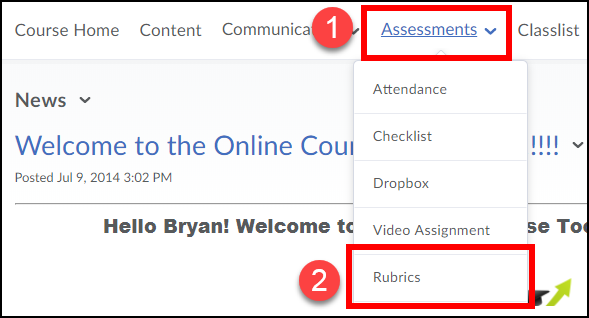
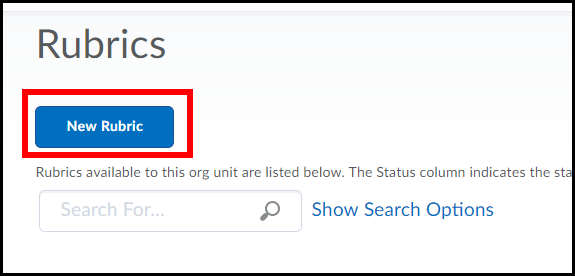
***Rubrics created in D2L can be used to guide grading and to communicate to students what is expected on an assignment. This manual will show you how to create a rubric for a D2L assignment, quiz, or discussion.***

1. Select **Assessments** (1) from the navigation bar and click on **Rubrics** (2).

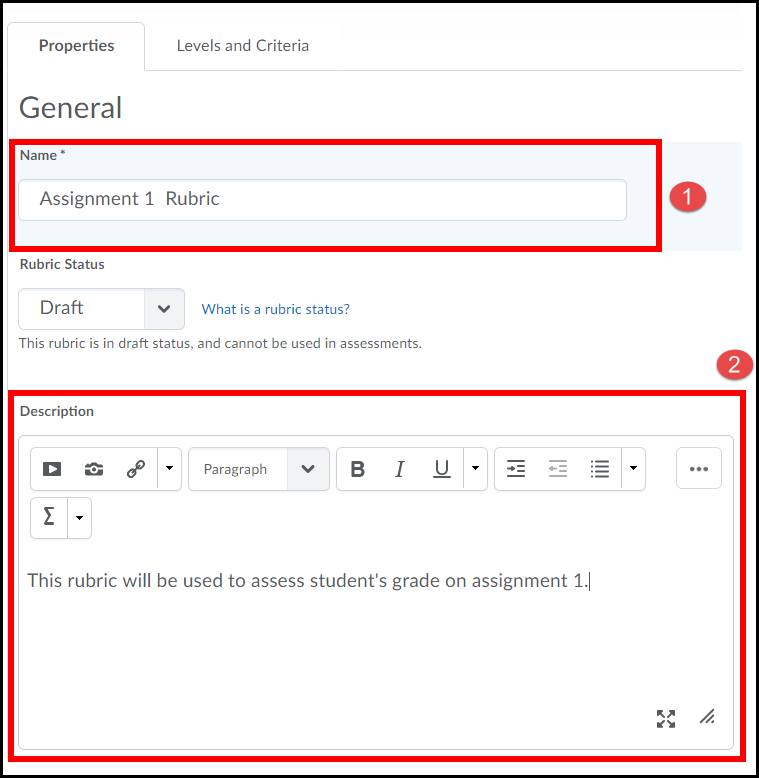


1. Press the **New Rubric** button.

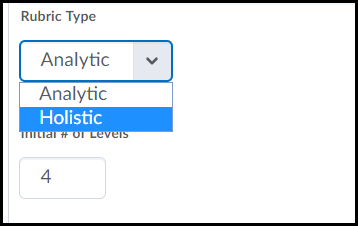


1. Enter a **Name** (1) and a **Description** (2)for the rubric**.**

[**NOTE:** Leave *Rubric Status* set to Draft for now.]



1. Select the **type of rubric** you would like to create.



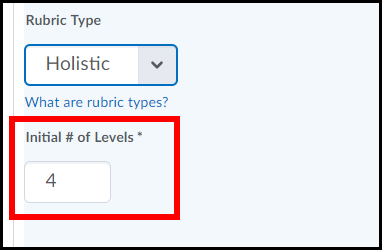
There are two types of rubrics in D2L: **Holistic** and **Analytic**. Holistic rubrics are single-criteria rubrics used to evaluate students' overall performance based on predefined achievement levels. Analytic rubrics may contain multiple levels of achievement and assessment criteria to evaluate students based on different criteria using a single rubric.

**Creating a Holistic Rubric**

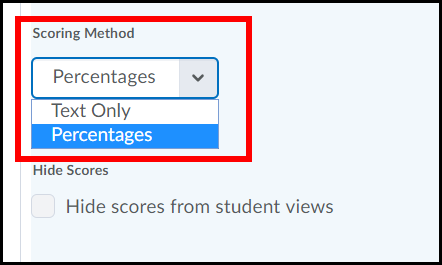
1. Select **Holistic** from the Rubric Type dropdown list.



