



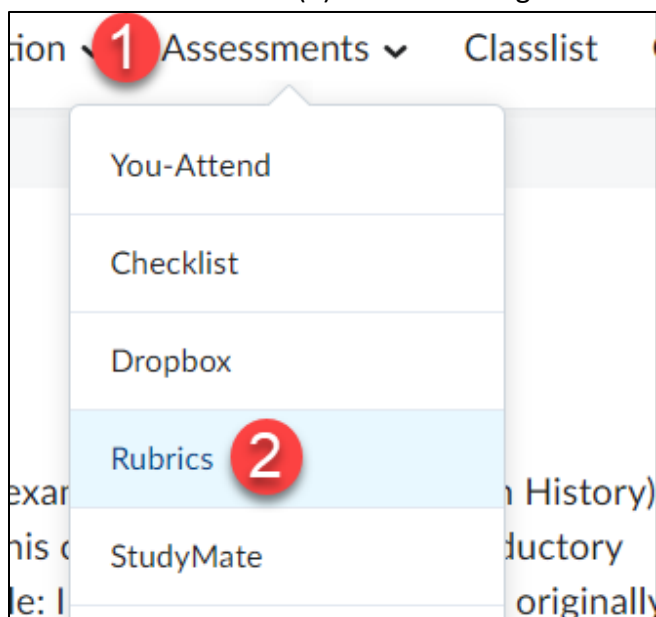
---

## Creating Rubrics in D2L

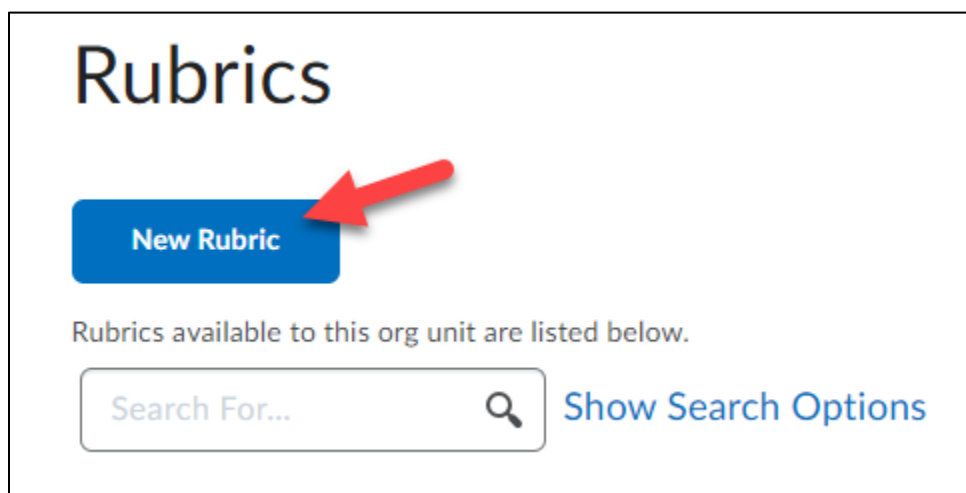
---

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.

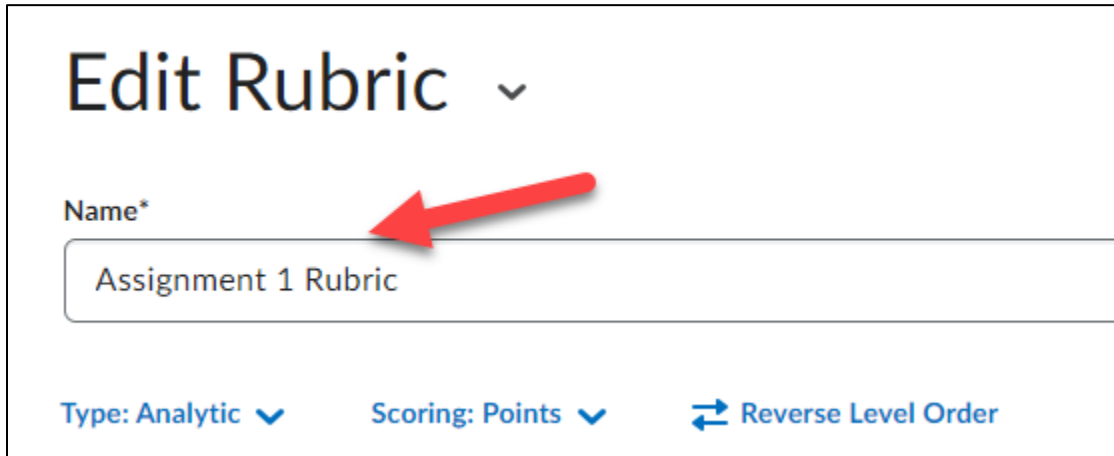
**1. Select** Assessments **(1)** from the navigation bar and **click** on Rubrics **(2)**.



