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Description automatically generatedRubrics 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.

*Creating Rubrics in D2L*

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

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

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**3.** **Enter** a Name for the rubric.

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

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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.

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

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

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

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**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.

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

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**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**).

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**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.

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**10.** **Click** the Close button.

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

**Creating an Analytic Rubric**

**1.** Make sure the rubric Type selected is Analytic.

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**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.

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

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**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.

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

step is optional).

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**6.** **Add** an incomplete level to the rubric.

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**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.

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

Criteria Group button.

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**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**).

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**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**).

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**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.

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**11.** **Click** the Close button.

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

**Editing a Rubric**

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

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

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

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**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**).

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

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

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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.

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

button (**2**).

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

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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.

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1. 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.

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

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1. 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.

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1. 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**).

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1. **Click** save when finished creating your rubric.

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

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

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

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**Grading Dropbox Rubrics:**

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

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

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1. **Click** on the rubric to name on the right side off the page.

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

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

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Description automatically generated

**Grading Discussion Rubrics:**

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

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

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1. **Click** on the rubric to name on the right side off the page.

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

A screenshot of a survey

Description automatically generated

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

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**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.

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

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

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**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).

A screenshot of a rubric

Description automatically generated with medium confidence

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.

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

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***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.

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

A screenshot of a computer

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