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: Competencies, Discussion topics, Assignment submission folders, Grade items, Quizzes, and Surveys.

Contents
Rubrics ........................................................................................................................................... 1
  Video Tutorials .................................................................................................................................. 2
  Types of Rubrics ................................................................................................................................ 2
  Create a Rubric ................................................................................................................................... 2
  Attach a Rubric to a Discussion Topic ................................................................................................. 8
  Attach a Rubric to an Assignment ....................................................................................................... 10
  Copy a Rubric ..................................................................................................................................... 15
  Edit a Rubric ....................................................................................................................................... 18
  Delete a Rubric .................................................................................................................................... 19
Video Tutorials

- Create an Analytic Rubric
- Create a Holistic Rubric
- Add a Rubric to a Discussion Topic
- Add a Rubric to an Existing Activity

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.

- **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 percentages or text only scoring method.

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.
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.

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 completely 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 trash can icon on the right of the screen to delete criteria.
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 which score belongs to each level.

![Overall Score Table]

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.

![Options Panel]
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**.

![Select Rubric](image)

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**.

![Online Discussions Rubric](image)

<table>
<thead>
<tr>
<th>Originality of Post</th>
<th>Exemplary</th>
<th>Effective</th>
<th>Limited</th>
<th>Unsatisfactory</th>
<th>No Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/4</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></td>
</tr>
<tr>
<td>+ FEEDBACK</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Exemplary</th>
<th>Effective</th>
<th>Limited</th>
<th>Unsatisfactory</th>
<th>No Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/4</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, without making specific connection to the post.</td>
<td>Did not respond to any peer discussion postings.</td>
<td></td>
</tr>
<tr>
<td>+ FEEDBACK</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Critical Thinking and Relevance</th>
<th>Exemplary</th>
<th>Effective</th>
<th>Limited</th>
<th>Unsatisfactory</th>
<th>No Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4</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></td>
</tr>
<tr>
<td>+ FEEDBACK</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Click **+Feedback** in the criteria column to enter qualitative feedback for specific criteria, or add **General Feedback** at the bottom of the rubric.

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 is in Draft or Published. Click **Save and Close** when you are finished.
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 Assignments.

2. Click Edit Assignment from the drop down menu of the assignment you want to attach a rubric to.

3. In the Properties 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 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 name of the rubric or the rubric grid icon; it is listed on the right side of the page, under the Evaluation heading. The rubric will appear in a new window.
5. 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 score.

6. Click the **Add Feedback** (pencil) icon in the criteria column to enter qualitative feedback. Click **Save and Record**.

7. Click **Publish** to send the score, grade, feedback, and completed rubric in the submission folder to the student.
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 navbar, click **Rubrics**.

2. From the drop down 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.
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.).

1. On the navbar, click Rubrics.

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

3. Make your changes. Your edits will save automatically. When you are finished working, click Close.
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 navbar, click Rubrics.

2. From the drop down 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.