**2. Press** the New Rubric button.



3. Enter a Name for the rubric.



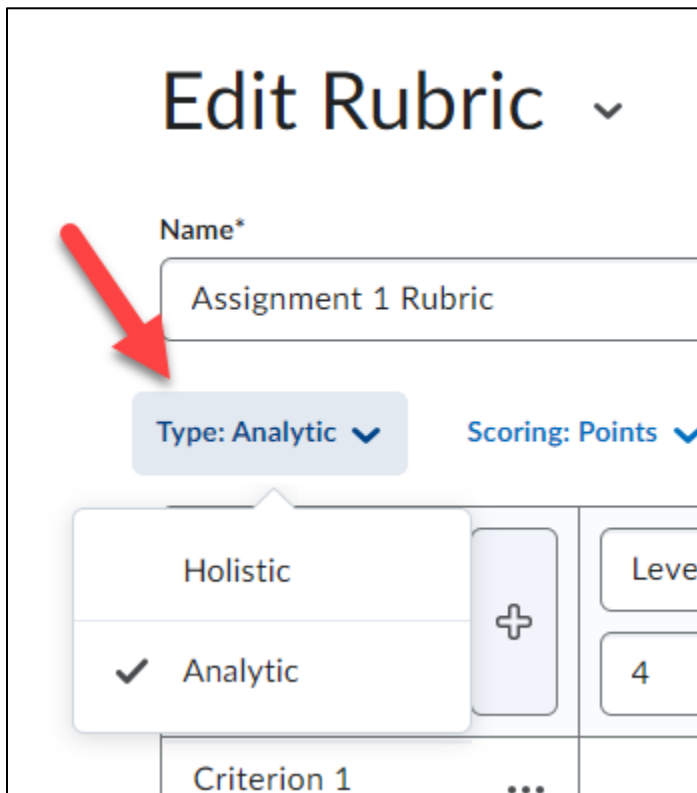
**Edit Rubric** ▾

Name\*

Assignment 1 Rubric

Type: Analytic ▾   Scoring: Points ▾   ⇄ Reverse Level Order

4. Select the Type of rubric you would like to create.



**Edit Rubric** ▾

Name\*

Assignment 1 Rubric

Type: Analytic ▾   Scoring: Points ▾

Holistic

✓ Analytic

+

Leve

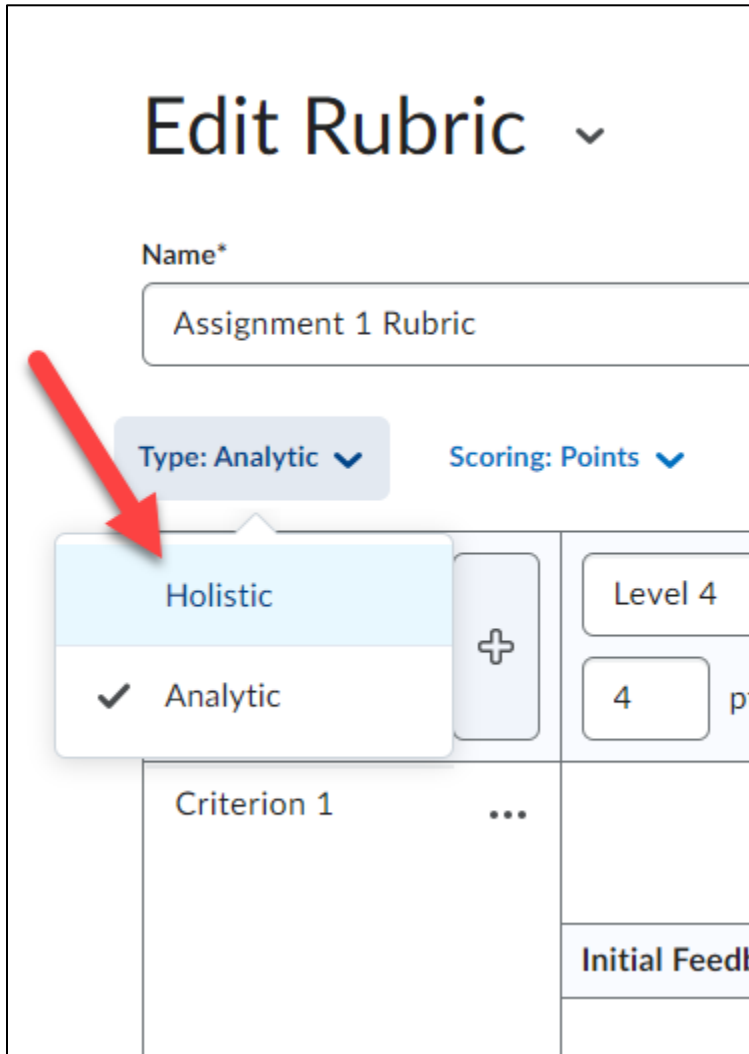
4

Criterion 1   ...

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.

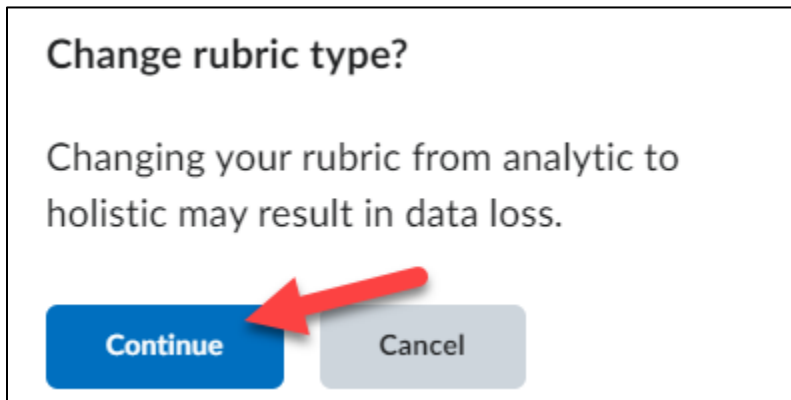
## Creating a Holistic Rubric

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



The screenshot shows the 'Edit Rubric' interface. At the top, the title 'Edit Rubric' is displayed with a downward arrow. Below it, the 'Name\*' field contains 'Assignment 1 Rubric'. The 'Type' dropdown menu is open, showing 'Holistic' as the selected option (highlighted in light blue) and 'Analytic' as the current selection (marked with a checkmark). A red arrow points to the 'Holistic' option. The 'Scoring' dropdown menu is set to 'Points'. Below these, there is a table with columns for 'Criterion', 'Level', and 'Points'. The first row shows 'Criterion 1' with a level of 'Level 4' and '4' points. A red arrow points to the 'Type' dropdown menu.

2. **Click** Continue on the pop-up window that appears.



The screenshot shows a pop-up window titled 'Change rubric type?'. The text inside reads: 'Changing your rubric from analytic to holistic may result in data loss.' At the bottom, there are two buttons: 'Continue' (highlighted in blue) and 'Cancel' (gray). A red arrow points to the 'Continue' button.

**3. Select** a Scoring method: Percentage (default) or No Score.





The screenshot shows the 'Edit Rubric' interface. At the top, the title 'Edit Rubric' is followed by a downward arrow. Below it is a 'Name\*' field containing 'Assignment 1 Rubric'. A red arrow points from this field down to the 'Scoring' dropdown menu. The 'Scoring' dropdown is currently set to 'Percentage' and is open, showing two options: 'No Score' and 'Percentage' (which is selected with a checkmark). To the left of the 'Scoring' dropdown is a 'Type: Holistic' dropdown. Below these are several level boxes, each containing a score and a percentage. The first level box shows 'Level 4' and '75'. The second level box shows 'Level 3' and '50'. A red arrow points from the 'Scoring' dropdown to the 'Percentage' option.


**4. Enter** a name for each level; this will overwrite the default text that appears in each level.

The screenshot shows a table with four columns representing different levels of performance. Each column has a header row with a name and a score/percentage. Below the header row is a row for the percentage. Red arrows point to the percentage fields in each column. The table structure is as follows:



	Excellent	Good	Satisfactory	Needs Improvement	
	75 %	50 %	25 %	0 %	

5. If you chose to use percentage 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.

+	Excellent	Good	Satisfactory	Needs Improvement	+
	90 % 	80 % 	60 % 	0 % 	

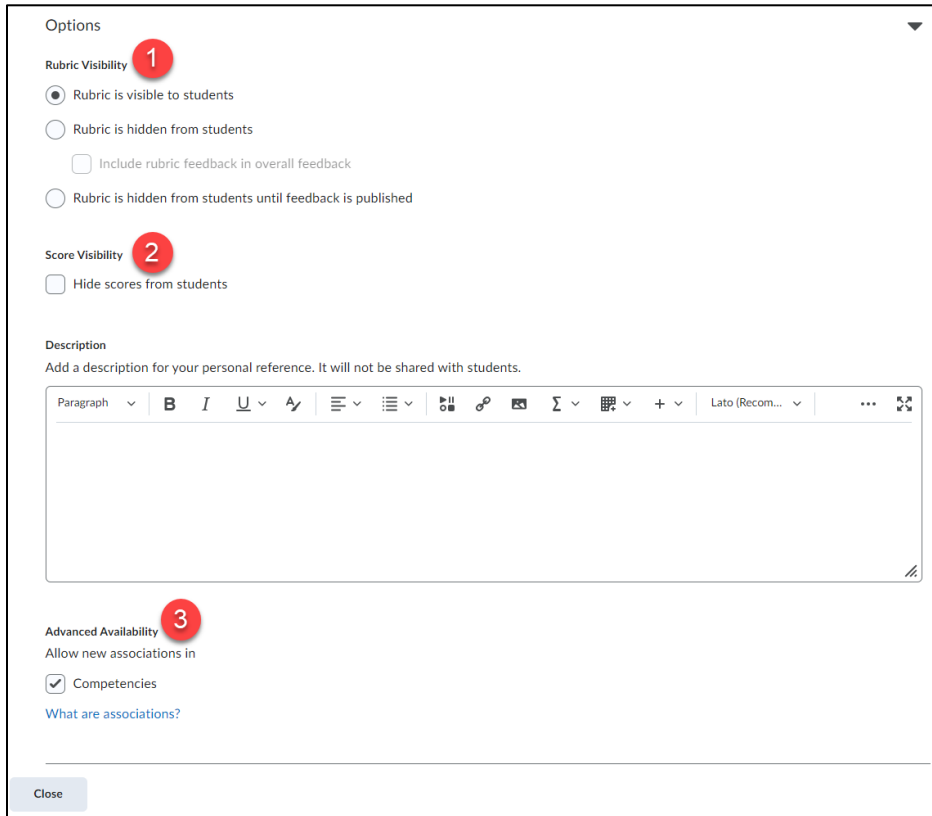


6. **Enter** a Description for each level to explain what is expected of a student to receive a score in that category.

