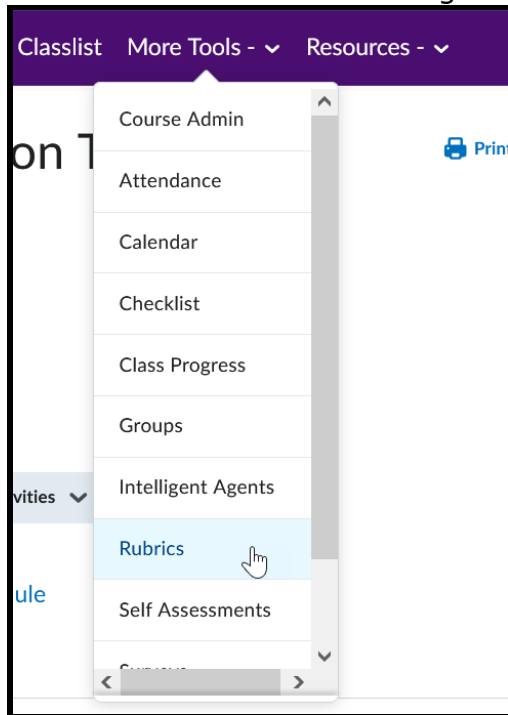


Rubrics

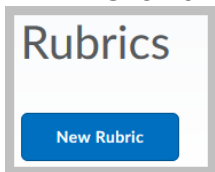
The rubrics tool is an excellent way to standardize and streamline your grading. Rubrics in D2L are fully integrated, meaning students can easily see their score, and feedback. Additionally, the rubrics carry over to the gradebook, so it's possible to see the rubric in the gradebook and feedback.

It is located underneath **More Tools** on the navigation bar.

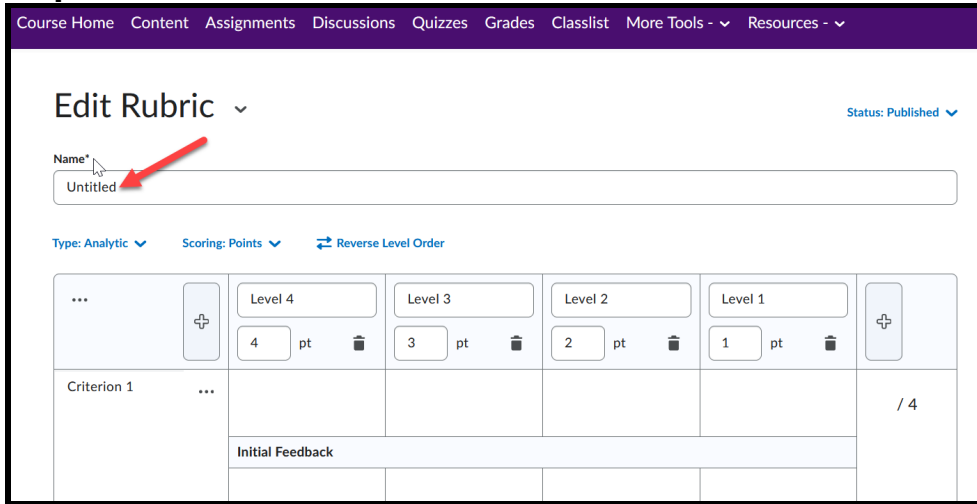


Creating a Rubric

1. Click on **New Rubric**



2. Type in Name
3. Keep the rubric in **Draft** status until you are certain it is ready to be associated with a tool such as Discussions or Assignments. **Once the rubric is published** and associated with a tool where it has been used for grading, **it cannot be edited**. A new rubric would then need to be created.
 - a. Best practice is to **make a copy of your rubric before you publish it and keep this in Draft status.**



Course Home Content Assignments Discussions Quizzes Grades Classlist More Tools - Resources -

Edit Rubric ▼ Status: Published ▼

Name*

Type: Analytic ▼ Scoring: Points ▼ ↔ Reverse Level Order

...	Level 4	Level 3	Level 2	Level 1	+
	4 pt 🗑️	3 pt 🗑️	2 pt 🗑️	1 pt 🗑️	
Criterion 1 ...					/ 4
	Initial Feedback				



Two Types of Rubrics:

An **Analytic Rubric** breaks performance down into multiple criteria. Each criterion is then assessed separately, resulting in an overall assessment score. For example, an analytic rubric for assessing essays could have the criteria of Content, Organization, Formatting, and Grammar. Each of these criteria could be assessed with a level of Excellent, Very Good, Fair, and Poor.