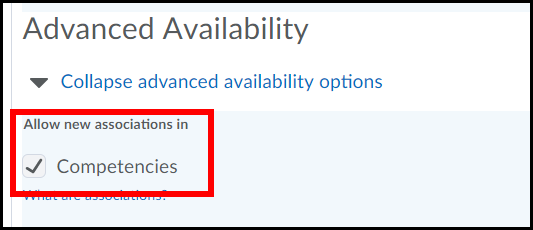
1. Select the **Initial Number of Levels** that you want to include in your rubric; four (4) is the default.



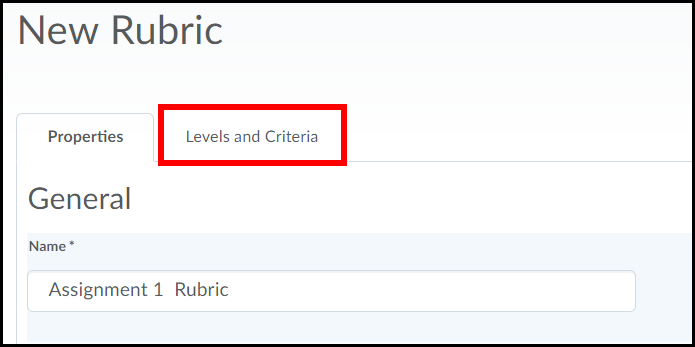
1. Select a **Scoring Method**: Percentages (default) or Text Only.



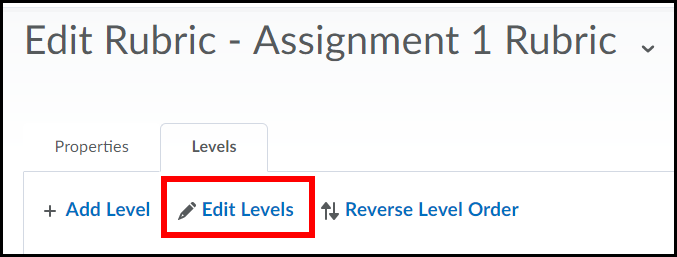
1. Under the *Advanced Availability menu*, ensure that the **Competencies** options are checked so this rubric can be linked to other tools in this course.



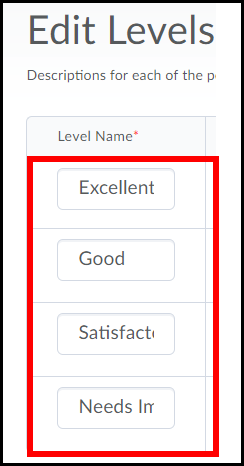
1. Click on the **Levels and Criteria** tab.



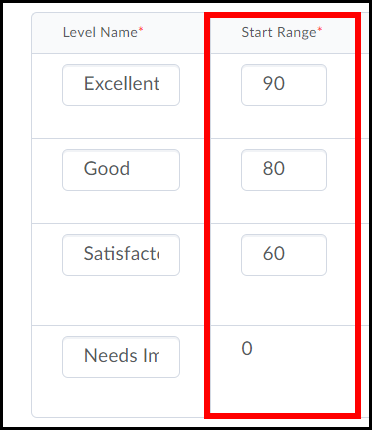
1. Press the **Edit Levels** link.



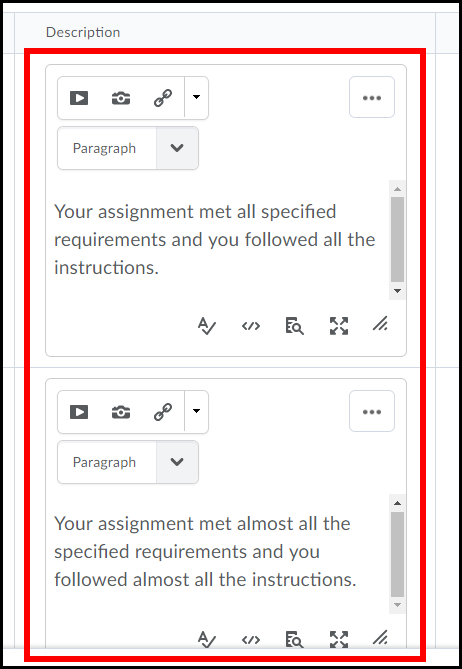
1. In the Level Name column, enter a **title** for each level; this will overwrite the default text that appears in each level.



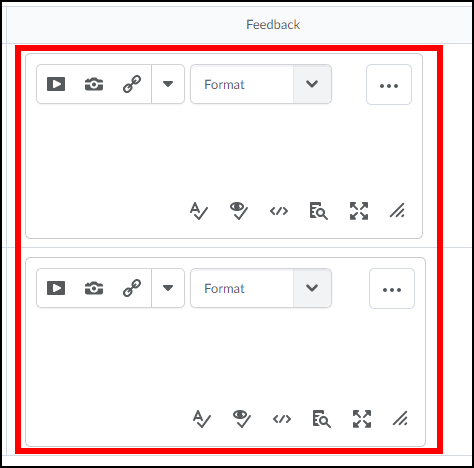
1. If you chose to use percentages as your scoring method, enter a **start range** for each level. Your lowest achievement level range should start at 0%, the start range of your second, third, fourth, etc... achievement level will then be the next highest percentage achievable.



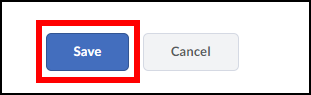
1. Enter a **Description** for each level to explain what is expected of a student to receive a score in that category.