Excellent
90 % 
Your assignment met all specified requirements and you followed all the instructions. 

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

8. Under Options, you can set the Rubric Visibility (1) and Score Visibility (2). Make sure that the Competencies option is checked so the rubric can be linked to other tools in this course (3).



Options

Rubric Visibility **1**

☒ Rubric is visible to students

☐ Rubric is hidden from students

☐ Include rubric feedback in overall feedback

☐ Rubric is hidden from students until feedback is published

Score Visibility **2**

☐ Hide scores from students

Description

Add a description for your personal reference. It will not be shared with students.

Paragraph **B** *I* U ~~A~~ Lato (Recom...

Advanced Availability **3**

Allow new associations in

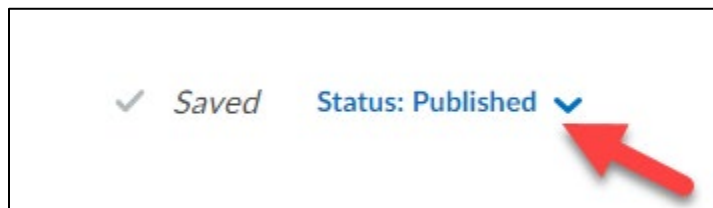
☒ Competencies

[What are associations?](#)

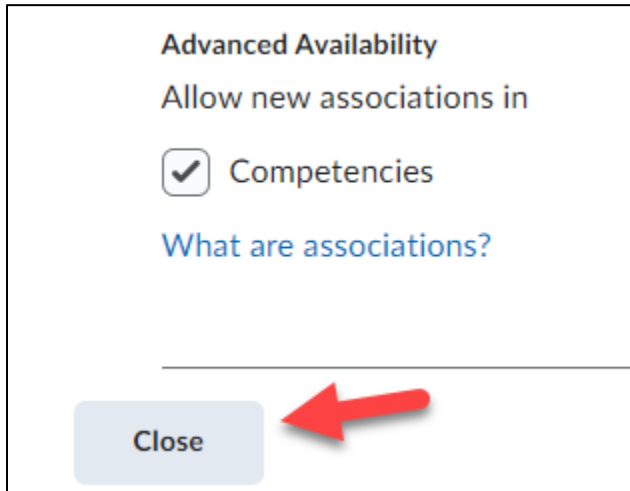
Close

9. **Scroll** to the top and ensure the rubric Status is set to Published (top right corner).

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



10. Click the Close button.



Advanced Availability

Allow new associations in

☒ Competencies

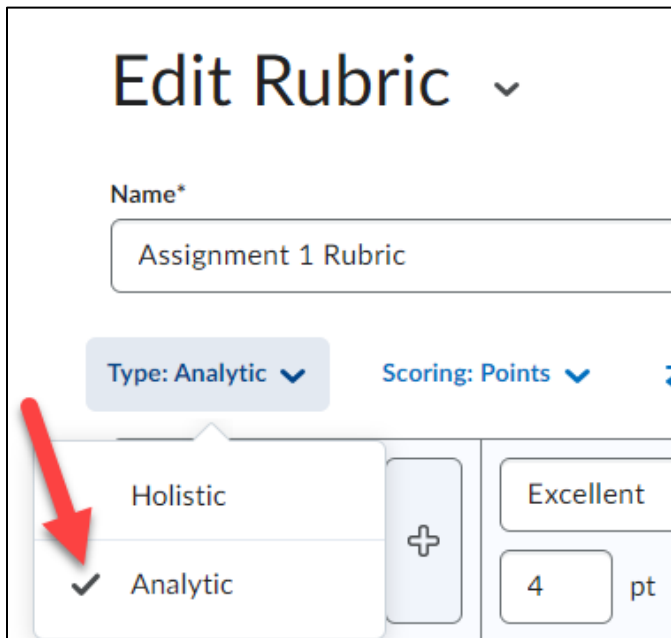
[What are associations?](#)

Close

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

### Creating an Analytic Rubric

1. Make sure the rubric Type selected is Analytic.



Edit Rubric ▾

Name\*

Assignment 1 Rubric

Type: Analytic ▾ Scoring: Points ▾

Holistic	+	Excellent
<input checked="" type="checkbox"/> Analytic		4 pt

**2. Select a Scoring method:** Points (default), No Score, or Custom 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.

The screenshot shows a dropdown menu for selecting a scoring method. At the top, it says "Type: Analytic" and "Scoring: Points". The dropdown menu is open, showing three options: "No Score", "Points" (which is selected and has a checkmark), and "Custom Points". A red arrow points to the "Points" option. Below the dropdown, there is a button labeled "New Criterion".

**3. Enter a name for each level (1). Enter a name for each criteria listed (2).**

The screenshot shows the rubric creation interface. At the top, there are four columns for levels: "Level 4 - Excellent", "Good", "Satisfactory", and "Needs Improve...". Each level has a point value (4, 3, 2, 1) and a trash icon. A red arrow points to the "Level 4 - Excellent" column, and a red circle with the number "1" is next to it. Below the levels, there are three criteria: "Content", "Spelling & Grammar", and "Structure". Each criterion has a table with columns for the levels and a row for "Initial Feedback". A red arrow points to the "Structure" criterion, and a red circle with the number "2" is next to it. At the bottom, there is a button labeled "+ Add Criterion".



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

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


		Level 4 -Excellent	Good	Satisfactory	Needs Improve...	
		4 pt	3 pt	2 pt	1 pt	
Content	...	The content states the topic of the essay				/ 4
		Initial Feedback				
Spelling & Grammar	...	No error or grammar mistakes were made				/ 4
		Initial Feedback				

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

Content	...	The content states the topic of the essay	
		Initial Feedback	

6. Add an incomplete level to the rubric.

Needs Improve...		+
1	pt	
		/ 4




7. Enter a name for the level, such as Incomplete (1). Enter 0 for the points for the level (2). If desired you can enter a Description (3) and Feedback (4) for each criterion in the level.

1	Incomplete	+	>
2	0 pt		
3	Did not complete assignment	/ 4	
4			

NOTE: If needed, you can add an additional criteria group to the rubric by clicking the Add Criteria Group button.

Structure ...		
	Initial Feedback	
Add Criteria Group		



8. For the overall rubric score, **enter** a name for each level (1). **Enter** a Start Range for each level (2). The start range is the lowest possible score a student can get for that level. Then **enter** a description for each level of achievement (3).

**Overall Score**

Each submission is assigned a level of achievement based on its overall rubric score.

<div>1</div> <div>+</div> <div>2</div> <div>Excellent</div> <div>10</div> <div>or more</div> <div>3</div> <div>Great job!!</div>	<div>Good</div> <div>6</div> <div>or more</div> <div>Good job</div>	<div>Satisfactory</div> <div>3</div> <div>or more</div> <div>You did well but still need more</div>	<div>Needs Improvement</div> <div>0</div> <div>or more</div> <div>Set a meeting with me please..</div>	+
--	---	---	--	---

9. Under Options, you can set the Rubric Visibility (1) and Score Visibility (2). Make sure that the Competencies option is checked so the rubric can be linked to other tools in this course (3).

