



Attaching Rubrics to Grade Items in the Gradebook – D2L Tutorial

This tutorial is for faculty who have previous experience using the Grades and Rubrics tools in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

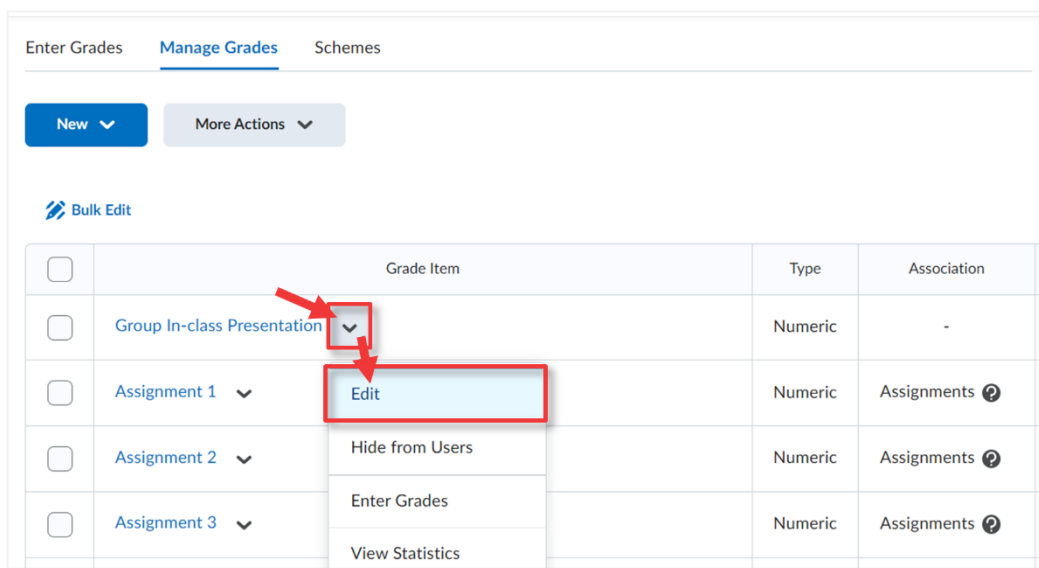
This tutorial covers the steps involved when you wish to attach a rubric to a grade item in your D2L gradebook. Attaching a rubric to a grade item is useful when you are assessing an activity that is not associated with another tool in D2L, such as in-person activity or group presentation.

BEST PRACTICE: When rubrics are being used to grade an assignment, discussion, or quiz, we recommend attaching the rubric through the respective D2L tool instead of the grade item in the gradebook.

NOTE: This tutorial assumes that you have already created your rubric in the Rubrics tool and created a numeric grade item in your grade book. For information on how to create rubrics, see the *Creating Rubrics tutorial*. For more information on how to create a numeric grade item, see the *Creating a Grade Item tutorial*.

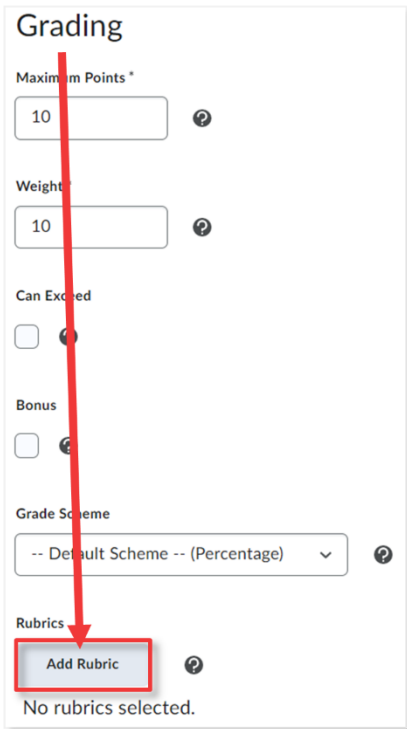
Steps

1. Go to **Grades** tool in your course.
2. Click the down arrow next to the title of the Grade Item you wish to attach a Rubric to and select **Edit** from the drop-down menu.



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3. In the Edit Grade Item window, scroll down to the **Grading** section, then click the **Add Rubric** button (NOTE: we advise creating your Rubric in the Rubrics tool first, then attaching them to other tools).



Grading

Maximum Points *
10 ?

Weight
10 ?

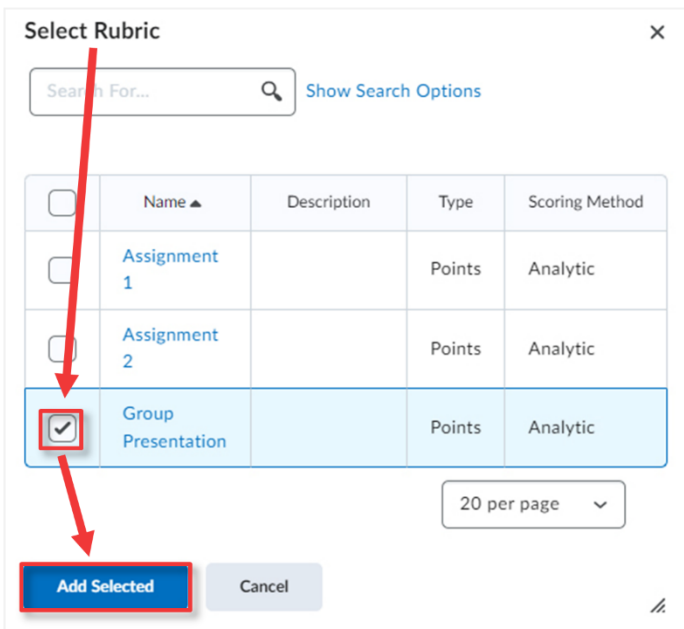
Can Exclude
☐ ?

Bonus
☐ ?

Grade Scheme
-- Default Scheme -- (Percentage) ?

Rubrics
Add Rubric ?
No rubrics selected.

4. In the Select Rubric pop-up, select the Rubric you wish to attach, and click Add Selected.



Select Rubric X

Search For... ? Show Search Options

<input type="checkbox"/>	Name ▲	Description	Type	Scoring Method
<input type="checkbox"/>	Assignment 1		Points	Analytic
<input type="checkbox"/>	Assignment 2		Points	Analytic
<input checked="" type="checkbox"/>	Group Presentation		Points	Analytic

20 per page ▾

Add Selected Cancel



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5. Your Rubric will now appear under the **Add Rubric** button. Finish editing your Grade Item (if needed), and then click **Save and Close**.

The screenshot shows the 'Grading' interface. At the top, there are fields for 'Maximum Points' (set to 10) and 'Weight' (set to 10). Below these are checkboxes for 'Can Exceed' and 'Bonus', both of which are unchecked. A 'Grade Scheme' dropdown menu is set to '-- Default Scheme -- (Percentage)'. Under the 'Rubrics' section, there is an 'Add Rubric' button. Below this button, a red box highlights the 'Group Presentation' rubric, which has an edit icon and a close icon. A red arrow points from this rubric down to the 'Save and Close' button at the bottom of the interface. Other buttons at the bottom include 'Save and New', 'Save', and 'Cancel'.

Things to Remember

Only **Points** and **Percentages** rubrics will adjust the score in a Grade Item. Text only rubrics will only generate text-based feedback, and you will have to add a score manually using **Enter Grades**.



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