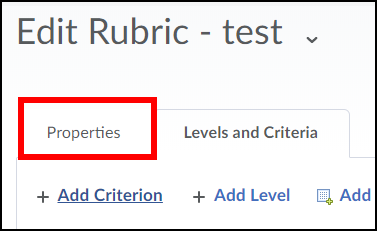
1. You can enter **Feedback** which will appear to each student scoring within that level (this step is **optional**).



1. Press the **Save** button.

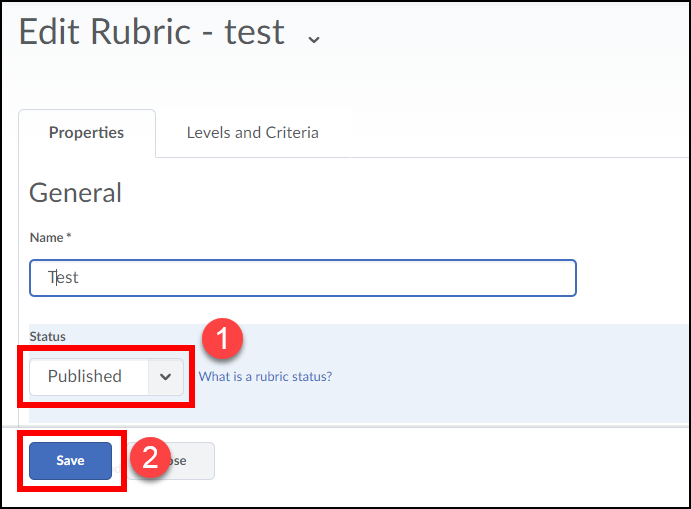


1. Return to the **Properties** tab.



1. Change the rubric's status to **Published** when it is complete (1) and press the **Save** button (2).

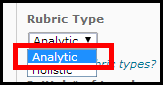
**NOTE**: You cannot associate a rubric with other tools in your D2L course unless its status is set to Published.



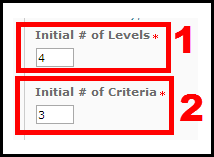
**Congratulations**!!!! You have now created a Holistic rubric.

**Creating an Analytic Rubric**

1. Select **Analytic** from the *Rubric Type* dropdown list.



1. Select the **Initial Number of Levels** (achievement levels are displayed in columns) (1) and **Initial Number of Criteria** (evaluation criteria are displayed in rows) (2) that you want to include in your rubric.

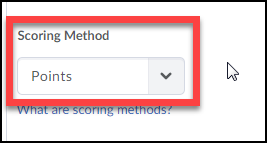


1. Select a **Scoring Method**: *Points* (default), *Custom Points*, or *Text only*. This manual will create a rubric using points.

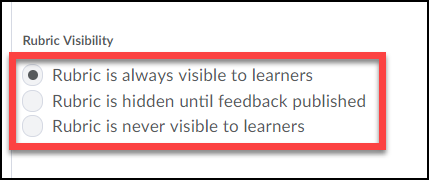
***Points***: allows you to include points to assess performance. For example, three performance levels for a rubric could be Poor (0 points), Good (75 points), and Excellent (125 points).

***Custom Points***: allows you the ability to assign different values to different criteria in your rubric, giving more "weight" to one or more criterion than to others. *This is the recommended scoring method and the one used in this manual.*

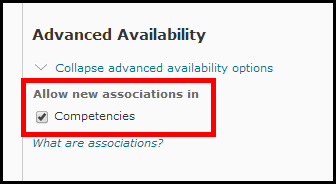
***Text only***:allows rubricperformance levels to be expressed using only text. For example, three performance levels for a rubric could be Poor, Good, and Excellent.



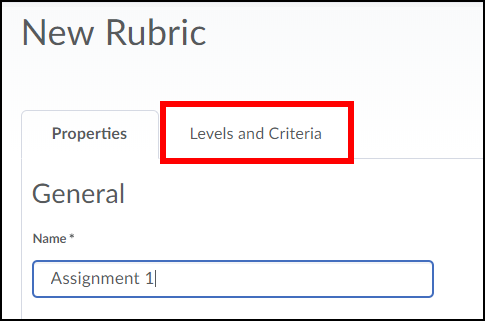
1. Select the Rubric Visibility. **Rubric is** **always visible to learners** (default): rubric will always be visible to students; **Rubric is hidden until feedback published**: rubric will only be visible to students once the assignment it is attached to has been graded; **Rubric is never visible**: rubric will not be visible to students.



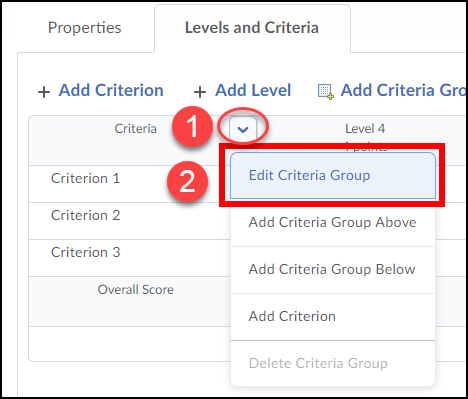
1. Under the *Advanced Availability* menu, ensure that the **Competencies** options are checked so this rubric can be linked to other tools in this course.