Options

**Rubric Visibility** 1

☒ Rubric is visible to students

☐ Rubric is hidden from students

☐ Include rubric feedback in overall feedback

☐ Rubric is hidden from students until feedback is published

**Score Visibility** 2

☐ Hide scores from students

**Description**

Add a description for your personal reference. It will not be shared with students.

Paragraph

B I U A

Σ

+

Lato (Recom...

...

**Advanced Availability** 3

Allow new associations in

☒ Competencies

[What are associations?](#)

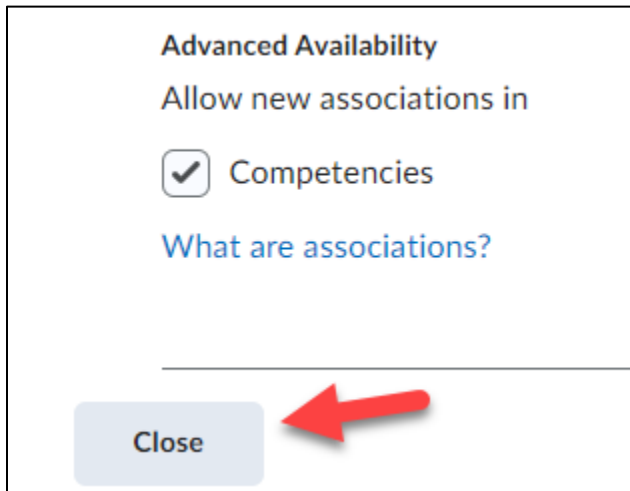
Close

**10. Scroll** to the top and ensure the rubric Status is set to Published (top right corner).

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



**11. Click** the Close button.

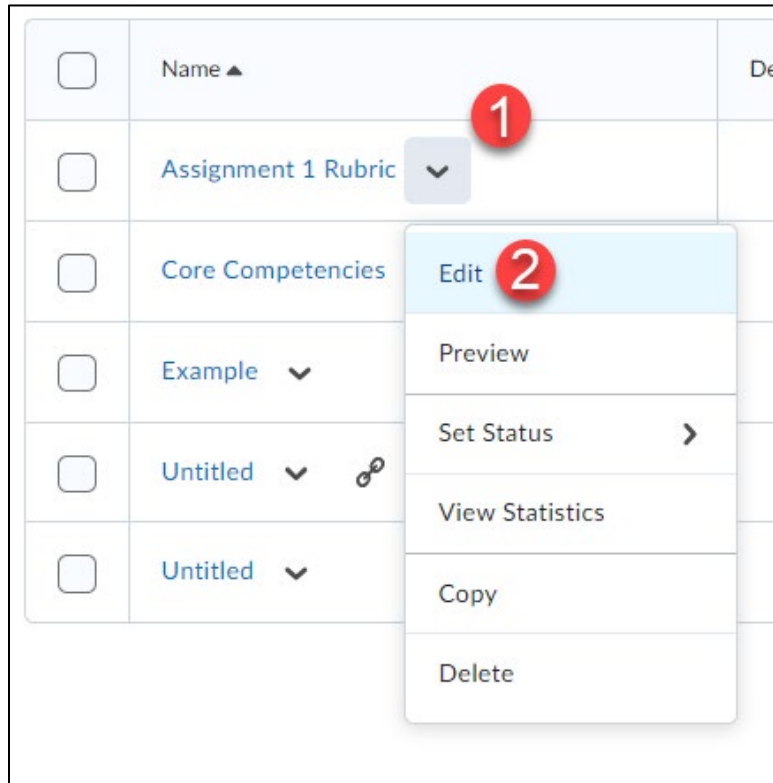


**Congratulations!!!!** You have now created an Analytic rubric.

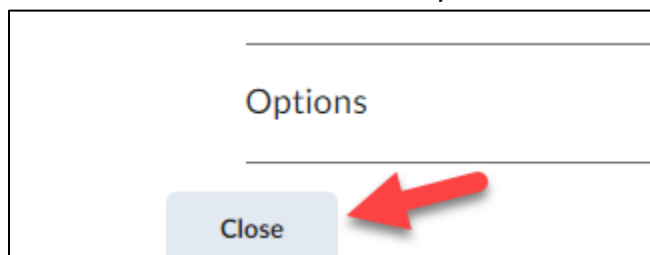
## Editing a Rubric

You have the ability to edit a rubric that is not yet linked to course activities for assessment.

**1.** From the Rubrics tool, **click** the drop-down menu next to the rubric **(1)** and **select** Edit **(2)**.



**2.** **Edit** the rubric where necessary and **click** the Close button when done.



## Linking Rubrics to Course Activities

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

## Link to a Dropbox:

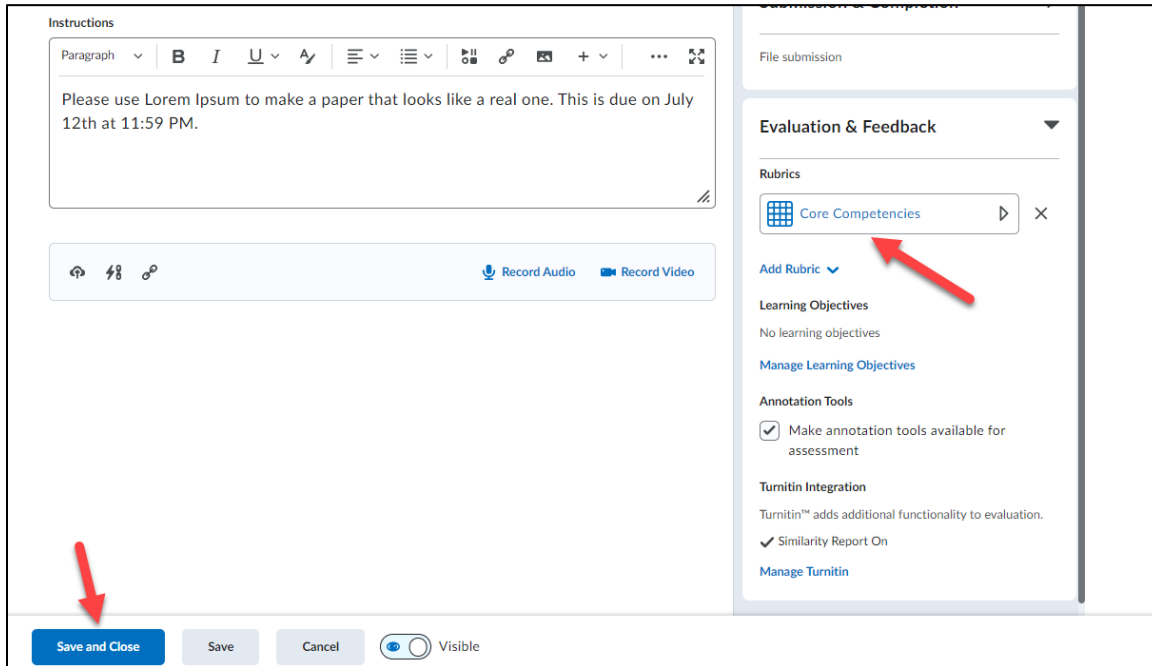
1. Edit or create the Dropbox item. On the right panel **click** the arrow to expand the section (1) and **choose** Add Rubric (2). **Click** either Create New or Add Existing (3).

The screenshot shows the Dropbox editor interface. On the right panel, the 'Evaluation & Feedback' section is expanded (1). Within this section, the 'Add Rubric' button is highlighted (2). A dropdown menu is open, showing 'Create New' and 'Add Existing' options, with 'Add Existing' being the selected option (3). The main editor area shows a form for creating a new Dropbox item, including fields for Name, Grade Out Of, Due Date, and Instructions.

