

## Rubrics

*The Rubric tool allows you to grade students' submissions using a set of criteria that is available for students to see before and after project submission in the dropbox. Rubrics can be used in other areas of D2L such as grades, discussions, and quizzes.*

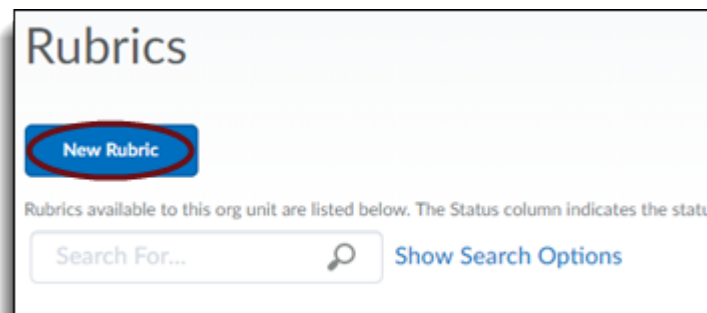
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### Creating a Rubric

1. Click on “Assessments” on the Navigation Bar. Then select “Rubrics.”



2. Click on “New Rubric.”



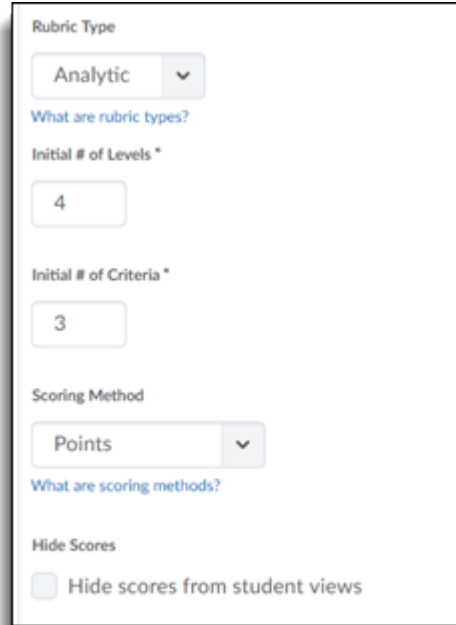
3. Name the rubric, and add a description if you would like. Then, select a status for the rubric.  
**Draft:** This is the initial status for any new rubric. It means the rubric is not yet available for new associations.  
**Published:** This status means you can make associations with the rubric. Once a rubric has an association, you cannot change its name, description, levels and criteria.  
**Archived:** Archived rubrics do not appear in default search results and are not available for new associations. Existing associations with Archived rubrics remain functional.

4. Select a Rubric Type.

**Analytic Rubrics:** Most rubrics are analytic. An analytic rubric breaks performance into multiple criteria. You assess each criterion separately, resulting in an overall assessment score.

**Holistic Rubrics:** Holistic rubrics do not break performance into separate criteria. Performance is assessed holistically, so that you consider several different criteria, but make only one overall assessment.

5. Depending on the type of rubric chosen, fill in the initial # of levels field (both types) and the initial # of criteria box (analytic only).



The screenshot shows a form titled "Rubric Type" with the following fields and options:

- Rubric Type:** A dropdown menu set to "Analytic".
- What are rubric types?:** A link for more information.
- Initial # of Levels \*:** A text input field containing the number "4".
- Initial # of Criteria \*:** A text input field containing the number "3".
- Scoring Method:** A dropdown menu set to "Points".
- What are scoring methods?:** A link for more information.
- Hide Scores:** A checkbox labeled "Hide scores from student views" which is currently unchecked.

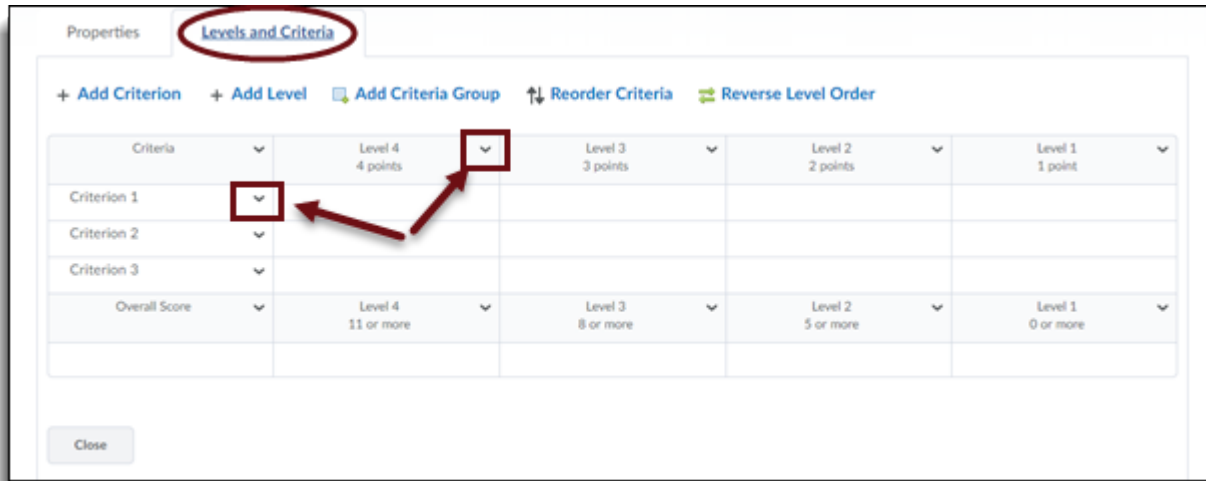
6. Click on the Levels and Criteria tab

7. Click the drop arrow next to each area to access different actions.

- Edit level/criterion: You can edit the name and descriptions (both) and the score/points (level).
- Copy criterion
- Add new level/criterion
- Delete level/criterion