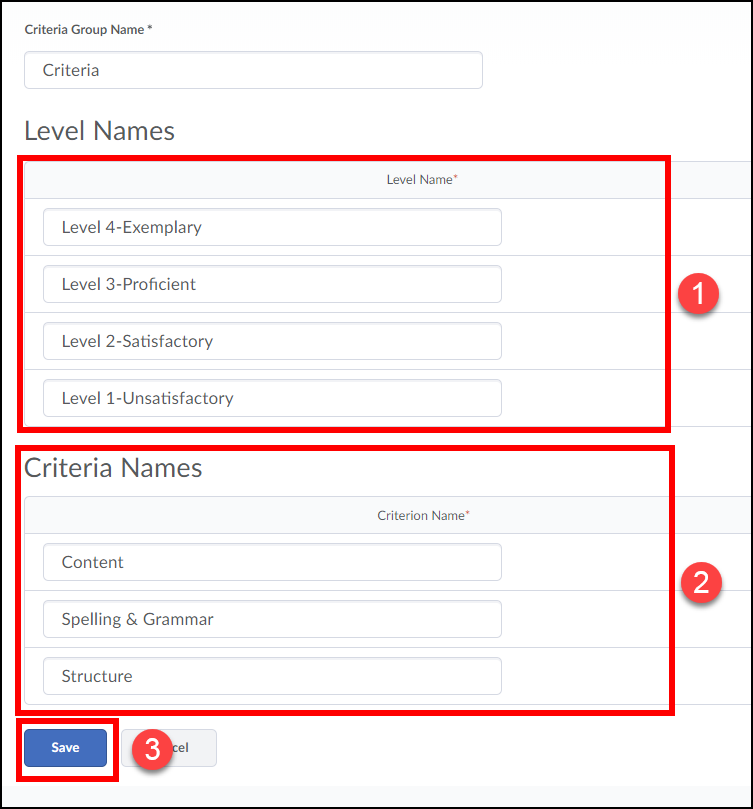
1. Click on the **Levels and Criteria** tab**.**



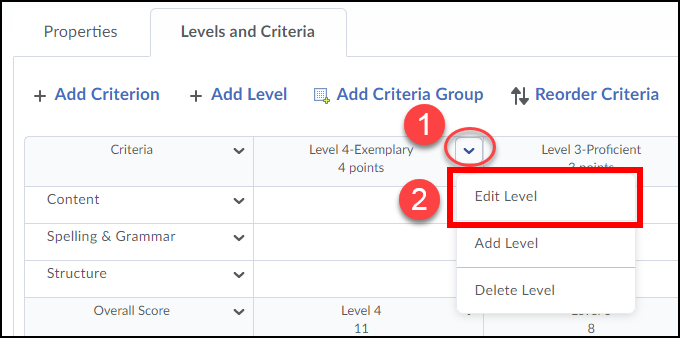
1. Click on the Criteria dropdown menu (1) and choose **Edit Criterion Group** from the drop-down menu (2).



1. Enter a **name** for each level (1). Enter a **name** for each criteria listed (2) and click the **Save** button (3).

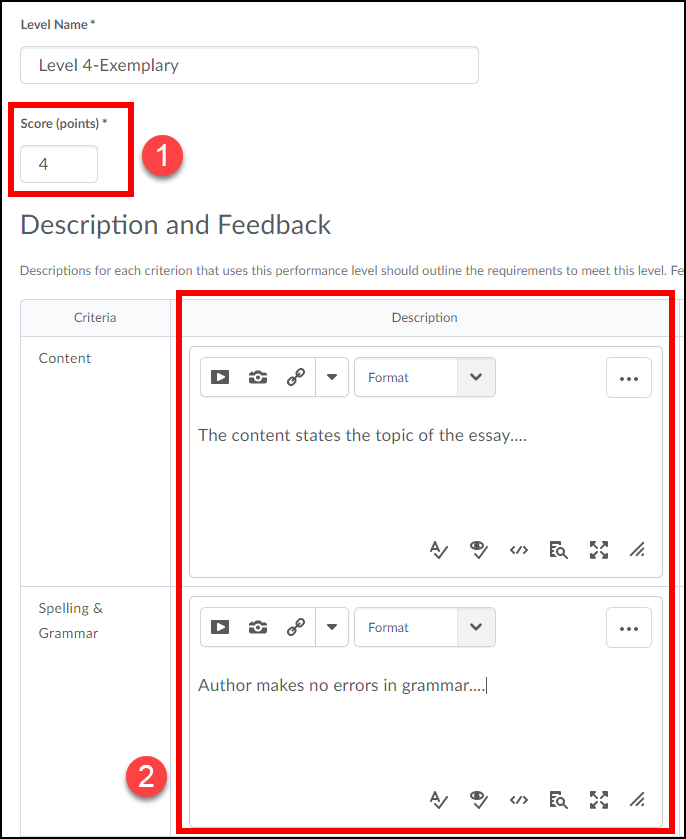


1. Click the **drop-down menu** next to a level of the rubric (1) and select **Edit Level** (2)**.**

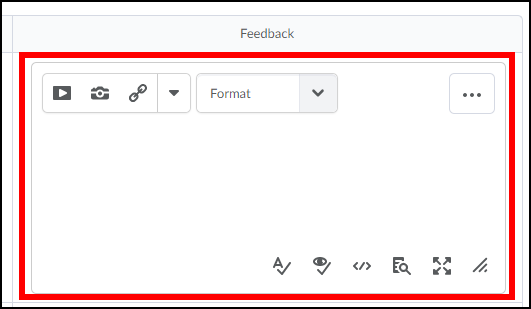


1. Enter the **Score** **(points)** (1) a student can receive for each criteria met in the level. Enter a **description** (2) for each criteria in the level. The description explains what is expected of a student to receive the points for that category.