A **Holistic Rubric** does not break performance down into separate criterion, but rather the instructor considers the whole of an assignment and ultimately provides only one assessment. A holistic rubric might be used by an art instructor to assess a student's progress in making ceramics over the course of the semester.

The analytic rubric is the most commonly used and the screen defaults to this choice.

4. Choose **scoring method**. Points can be edited if needed, but once a rubric is associated and has been used for grading with an assignment or discussion, the points cannot be edited.



5. **Rubric Visibility** – keep the default setting of rubric is always visible to learners.

Rubric Visibility

Rubric is always visible to learners

Rubric is hidden until feedback published

Rubric is never visible to learners

Hide Scores

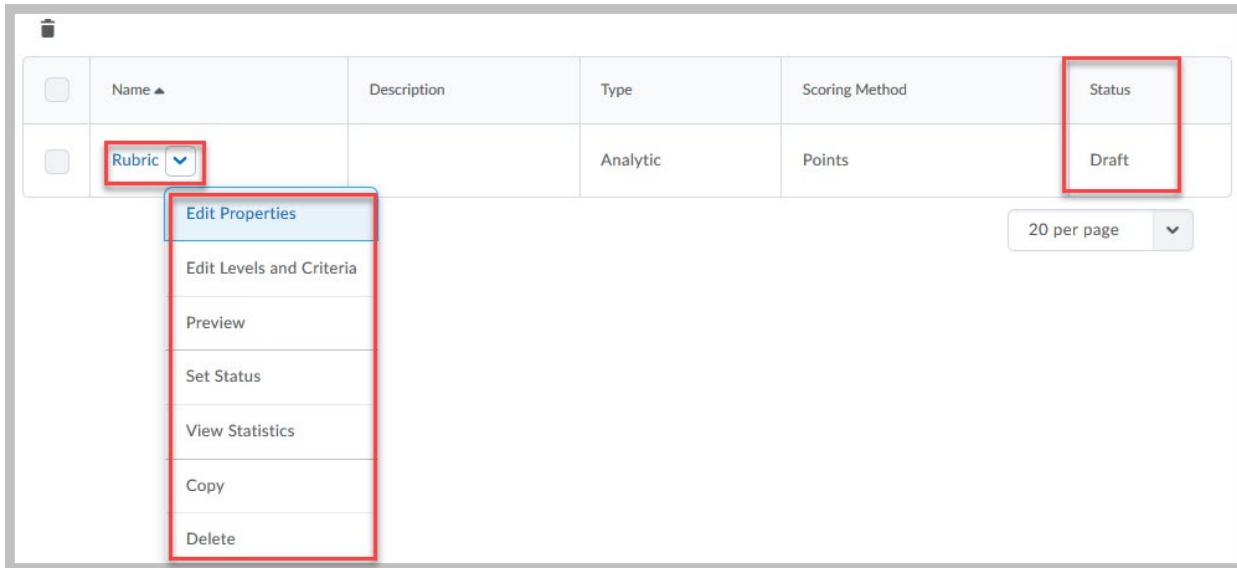
Hide scores from student views

If you have chosen the **Analytic rubric**, the **Levels and Criteria tab** will be visible.