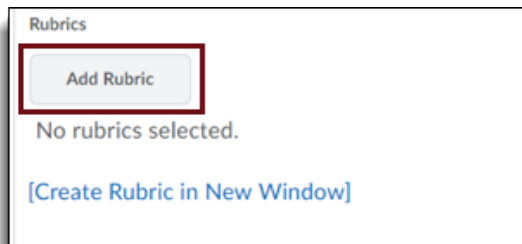
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8. You will have to edit the criteria and level (including the overall level) before you can use the rubric

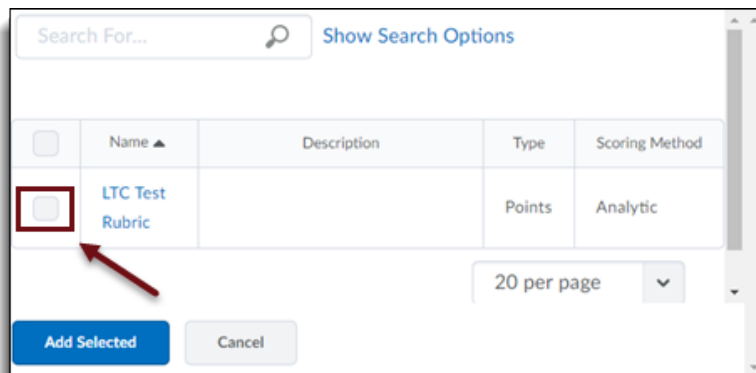


### Attaching a Rubric

1. You can attach a Rubric for assessment in Quizzes, Assignments, Surveys, and Discussions. Simply click “Add Rubric” under the Rubric heading



2. Check the box beside the Rubric you would like to add

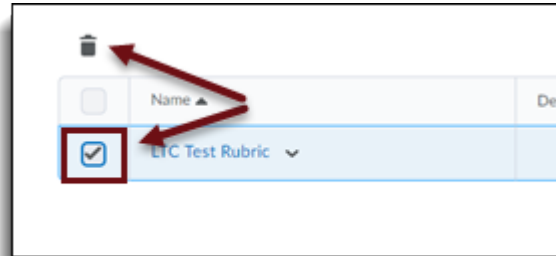


3. Click “Add Selected”

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## Deleting Rubrics

1. Check the box beside the Rubric you would like to delete
2. Click on the trash can icon



3. Select Delete when prompted by a pop-up box

## Grading Rubrics

1. When in Assessment mode, click on the rubric under Evaluation



2. Select the appropriate circles for the student to receive points

Choose scoring rubric: article review rubric

article review rubric  
(not graded yet)

Criteria	Level 4 4 points	Level 3 3 points	Level 2 2 points	Level 1 1 point	Score and Feedback
Criterion 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Criterion 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Criterion 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Overall Score	Level 4 11 or more	Level 3 8 or more	Level 2 5 or more	Level 1 0 or more	Score and Feedback
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Overall score will be calculated when all criteria have been assessed.

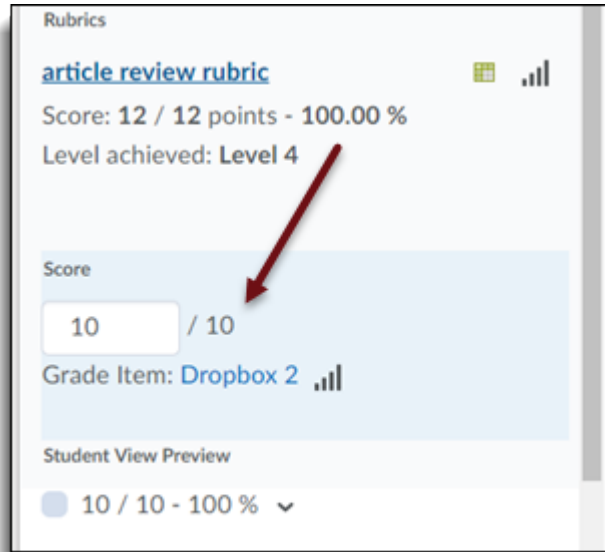
**Check the boxes and click Save and Record when finished**

Transfer rubric feedback to general feedback for the assignment submission.

Save & Record Save Cancel

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- 3. Click Save and Record when finished
- 4. Scores are automatically transferred when you click Save and Record



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