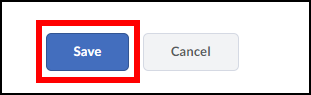
**Note**: It is recommended that you make the points for the highest level of your rubric 10 points each.



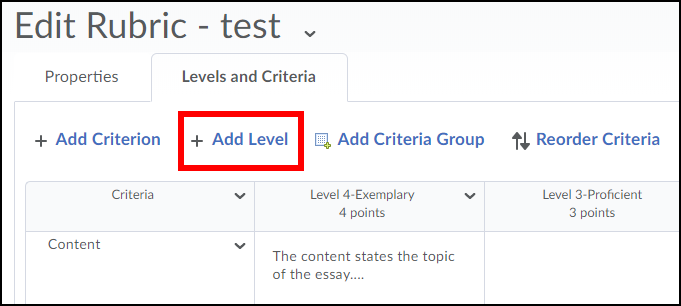
1. Enter standard **Feedback** text which will appear to each student scoring within that level (this step is **optional**).



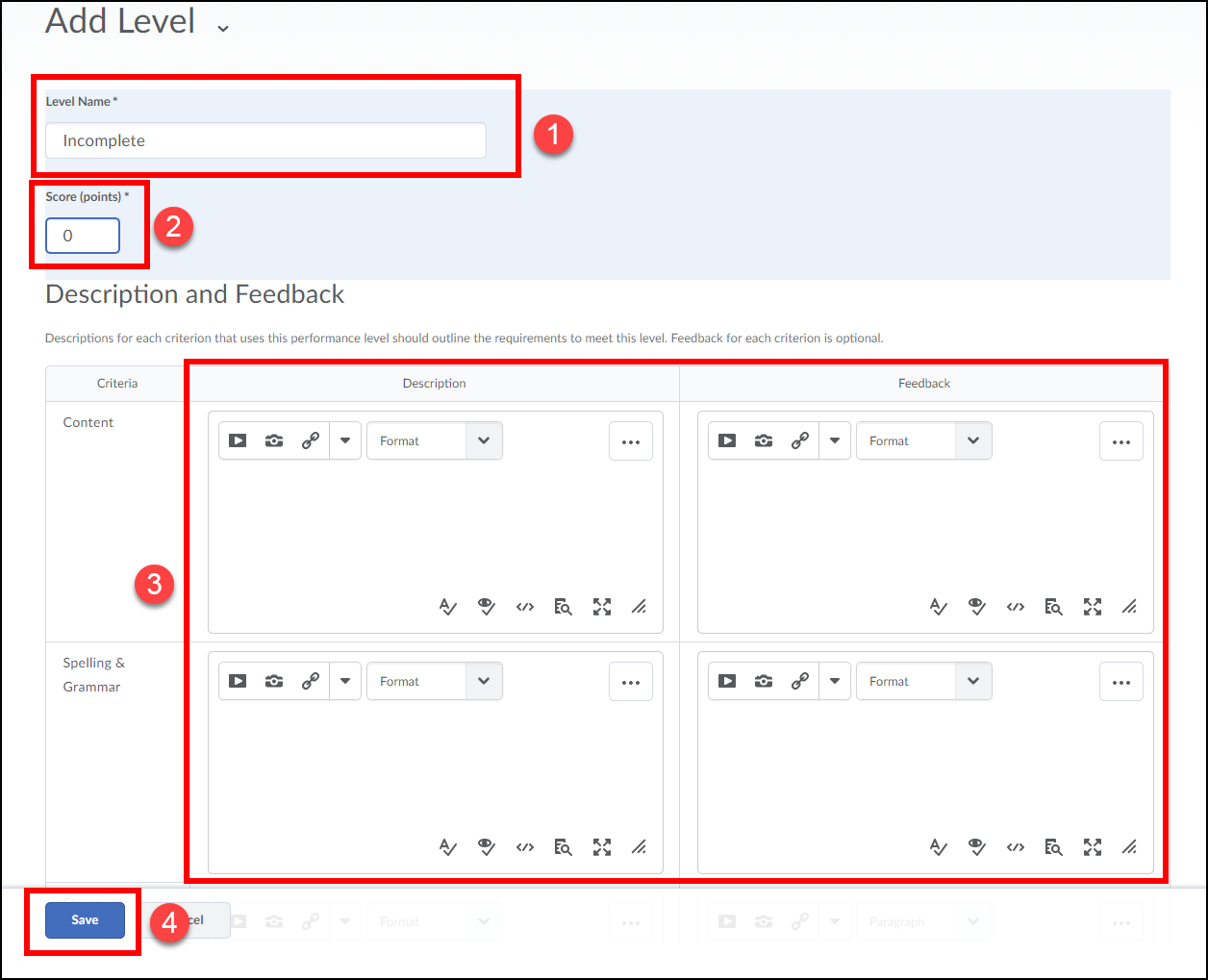
1. Click the **Save** button when finished.



1. **Repeat steps 9-12** for each criterion level of your rubric.
2. Click **Add level** to create an incomplete level to add to the rubric.



