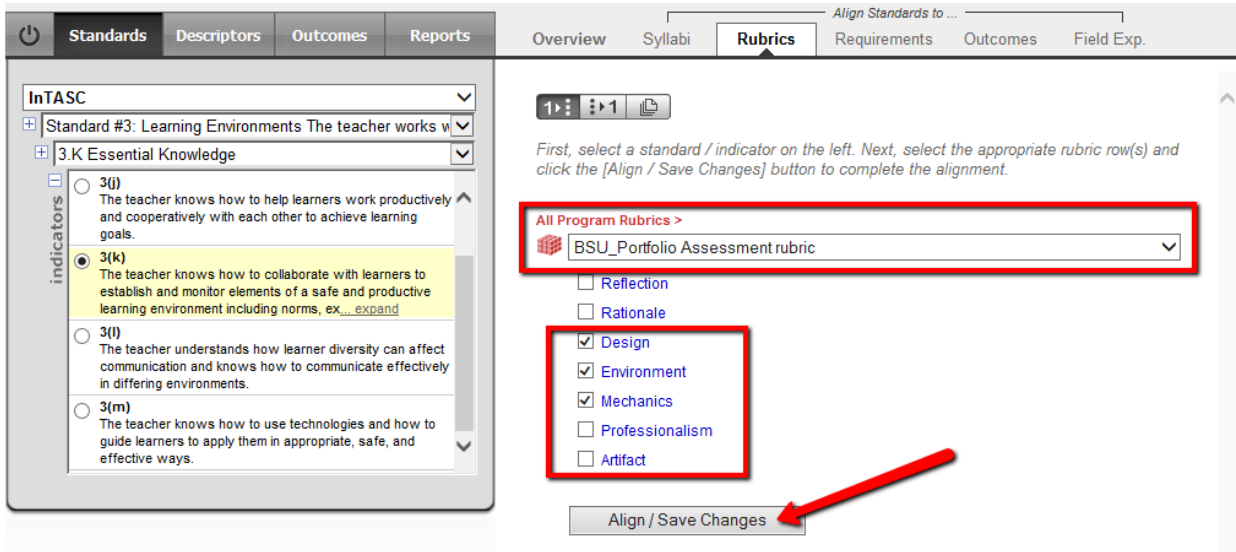
**Step 2:** Next, click the “Rubrics” sub-tab (#1). Upon refresh, select the appropriate standards library (eg. “InTASC”) from the dropdown list on the left (#2). Select the appropriate standard/indicator radio button on the left (#3). Finally, click on a program rubric (#4).



**NOTE:** You may navigate the standard/indicator levels by selecting an item from the cascading drop-down lists. Also you may click the plus [+] icon to expand a different level. By default, the lowest level (indicator level) is expanded.



**Step 3:** Upon refresh, select the appropriate rubric-row checkbox(es) and click the [Align / Save Changes] button.



**Step 4:** Repeat step 3 for all applicable program rubrics and standards / indicators. You may align multiple standards libraries to your rubric rows. Remember to click the [Align / Save Changes] button before navigating to a different standard or rubric. To display a different standards library, select an item from the bolded drop-down list on the left.

**Step 5:** To display an overview of your alignment work, click the “Alignment” tab (#1), select the “Standards” tab on the left (#2). Select the appropriate standards library in the drop-down list (#3) and click the [Alignment Overview] button (#4). Review the “Rubric Rows” column.

(NOTE: if you click on any of the blue **ALIGN** hyperlinks, rGrade will automatically navigate to the appropriate alignment screen detailed in Step 3 above.)

The number that appears below the ALIGN link (if applicable) is the number of column items (syllabi, rubric-rows, program requirements) aligned to each corresponding standard/indicator.