...	Level 4	Level 3	Level 2	Level 1	+
	4 pt	3 pt	2 pt	1 pt	
Thesis	Makes a clear, debatable, complex but concise claim followed by three distinct reasons.	Makes a mostly debatable claim followed by three reasons.	Makes an unclear or confusing claim; fewer than three distinct reasons given.	Does not make a clear claim; reasons are missing.	/ 4
Initial Feedback					
+ Add Criterion					
Add Criteria Group					Total - / 4

6. Select the Levels and Criteria tab. Both the criteria and the levels can be **edited**. **Criteria and levels can also be added or deleted as long as the rubric has not be utilized to grade an assignment or discussion**. It is best to create a copy of the rubric and keep that one in Draft status so that you do not have to start all over if you decide to make changes.

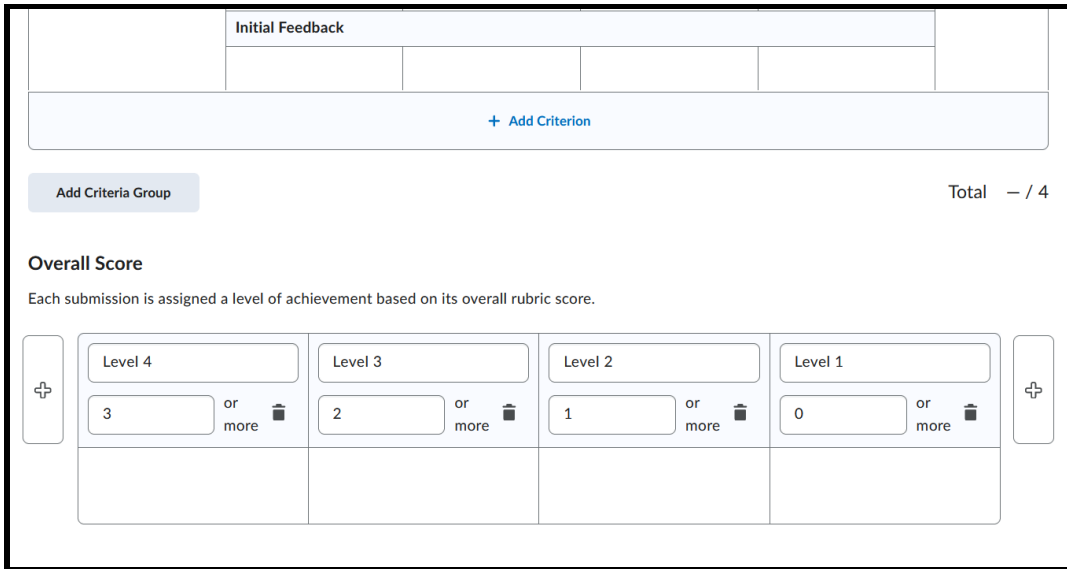
7. To **edit** your rubric, simply click on the drop-down menu next to its name.



8. Add or subtract criterion. This is the same, regardless of whether you are using an analytic or holistic rubric. The image below is a sample criterion to give you an idea of what a rubric could look like; notice that you have the option to add feedback on whichever level you select when you are grading.

	Level 4	Level 3	Level 2	Level 1	
	4 pt	3 pt	2 pt	1 pt	
Thesis	Makes a clear, debatable, complex but concise claim followed by three distinct reasons.	Makes a mostly debatable claim followed by three reasons.	Makes an unclear or confusing claim; fewer than three distinct reasons given.	Does not make a clear claim; reasons are missing.	/ 4
Initial Feedback					
+ Add Criterion					
Add Criteria Group					Total - / 4

Also notice that for the analytic rubric, an extra box at the bottom populates for "overall score."