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

The screenshot shows the 'Add Existing Rubric' dialog box. It contains a search bar and a list of rubrics. The 'Core Competencies' rubric is selected (1). At the bottom of the dialog, the 'Add Selected' button is highlighted (2).

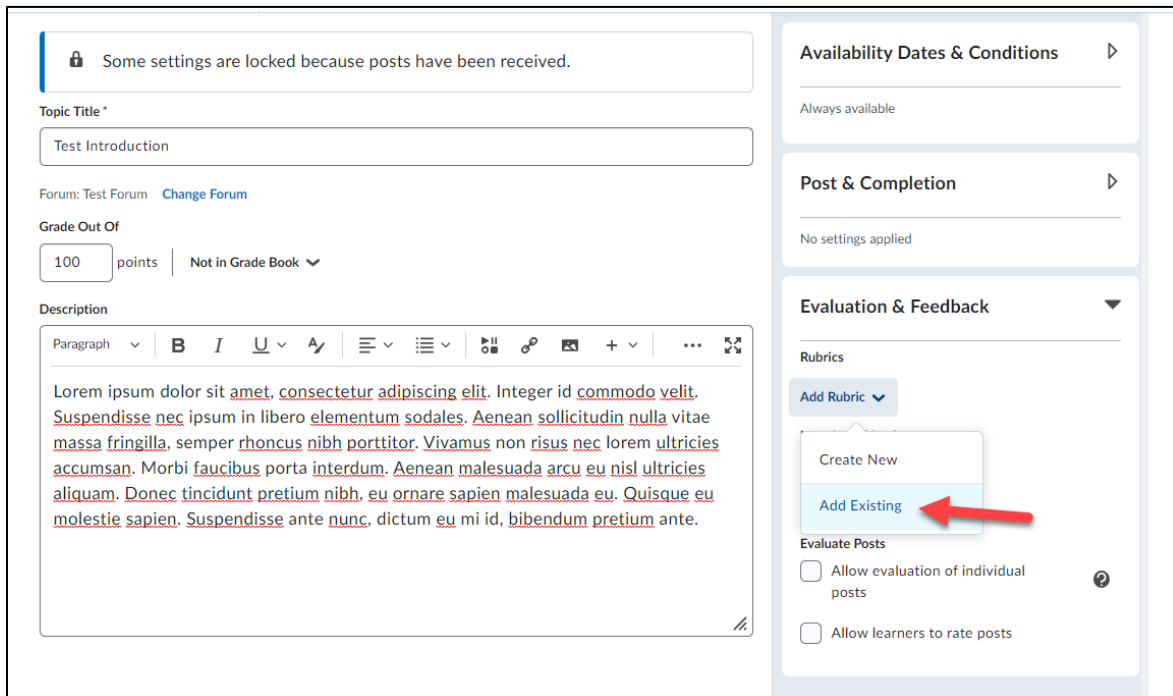
3. Make sure the rubric appears under the rubrics section. **Click** the Save and Close button.



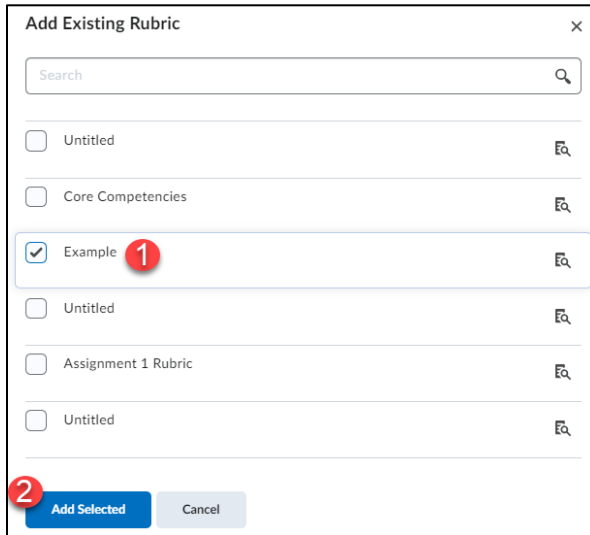
The rubric is now linked to your Dropbox!

### Link to a Discussion Topic:

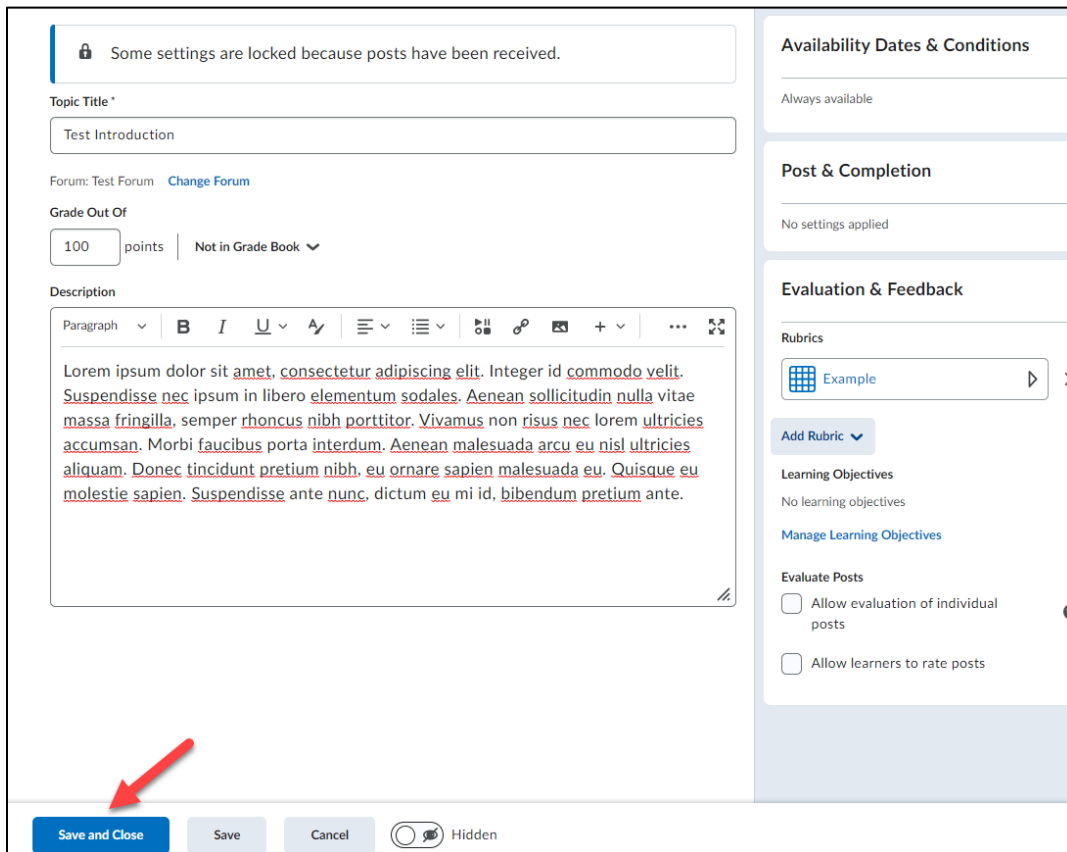
1. From the Assessment tab (appears whenever you edit or create a discussion topic) of a discussion topic and **click** the Add Rubric button.



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



**3. 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!



### Adding a rubric to a Virtual Classroom Assignment:

1. When creating the virtual classroom assignment **locate** the evaluation type and change the type to rubric.

The image shows two side-by-side screenshots of the 'Create Group Assignment' form. The left screenshot shows the 'General' section with 'Assignment Name (required)', 'Due Date (optional)', 'Evaluation Type' (set to 'Percentage'), and 'Instructions'. A red arrow points to the 'Evaluation Type' dropdown. The right screenshot shows the same form with the 'Rubric' option selected in the 'Evaluation Type' dropdown. A red arrow points to the 'Rubric' option.

