Rubrics
Rubrics help establish expectations by outlining grading criteria for major assignments. You can attach a rubric to any of the following course tools or activities: Discussion topics, Assignment submission folders, and Grade items.

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Video Tutorials

- Create an Analytic Rubric
- Create a Holistic Rubric
- Add a Rubric to a Discussion Topic
- Add a Rubric to an Existing Activity
- Evaluate and Assess Students with Rubrics

Types of Rubrics

There are two types of rubrics available for use:

- **Analytic Rubrics** - Two-dimensional rubrics with levels of achievement as columns and assessment criteria as rows. Allows you to assess participants' achievements based on multiple criteria using a single rubric. You can assign different weights (value) to different criteria and include an overall achievement by totaling the criteria. With analytic rubrics, levels of achievement display in columns and your assessment criteria display in rows.

<table>
<thead>
<tr>
<th>Quality</th>
<th>Exceptional</th>
<th>Proficient</th>
<th>Needs Improvement</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>~ / 10</td>
<td>10 POINTS</td>
<td>8 POINTS</td>
<td>6 POINTS</td>
<td>3 POINTS</td>
</tr>
<tr>
<td>FEEDBACK</td>
<td>All discussion postings demonstrate critical thinking (not just opinion), include course terms and concepts refer explicitly to the text or another authoritative source.</td>
<td>Most discussion postings demonstrate critical thinking (not just opinion), include course terms and concepts refer explicitly to the text or another authoritative source.</td>
<td>Some discussion postings demonstrate critical thinking (not just opinion), include course terms and concepts refer explicitly to the text or another authoritative source.</td>
<td>Few discussion postings demonstrate critical thinking (not just opinion), include course terms and concepts refer explicitly to the text or another authoritative source.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>~ / 10</th>
<th>10 POINTS</th>
<th>8 POINTS</th>
<th>6 POINTS</th>
<th>3 POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEEDBACK</td>
<td>Meets the initial discussion requirement and exceeds the requirement of responding to a minimum of 3 other student postings.</td>
<td>Meets the initial discussion requirement and responds to a minimum of 3 other student postings.</td>
<td>Meets the initial discussion requirement and responds to 2 student postings.</td>
<td>Meets the initial discussion requirement and responds to 1 student posting only.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Frequency</th>
<th>10 POINTS</th>
<th>8 POINTS</th>
<th>6 POINTS</th>
<th>3 POINTS</th>
</tr>
</thead>
</table>

Save and Close
Types of Rubrics (continued)

- **Holistic Rubrics** - Single criterion rubrics (one-dimensional) used to assess participants' overall achievement on an activity or item based on predefined achievement levels. Holistic rubrics may use a percentage or text-only scoring method.

![Holistic Rubric Table]

Create a Rubric

You can create holistic and analytic rubrics to use in your course. Your rubric is automatically saved as you work.

1. On the navbar, click **Rubrics** from the **Assessments** drop-down menu.

![Rubrics dropdown]

2. On the **Rubrics** page, click **New Rubric**.

3. Enter a **Name** for the rubric.
4. Select the Type of rubric to build:
   a. **Analytic** (default option): Multiple criterion rubrics that assess granular achievement on an activity. This is the recommended option.
   b. **Holistic**: Single criterion rubrics that assess overall achievement on an activity.

5. Select an option from the Scoring drop-down menu:
   a. **Points** (default option): The rubric will calculate a numeric score with all criteria weighted equally.
   b. **Custom Points**: The rubric will calculate a numeric score with some criteria weighted more heavily than others.
   c. **No Score**: The rubric will display only text feedback, not a numeric score.
   d. **Percentage (holistic rubric only)**: A holistic rubric using Percentages can be automatically assessed based on the score of its associated item, for example, a quiz.

6. Set level order by clicking the **Reverse Level Order** button (optional). By default, D2L organizes the levels from 4 to 1 (from left to right).

7. Your rubric is **automatically saved** as you work.
8. The rubric is set to **Published** by default. We recommend that you change this status to **Draft** until you have finished setting up your rubric. Click the **Status** drop-down menu in the right-hand corner to change the status of your rubric. Note: Before a rubric can be linked to an assessment item in D2L, it needs to be **Published**.

9. Set the number of **levels**. By default, there are four levels. To add a new level, click the **+ Plus Icon** to add a level to either the right or left side of the rubric.

10. Set the number of **points** that each level is worth. In the example below, Level 4 is worth 4 points. Whatever score you put in the uppermost level is the score that will appear in each criterion's "out of score."

11. Click the trash can icon to **delete** levels.
12. Set the number of **Criteria** you would like. Criteria can be things like “accuracy” or “organization”. (Three is the default option.)

13. To add another criterion, click the **+Add Criterion** button.

14. Click the three-dot icon to the right of a criterion row to **Copy** or **Delete** the criteria row. Note: When a criterion is copied, the new criterion is added under the original with the criterion name “Copy of [name of original criterion]”.