Initial Feedback

+ Add Criterion

Add Criteria Group Total - / 4

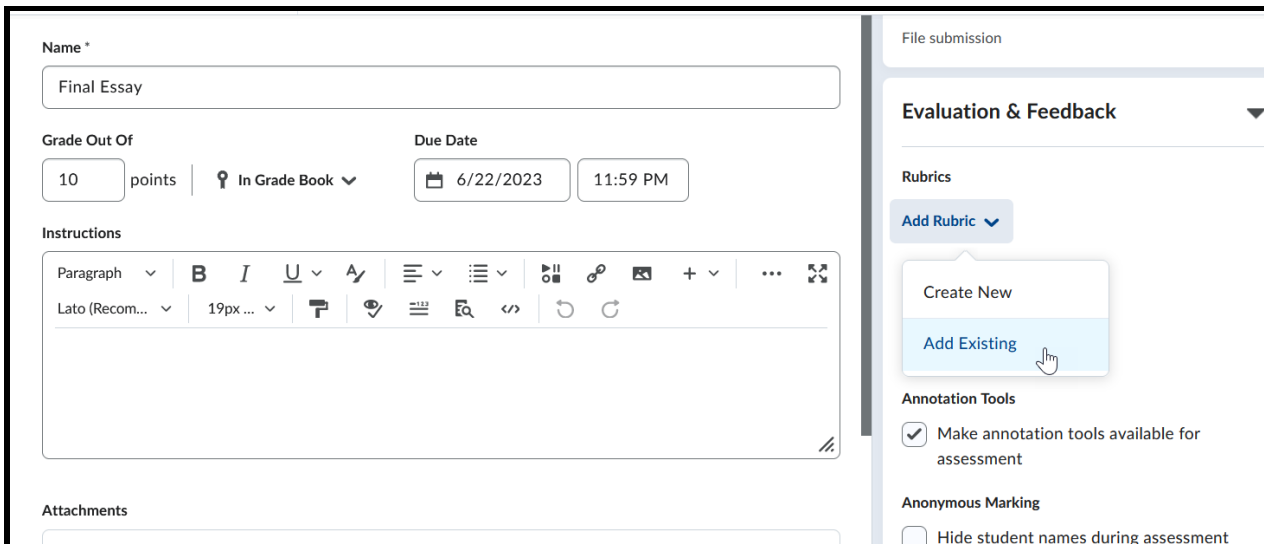
Overall Score
 Each submission is assigned a level of achievement based on its overall rubric score.

	Level 4	Level 3	Level 2	Level 1
	3 or more	2 or more	1 or more	0 or more

Attaching a Rubric

Only published rubrics can be attached to assignments or discussions. A rubric in Draft status is not visible to be added.

1. Open **Evaluation and Feedback**
2. Select **Add Rubric** drop-down menu
3. **Add Existing**
 - a. Locate the correct rubric



Name *
Final Essay

Grade Out Of: 10 points | In Grade Book | Due Date: 6/22/2023 11:59 PM

Instructions

Attachments

File submission

Evaluation & Feedback

Rubrics

Add Rubric

- Create New
- Add Existing

Annotation Tools

Make annotation tools available for assessment

Anonymous Marking

Hide student names during assessment



Grading using your Rubric

Two ways to grade:

1. From the Discussion or Assignment

a. Discussions

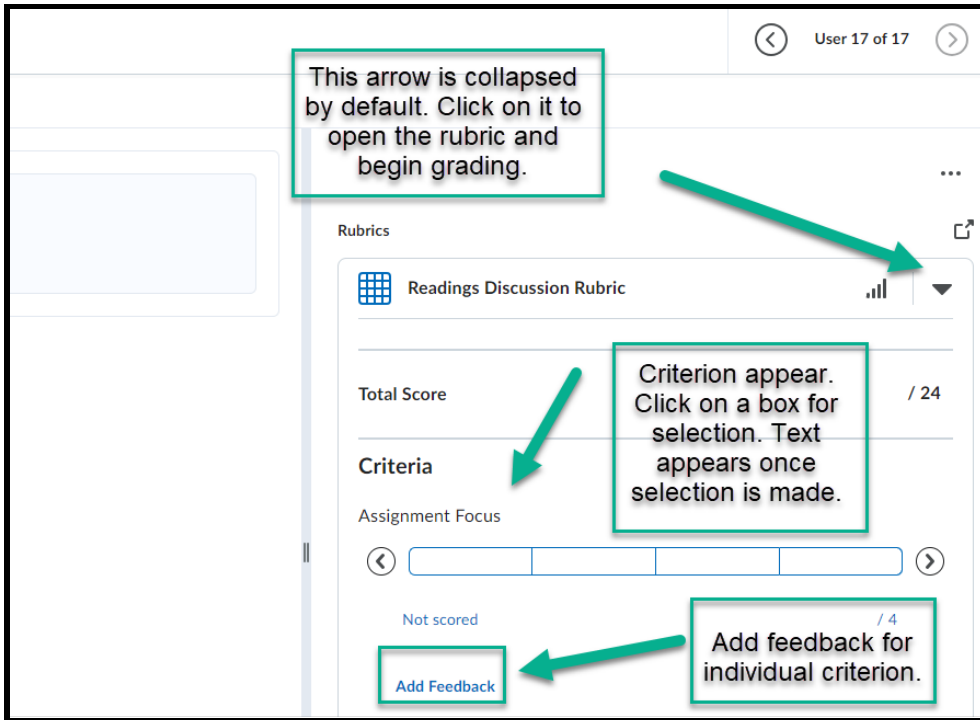
- i. Click on drop-down menu of topic
- ii. Assess Topic