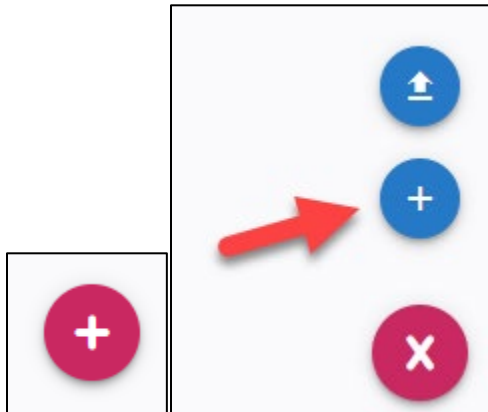
2. Next **select** the rubric that you want to use in the section to the right of the Evaluation type section. If you do not have a rubric created or need to create a new rubric, proceed to the next step.

The image shows a screenshot of the 'Create Group Assignment' form. The 'Rubric' dropdown menu is open, showing 'Rubric Example' as the selected option. A red arrow points to the 'Rubric' dropdown menu, and another red arrow points to the 'Rubric Example' option. A red arrow also points to the 'Rubric' dropdown menu.

3. To create a new rubric, **click** the 3 dots to the right of the rubric selection and **click** on configure rubrics.

The image shows two side-by-side screenshots of the rubric selection interface. The left screenshot shows the 'Rubric' dropdown menu with a red arrow pointing to the three dots. The right screenshot shows the dropdown menu with the 'Configure rubrics' option selected. A red arrow points to the 'Configure rubrics' option.

- On the bottom right of the page **click** on the add button to expand it and then **click** on the blue plus to create a new rubric.



- When creating the rubric **enter** the rubric name (1) then **enter** the description for each row and column (2), **enter** a total point value for each column (3), **enter** a description for each row item (4), **assign** a point value for each row item (5), **click** the plus sign on either the row or column to add an additional section (6), or **click** on the trashcan icon to delete a row or column (7).

**Create Rubric**

1  
 Rubric name

	<span style="color: red; font-weight: bold; font-size: 1.2em;">2</span> Description	Description	Description	Description
	Points <span style="color: red; font-weight: bold; font-size: 1.2em;">3</span>	Points <span style="color: red; font-weight: bold; font-size: 1.2em;">6</span>	Points	Points
<span style="color: red; font-weight: bold; font-size: 1.2em;">2</span> Description	<span style="color: red; font-weight: bold; font-size: 1.2em;">4</span> Description	Description	Description	Description
<span style="color: red; font-weight: bold; font-size: 1.2em;">5</span> Points	Points	Points	Points	Points
Description	Description	Description	Description	Description
<span style="color: red; font-weight: bold; font-size: 1.2em;">7</span> Points	Points	Points	Points	Points

Max value: 0  

SAVE

6. Click save when finished creating your rubric.

	Level 4	Level 3	Level 2	Level 1
	10	5	3	2
Writing quality	Great writing and composition!	Good writing and composition	Needs improvement	Expectations not met
	5	3	2	1
Length of video	Close to 2 min limit	exceeds or under 2 min	Expectation not met	Expectations not met
	5	2	1	1

Max value: 10

**SAVE**

7. Now you can return to your assignment by **clicking** configure assignment.

Configure Assignment > Rubrics

## Rubrics

Rubric name

Rubric Example

8. Now select the rubric you have created by **clicking** the rubric field.

General

Assignment Name *(required)*

Due Date *(optional)*

Due Time *(optional)*

Evaluation Type

Rubric

Rubric Example

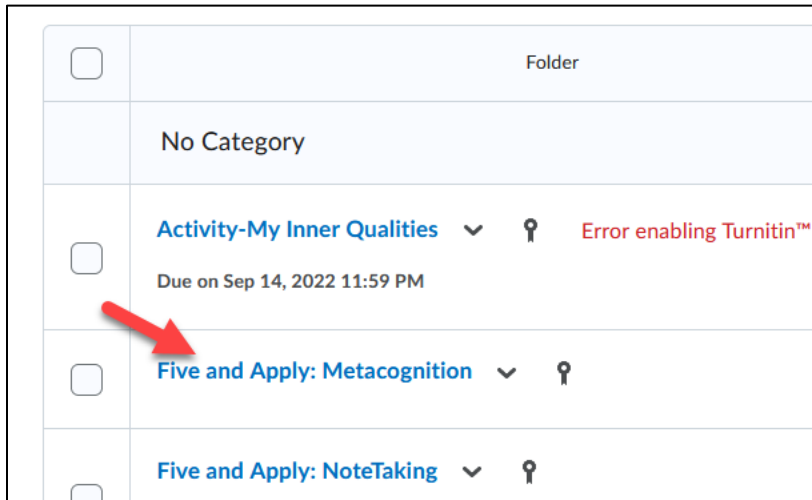
This field is required

9. Once you complete filling out the required fields, **click** save on the bottom of the page to publish the assignment.

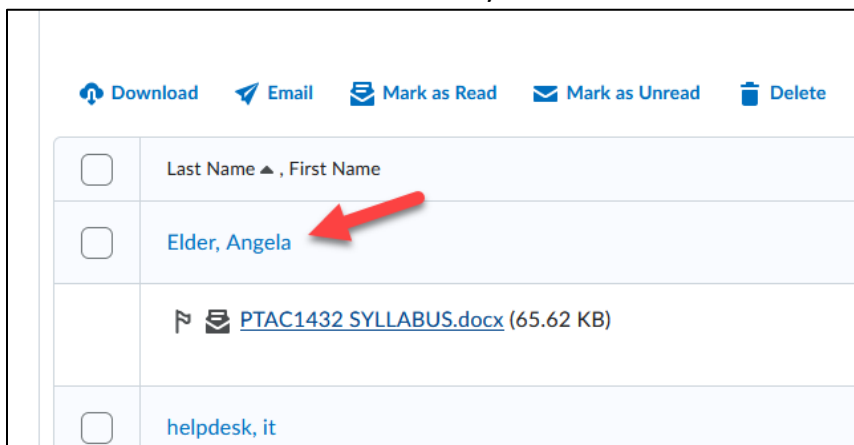


### Grading Dropbox Rubrics:

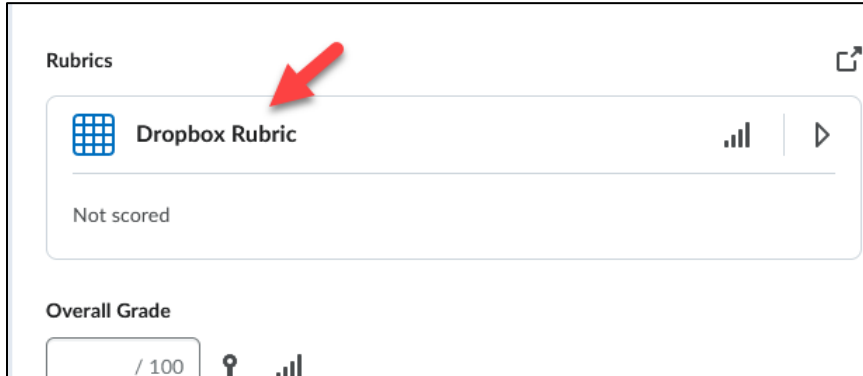
1. **Locate** the dropbox folder you would like to assess.






2. **Click** on the name of the student you would like to assess.