1. **Enter a name** for the level, such as *Incomplete* (1). Enter *0* for the **Score (points)** for each criteria met in the level (2). If desired you can enter a **Description** and **Feedback** for each criteria in the level (3). Click **Save** when done (4).

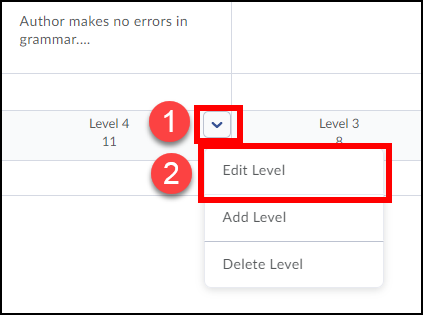


*Adjusting the Score Ranges of Rubric Levels*

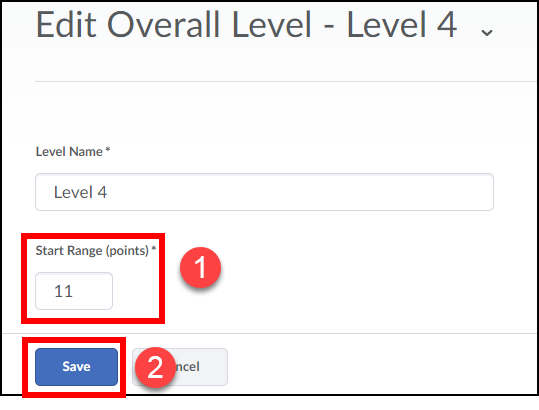
You may find it necessary to adjust the score ranges of the levels of your rubric. The score range for a level on the rubric reflects the range in which a student’s score must fall under in order for that student to meet the performance specified by that level of the rubric.

**Note**: the score range of Level 1 cannot be adjusted. It is automatically set to 0 by the system.

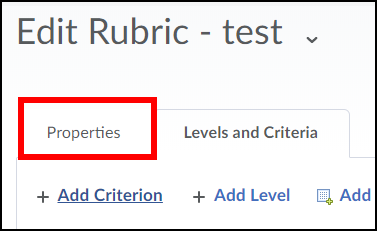
1. To adjust the score range of a level click on the **dropdown menu** in the last cell of that level (1) and select Edit Level (2).



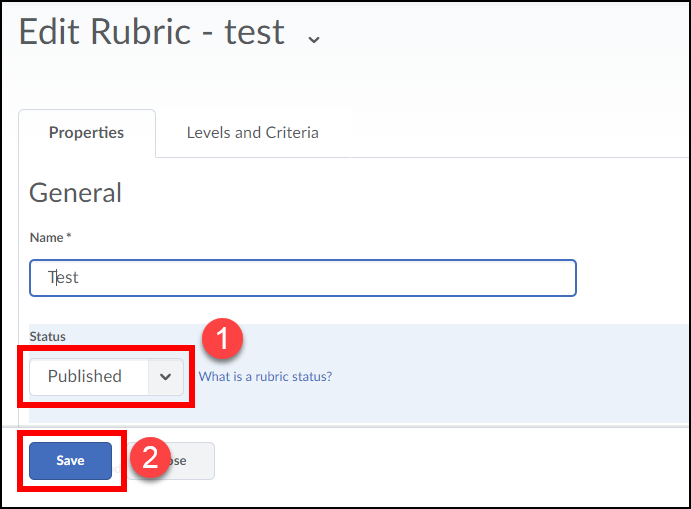
1. Enter a **Start Range** for the level (1). The start range is the lowest possible points a student can get for that level. Click the **Save** button when done (2).



1. Repeat steps 1-2 for each additional level of your rubric.
2. Return to the **Properties** tab.



1. Change the rubric's status to Published (1). When done press **Save** (2).



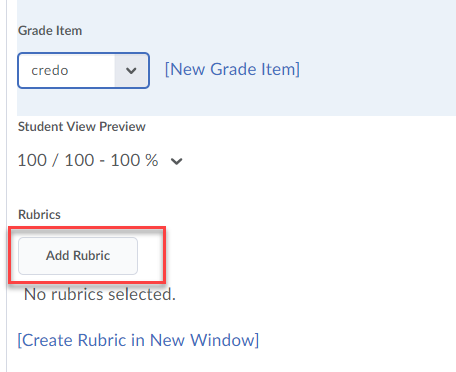
**Congratulations**!!!! You have now created an Analytic rubric.

**Linking Rubrics to Course Activities**

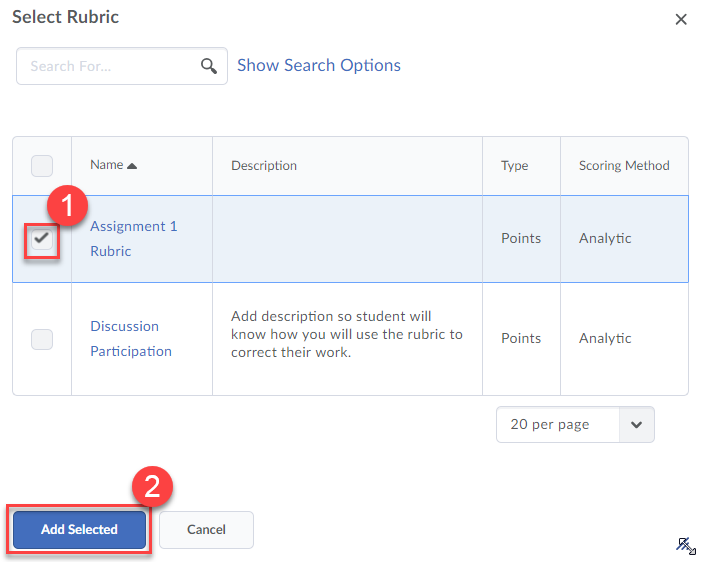
You can link rubrics you create to Dropbox, discussion, and quizzes in your D2L course.