15. **Reorder** criteria by clicking the **eight-tiled icon** to the left of the criterion title. Drag and drop the criterion column to the desired location.

16. Click directly on the text boxes to describe the **criteria** and **levels of achievement** being assessed.
17. Adjust the scores that qualify the **Overall Score**. By default, the score is set to be on a 12-point scale, but you can specify which score belongs to each level.

18. Click **Options** to expand and set additional rubric options.
   a. **Rubric Visibility**: Choose if or how students see the rubric.
   b. **Score Visibility**: Check this box to hide the scores from your students.
   c. **Description**: Add a description of your rubric that only you can see.

19. Under **Advanced Availability**, Competencies and ePortfolio are selected by default. **Competencies MUST be checked** for a rubric to be attached to an activity.
Associate Rubrics to Course Components

Rubrics can be associated with Discussions, Assignments, and Grade Items. Rubrics used with discussions or assignments should be associated with the activity (not the grade) and assessed in the activity (discussion or assignment). The rubric automatically displays in gradebook.

Grade items that are considered independent or observational activities can continue to use rubrics by associating the rubric directly to the grade item. Students can view scored, published rubrics from Grades.

### Attach a Rubric to a Discussion Topic

To attach a rubric to a discussion topic, you must first create a rubric and set its status to **Published**.

1. On the course home page, click **Discussions**.

2. Click **Edit Topic** from the drop-down menu of the discussion topic you want to attach a rubric to.
3. In the **Assessments** tab, click **Add Rubric**.

4. Select the check box for the rubric you want to attach to the discussion topic. Click **Add Selected**.

5. Verify that the rubric has been added to the discussion. Click **Save and Close**.
Grade a Discussion Topic with a Rubric

1. Click **Discussions** in the course navigation bar.

2. Click the drop-down arrow to the right of the name of the discussion topic that contains the posts you want to grade. Select **Assess Topic**.

3. For each student, click **Topic Score** underneath their name.

4. The rubric will show in a new window and the student's posts will show at the bottom of the window. Click the box for the level the student achieved for each criterion on your rubric. As you select scores for the criteria, the rubric will automatically update the overall **Topic Score**.
5. Click **Add Feedback** in the criteria column to enter qualitative feedback for specific criteria, or add **General Feedback** at the bottom of the rubric.

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Critical Thinking and Relevance</th>
<th>Score</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offered at least two or more meaningful responses throughout the discussion; asking occasional relevant questions to keep the discussion going.</td>
<td>Rich content, full of thought and demonstrated full understanding of the material; used specific references or examples to support or challenge ideas.</td>
<td>Did not respond to any peer discussion postings in a way that connected to the discussion topic.</td>
<td>Adequate context, thought and demonstrated understanding of the material; used references or examples to support or challenge ideas.</td>
</tr>
</tbody>
</table>

6. Click **Publish** or **Save Draft**.
7. Student scores will be visible in the **Score** column. The **Status** column will show if the score and feedback are in Draft, Not yet evaluated, or Published.
Attach a Rubric to an Assignment

To attach a rubric to an assignment, you must first create a rubric and set its status to Published.

1. On the course home page, click Assessments>Assignments.
2. Click Edit Assignment from the drop-down menu of the assignment you want to attach a rubric to.

3. Expand the Evaluation & Feedback section on the right of the screen and click Add Rubric>Add Existing.

3. Check the box next to the correct rubric from the pop-up window, and click Add Selected.
4. In the Evaluation & Feedback section, verify that the rubric has been added to the assignment. Click Save and Close.
Grade an Assignment with a Rubric

1. Click **Assignments** in the course navigation bar.
2. Click on the **name of the submission folder** that contains the files you want to grade. A page that lists all of the files submitted by students will open.

3. Click on the **name of the file** that you want to grade. A page that displays the document and the grading interface will open.

4. Click the **Rubric title** in the right-hand panel of the evaluation screen to view the rubric and the submission in the same window. Or, choose to view the rubric in a new window using the button in the top right of the screen.
5. When grading within the evaluation screen, the rubric criteria will expand down within the evaluation panel allowing the evaluator to see both the rubric and the submission at the same time.

6. For each criterion on the rubric, click the box on the sliding scale for the level the student achieved. Note that the **Total Score** will update as criteria levels are selected.

7. Clicking the rubric title again will collapse the rubric.

8. If you are using the **pop-out icon** in the top right of the screen to view the rubric in a larger window, click the box for the level the student achieved for each criterion on your rubric.

9. As you select scores for the criteria, the rubric will automatically update the total score.

10. Click **Add Feedback** in the criteria column to enter additional feedback. Click **Close**.
11. Click **Publish** to make the score, grade, feedback, and completed rubric visible to the student.

**Attach a Rubric to a Grade Item**

Grade items that are considered independent (no activity associations) or observational activities can use rubrics by associating the rubric directly to the grade item.