3. Click on the rubric to name on the right side off the page.





Rubrics

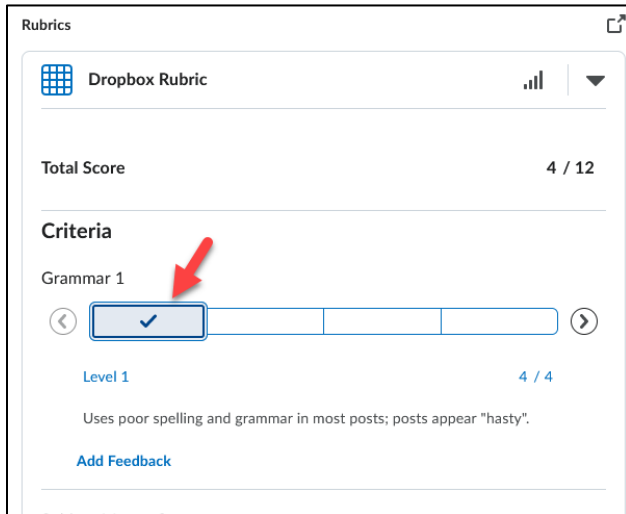
 **Dropbox Rubric**  

Not scored




Overall Grade

/ 100  

4. Under the name of the discussion, you will be able to **select** the different tiers of the criteria that you had set.








Rubrics

 **Dropbox Rubric**  

Total Score 4 / 12

Criteria

Grammar 1

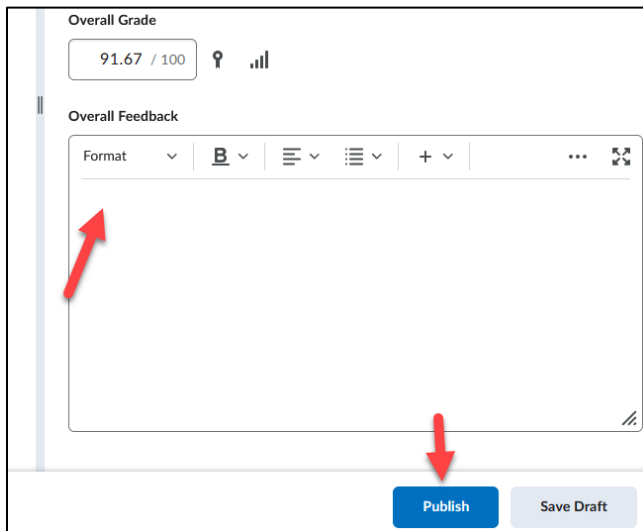
    

Level 1 4 / 4



Uses poor spelling and grammar in most posts; posts appear "hasty".

[Add Feedback](#)