Link to a Dropbox:

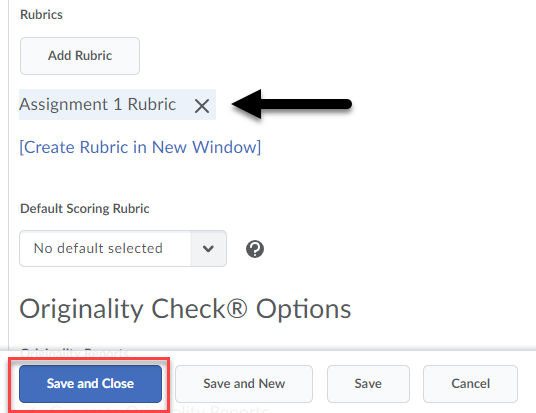
1. From the *Properties tab* (appears whenever you edit or create a Dropbox) of a Dropbox click the **Add Rubric** button.



1. Select the **rubric** you would like to link to the Dropbox (1) and click the **Add Selected** button (2).



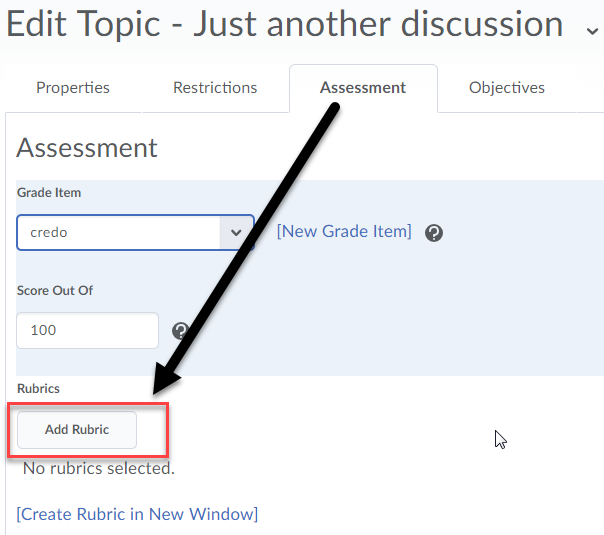
1. Make sure the rubric appears under the rubrics section of the Dropbox’s properties tab. Click the **Save and Close** button.



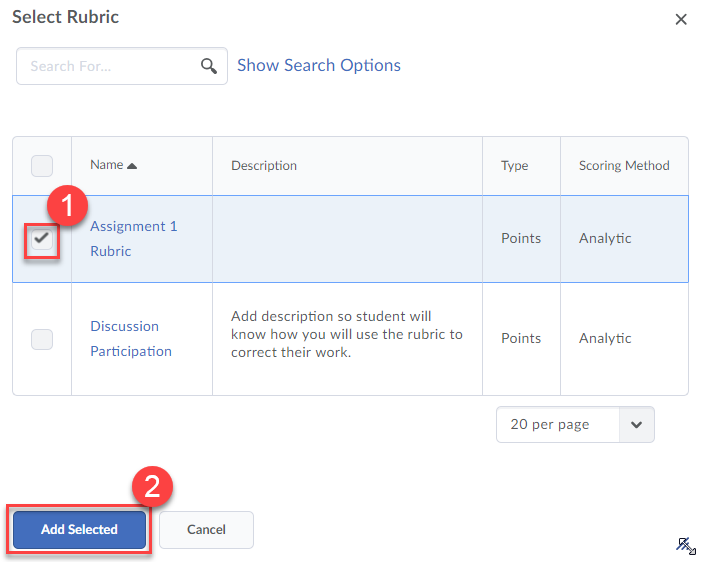
The rubric is now linked to your Dropbox!

Link to a Discussion Topic:

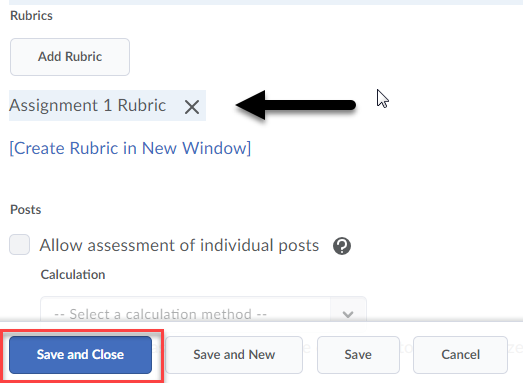
1. From the *Assessment tab* (appears whenever you edit or create a discussion topic) of a discussion topic click the **Add Rubric** button.