1. From **Manage Grades**, click **Edit** from the dropdown menu of the grade item that should be associated with the rubric.
2. Note: The **Association** column must be empty to attach a rubric to the grade item.

3. Scroll down under **Properties** to the **Grading** section and click **Add Rubric**.
4. Select and attach the correct rubric. Once selected, the rubric will be listed underneath Add Rubrics. Click **Save and Close**.

![Rubrics](image1.png)

**Grade an Independent Grade Item with a Rubric**

1. To provide feedback on a rubric that is attached to an independent grade item (no associations to an activity), go to **Manage Grades**.

2. Select **Enter Grades** from the dropdown menu of the grade item being evaluated.

![Grades](image2.png)

3. Click the rubric icon in the **Assessment** column to open the rubric in a pop-up window.

![Assessment](image3.png)
4. Click the box for the level the student achieved for each criterion on your rubric. As you select scores for the criteria, the rubric will automatically update the total score. Click Add Feedback in the criteria column to enter additional feedback then click Publish.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Exemplary 4 points</th>
<th>Effective 3 points</th>
<th>Limited 2 points</th>
<th>Unsatisfactory 1 point</th>
<th>No Participation 0 points</th>
<th>Criterion Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originality of Post Add Feedback</td>
<td>Contributed an original and quality post, addressing all the questions in the discussion.</td>
<td>Contributed an original but average post, addressing all the questions in the discussion.</td>
<td>Contributed a not so original and average post, not addressing all the questions in the discussion.</td>
<td>Post was below average and inadequate.</td>
<td>4 / 4</td>
<td>0 - 10</td>
</tr>
<tr>
<td>Engagement Add Feedback</td>
<td>Offered at least two or more meaningful responses throughout the discussion, asking occasional relevant questions to keep the discussion going.</td>
<td>Offered at least one meaningful response throughout the discussion, asking occasional relevant questions to keep the discussion going.</td>
<td>Offered very generic responses, with little specific connection to the post.</td>
<td>Did not respond to any peer discussion postings in a way that connected to the discussion topic.</td>
<td>2 / 4</td>
<td>0 - 10</td>
</tr>
<tr>
<td>Critical Thinking and Relevance Add Feedback</td>
<td>Rich content, full of thought and demonstrated full understanding of the material. Used specific references or examples to support or challenge ideas.</td>
<td>Adequate content, thought and demonstrated understanding of the material. Used references or examples to support or challenge ideas.</td>
<td>Demonstrated partial understanding of the material and used a few references or examples to support ideas.</td>
<td>Demonstrated little or no understanding of the material and did not use any references or examples to support ideas.</td>
<td>2 / 4</td>
<td>0 - 10</td>
</tr>
</tbody>
</table>

Total: 9 / 12

Copy a Rubric

Copying creates a new rubric based on an existing rubric in the same course, allowing you to easily reuse it in a course. The new rubric has the same properties, levels, and criteria, and is shared with the course as the original rubric.

1. On the course navbar, click Assessments>Rubrics.
2. From the dropdown menu of the rubric you want to copy, click Copy.
3. The copy will have “Copy of...” at the beginning of the title. Click on the new rubric title to edit it.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alignment Map Assignment Rubric 2018</td>
<td>Copy of Alignment Map Assignment Rubric 2018</td>
</tr>
</tbody>
</table>

**Edit a Rubric**

You can only edit a rubric in the course where it was created. In some cases, it may be easiest to make a copy of the rubric you want to edit and make changes there. You cannot edit a rubric that is being used by an activity (discussion, assignment, etc.).

4. On the course navbar, click **Assessments>Rubrics**.
5. On the **Rubrics** page, click on the **title** of the rubric you want to edit. You can edit rubric properties, levels, criteria, and criteria groups. Note: A rubric being used by an activity will have a locked icon next to it and cannot be edited.

<table>
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<tr>
<th>Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Alignment Map Assignment Rubric 2018</td>
<td>Copy of Alignment Map Assignment Rubric 2018</td>
</tr>
</tbody>
</table>

6. Make your changes. Your edits will save automatically. When you are finished working, click **Close**.
Print a Rubric

Instructors and students can print the preview of a rubric. Students also have the option to print their scored rubrics that have been published.

Instructors and students can print a rubric by following these steps:

1. On the course navbar, click **Assessments>Rubrics**.
2. Select **Preview** from the rubric drop-down menu.
3. In the right-hand corner of the pop-up window, click **Print Rubric**.

Students can print their scored rubric by following these steps:

1. On the course navbar, click **Grades**.
2. Select **View Graded Rubric** and then click **Print Rubric** in the right-hand corner of the pop-up window.
Delete a Rubric

You can only delete a rubric in the course where it was created. You cannot delete a rubric that is being used by an activity (discussion, assignment, etc.).

1. On the course navbar, click **Assessments>Rubrics**.
2. From the dropdown menu of the rubric you want to delete, click **Delete**. Note: A rubric being used by an activity will have a locked icon next to it and cannot be deleted.