5. You can enter feedback below the rubric and once finished you can publish the assessment.





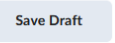
Overall Grade

91.67 / 100  

Overall Feedback

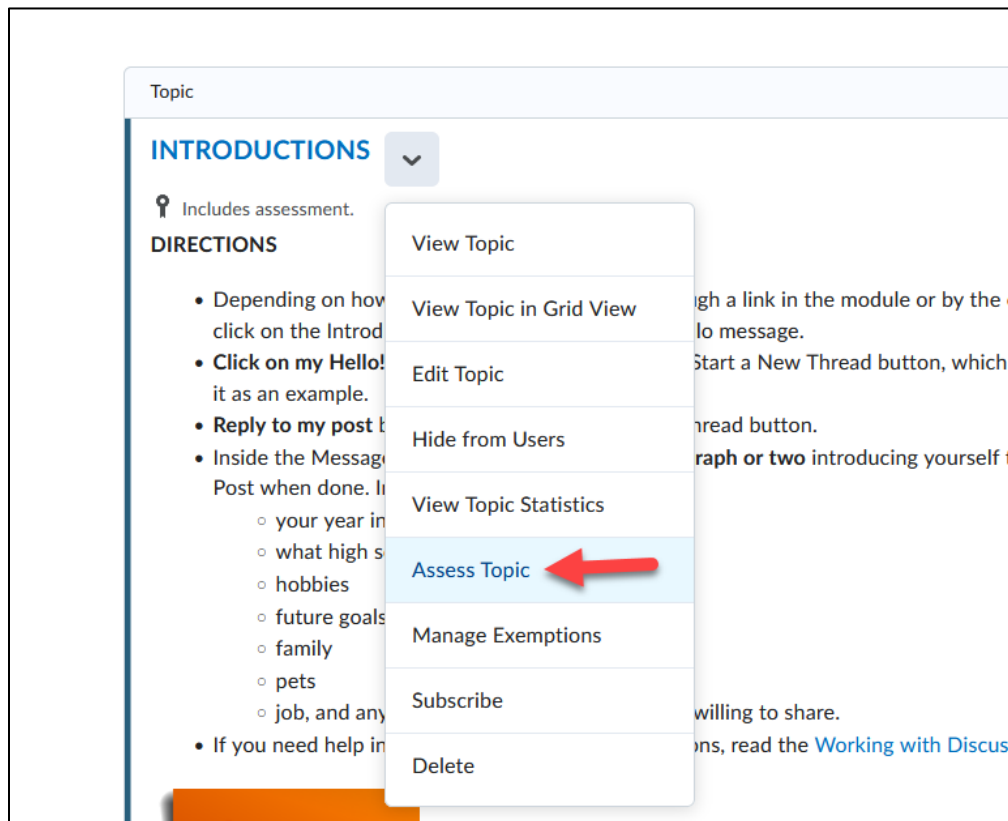
Format       



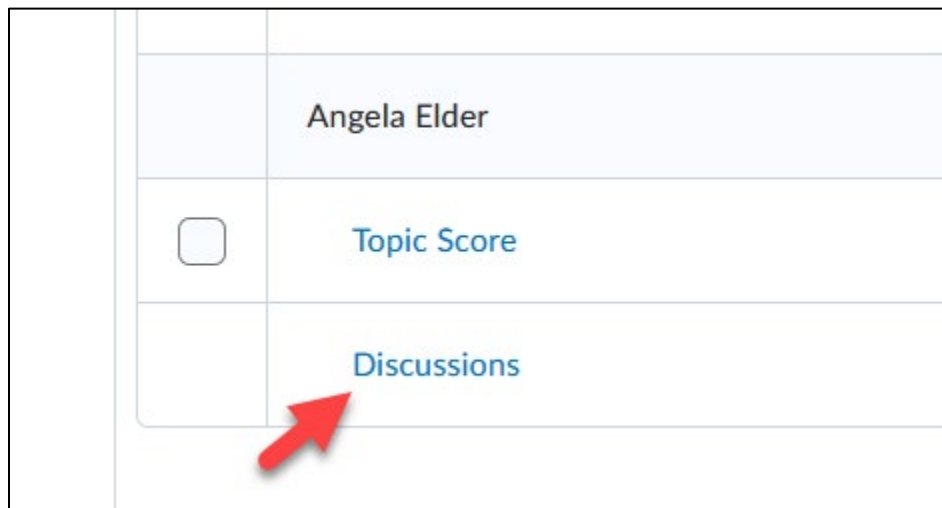
 

### Grading Discussion Rubrics:

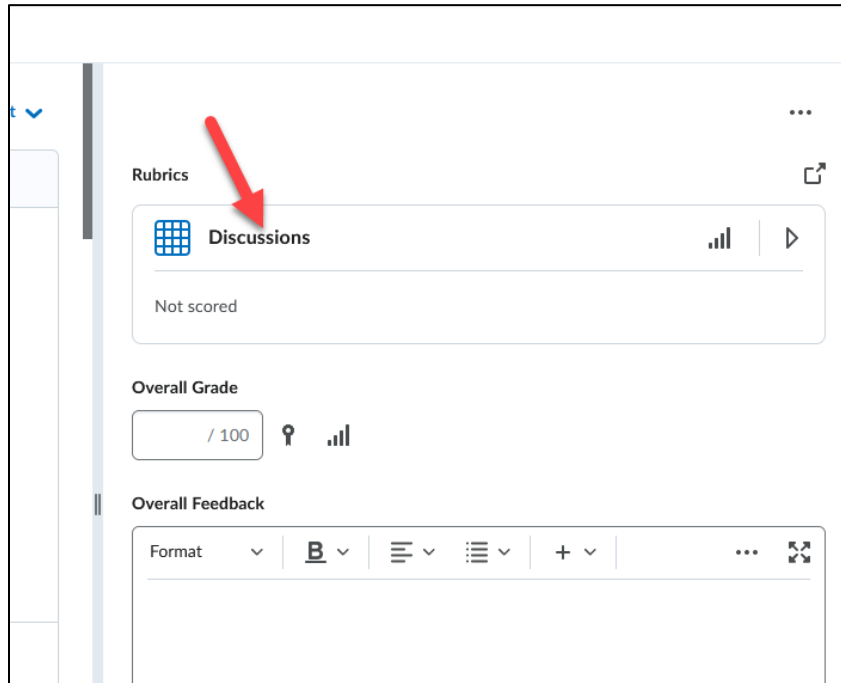
1. **Locate** the discussion you would like to grade and **click** on the menu for the discussion to assess the topic.



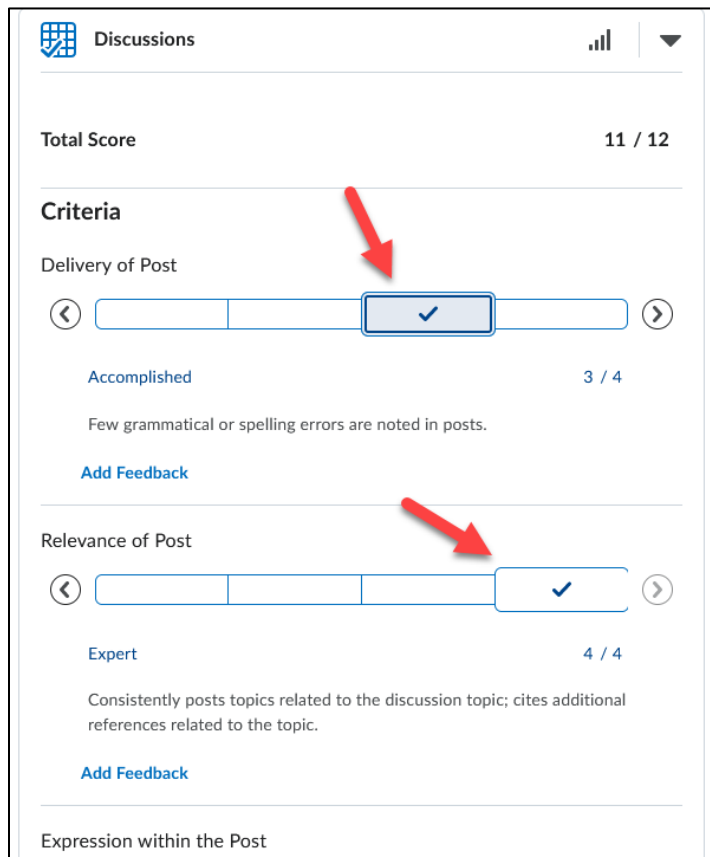
2. **Locate** the student you would like to assess and **click** on the rubric you would like to use.



3. Click on the rubric to name on the right side off the page.



4. Under the name of the discussion, you will be able to **select** the different tiers of the criteria that you had set.



5. You can enter feedback below the rubric and once finished you can publish the assessment.

Overall Grade

91.67 / 100

Overall Feedback

Format

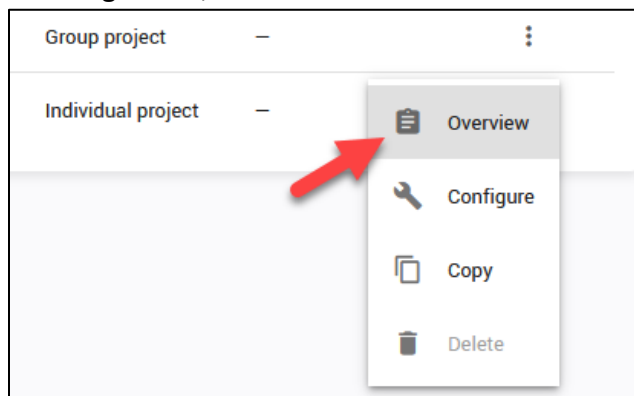
B

Publish

Save Draft

### Grading Virtual Assignment Submissions:

1. **Locate** the assignment you would like to assess, **click** the 3 dots to the right of the assignment, and then click on overview.



2. **Locate** the submission that needs evaluation and **click** on the submission.

Learners (4)		
Name	Status	
AE Angela Elder	Needs Evaluation	Nov 15, 2023 4:49 PM
BL BRANDON LAM	Not Viewed	-
DS demo student	Not Viewed	-



3. **Click** on the criteria that you would like to associate with the submission. When finished **click** Save and Publish.

Rubric Score: 30/80

	Level 1	Level 2	Level 3	Level 4
Good	✓ 10	20	30	40
Bad	10	20	30	40

[SAVE AS DRAFT](#)
[SAVE AND PUBLISH](#)

### How will Students View Rubrics?

Students can go to Assessments and then **click** on Rubrics to see the list of rubrics in the entire course. Individually for each assignment, they will also be visible when the assignment is clicked on.

### In Dropboxes:

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

Dropbox > test

## test

Rubric Name: Assignment 1 Rubric

Criteria	Level 4 - Exemplary 4 points	Level 3 - Proficient 3 points	Level 2 - Satisfactory 2 points	Level 1 - Unsatisfactory 1 point
Content	The content states the topic of the essay....	Criteria description goes here...	Criteria description goes here...	Criteria description goes here...
Spelling & Grammar	Author makes no error in spelling and/or grammar....	Criteria description goes here...	Criteria description goes here...	Criteria description goes here...

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.

<b>Brain Plasticity, Habits, &amp; Metacognition Notes</b> Due on Jun 18, 2023 11:30 PM	1 Submission, 1 File	100 / 100 - 100 %	Feedback: <a href="#">Unread</a>
<b>Growth Mindset &amp; Grit Notes</b> Due on Jun 21, 2023 11:30 PM	1 Submission, 1 File	100 / 100 - 100 %	Feedback: <a href="#">Read</a>
<b>Motivation &amp; Goals Notes</b> Due on Jun 23, 2023 11:30 PM	1 Submission, 1 File	100 / 100 - 100 %	Feedback: <a href="#">Unread</a>

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

Reflection
100 / 100
20 / 20
100 %
Overall Feedback

Paragraph

Please see video feedback.

View Graded Rubric

### ***In 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.

Discussions List > View Topic

Test Introduction

Hidden. Includes assessment.

Subscribe

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer id commodo velit. Suspendisse nec ipsum in libero elementum sodales. Aenean sollicitudin nulla vitae massa fringilla, semper rhoncus nibh porttitor. Vivamus non risus nec lorem ultricies accumsan. Morbi faucibus porta interdum. Aenean malesuada arcu eu nisl ultricies aliquam. Donec tincidunt pretium nibh, eu ornare sapien malesuada eu. Quisque eu molestie sapien. Suspendisse ante nunc, dictum eu mi id, bibendum pretium ante.

Rubrics

Example

Start a New Thread

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

Reflection


100 / 100

20 / 20


100 %


Overall Feedback

Paragraph



[Please see video feedback.](#)



 [View Graded Rubric](#)