1. Select the **rubric** you would like to link to the discussion topic (1) and click the **Add Selected** button (2).



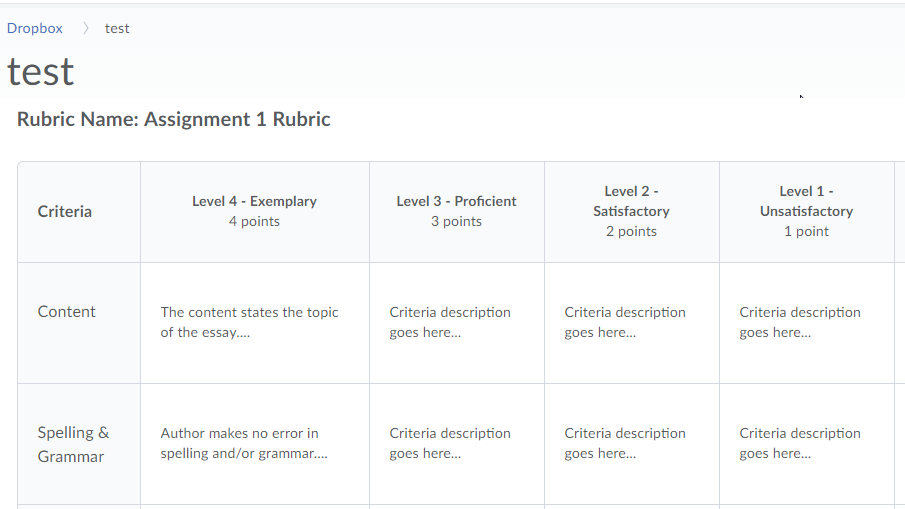
1. Make sure the rubric appears under the rubrics section of the discussion topic’s properties tab. And click the **Save and Close** button.



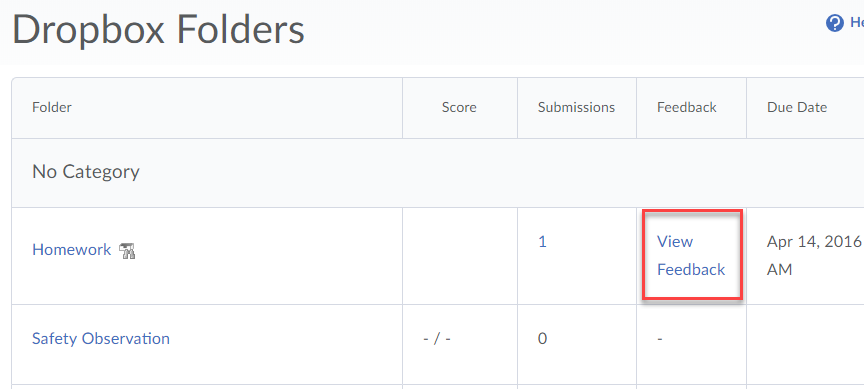
The rubric is now linked to your discussion topic!

**How will Students View Rubrics?**

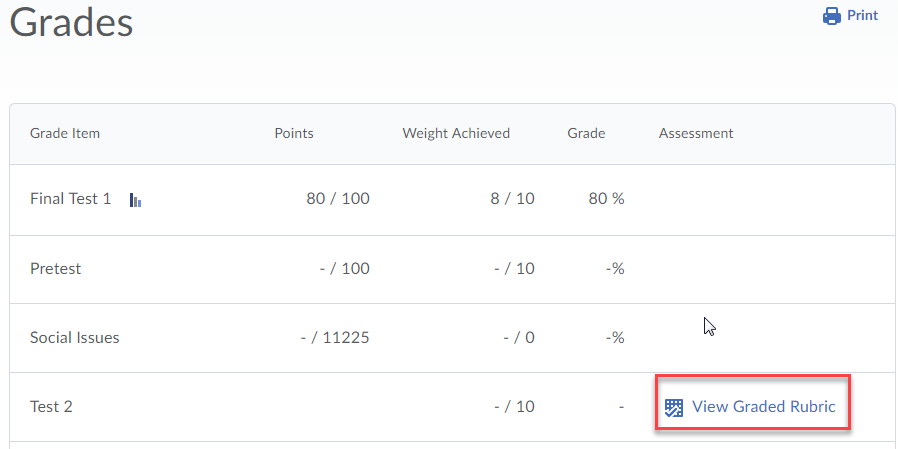
*Dropboxes:*  
Students can see the rubric when they access the Dropbox before submitting a document (if you have made the rubric visible to them).



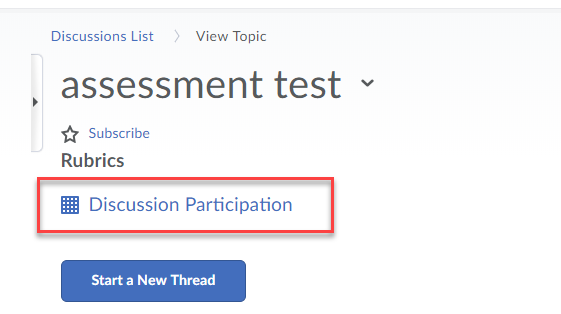
Once their submission is assessed, students will see a **View Feedback** link in the Dropbox for the assignment. Clicking on the link will allow students to view their graded rubric feedback.



Students can view their graded rubric feedback for a Dropbox assignment via their gradebook by clicking the **View Graded Rubric** link for it.



*Discussions:*   
If a rubric is linked to a discussion topic students can see it when they click on the **rubric link** found when clicking on the discussion topic or starting a new thread in it.



Students can view their graded rubric feedback for a discussion via their gradebook by clicking the **View Graded Rubric** link for it.