The screenshot shows a discussion topic titled "Chapter 1 from Everything's An Argument". A dropdown menu is open over the topic title, listing several options: "View Topic", "View Topic in Reading View", "Edit Topic", "Hide from Users", "View Topic Statistics", and "Assess Topic". A green arrow points to the "Assess Topic" option. The background text of the discussion includes a date "Jun 1 - Jun 19", a key icon indicating assessment, and instructions for students to define argument and rhetoric, and to identify five different questions to examine an argument critically.

iii. Choose **Assessments**

The screenshot shows the "Assess Topic - Chapter 1" interface. At the top, there are two buttons: "Publish All Feedback" and "Retract All Feedback". Below these, there are two tabs: "Users" and "Assessments". A green arrow points to the "Assessments" tab, which is currently selected.

- iv. Choose a student's name
- v. Select arrow to the right of the rubric to begin assessing discussion
- vi. Criterion appear
 1. Choose box for performance level
 2. Add feedback if desired

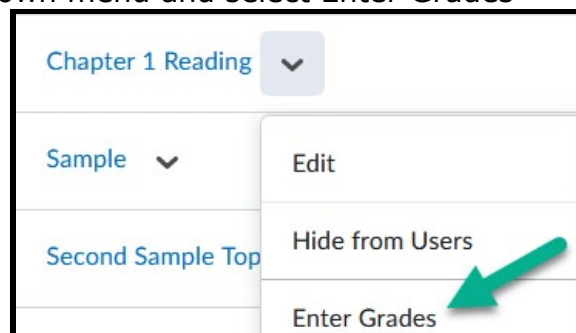


b. Assignments

- i. Click on the assignment to grade it
- ii. Click on each student individually
- iii. Select Evaluation to the right of student's name
- iv. As with Discussions, click on arrow to reveal rubric and begin selections.
- v. Save Draft and then publish all students' papers at once OR publish one at a time.

2. Grading from Grades

- a. Go to Manage Grades
- b. Scroll to individual grade item
- c. Click on drop-down menu and select Enter Grades



d. Click on the symbol on the far right to open the rubric for each student.





Grade Item: Chapter 1 Reading ▾


▷ Show details and overall feedback





Users


Search For... Show Search Options

[Set Grades](#)
[Clear Grades](#)
[Add Feedback](#)
[Exempt](#)
[Unexempt](#)
[Email](#)

<input type="checkbox"/>	Last Name ▲, First Name	Grade	Scheme	Feedback	Assessment
<input type="checkbox"/>	AA Demo Student, CCD ▾	<input type="text"/> / 15	-%	No feedback provided. 	
<input type="checkbox"/>	[REDACTED]	<input type="text"/> / 15	-%	No feedback provided. 	



Scheme	Feedback	Assessment
-%	No feedback provided. 	
-%	No feedback provided. 	



If you need assistance, please contact the Teaching Learning Center at tlc@ccd.edu