Printing or Downloading Rubrics – D2L Tutorial

This tutorial is for faculty who have previous experience using the 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 will cover how to print or download a PDF of either an ungraded (preview copy) or graded rubric in your D2L course. This tutorial assumes that you have already created your rubric in the Rubrics tool. For information on how to create rubrics, see the *Creating Rubrics tutorial*.

Steps for Printing or Downloading a PDF of an **Ungraded** (Preview) Rubric

1. Go to **Rubrics** tool in your course. If you don't see Rubrics on your My Tools drop-down menu, you can access it in Edit Course under the Assessment heading.

2. Click the **down arrow** next to the title of the rubric you wish to print or download, and select **Preview** from the drop-down menu.

3. A new window will open displaying a preview of the selected rubric. To print or download a PDF copy of the rubric click the **Print Rubric** link in the top-right corner.


4. A print window will open (**Note**: When a rubric is printed or downloaded, the name of the rubric, activity, course, and student is added to the top of the page).

   a) To **print a copy** of the rubric, select the printer from the drop-down menu, adjust the print settings as need (colour, single/double-sided printing, etc.), and click the **Print** button.

   b) To **download a PDF copy** of the rubric onto your computer, select **Save as PDF** from the printer drop-down menu, adjust print settings as need (layout, paper size, etc.), and click the **Save** button. In the Save As window, navigate to the folder where you want to save a copy of the rubric and click **Save**.

5. When you are finished printing or downloading a copy of the rubric, click the **Close** button.

Steps for Printing or Downloading a PDF of a **Graded** Rubric

1. Go to **Grades** tool (gradebook) in your course.

2. Click on the **Enter Grades** tab.
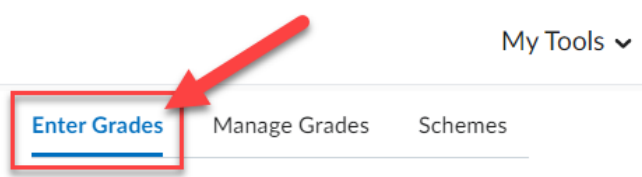
3. Click the down arrow to the right of the student's name and select **Preview** from the drop-down menu.

4. In the Comments and Assessments column, you will see all the graded rubrics available for printing or downloading for the selected student (**Note**: If a graded rubric is not listed, ensure the feedback is published).

5. Click the **View Graded Rubric** link for the graded rubric you wish to print or download.

Grade Item	Points	Weight Achieved	Grade	Comments and Assessments
Discussion Topic 1	10 / 10	10 / 10		Overall Feedback Thank you for participating in this week's discussion topic. Your post was thoughtful and incorporated concepts discussed in class. Please see the attached rubric for my comments and feedback. Please email me if you have any questions. 🔲 View Graded Rubric

6. A new window will open displaying the graded rubric for the selected student. Click the **Print Rubric** link in the top-right corner to print or download a PDF copy of the rubric.

🖨 **Print Rubric**

Graded by

Initial Post	Sophisticated 3 points	Developing 2 points	Beginning 1 point	Criterion Score
Content	Demonstrates a clear understanding of the course materials and has a purpose: to inform, persuade, or raise an interesting question. It may also provoke conversation or offer an opposing view. ✓	Summarizes a basic understanding of course materials but may not have a clear purpose.	Demonstrates little or no understanding of the course material.	3 / 3
Structure	Clear introduction, smooth transitions between topics, and thoughtful conclusion. ✓	Evident which topics are being discussed, but no introduction, conclusion, or transitions.	Unclear which topics are being discussed and when; transitions non-existent.	3 / 3

7. A print window will open (**Note**: When a rubric is printed or downloaded, the name of the rubric, activity, course, and student is added to the top of the page).

   a) To **print a copy** of the graded rubric, select the printer from the drop-down menu, adjust the print settings as need (colour, single/double-sided printing, etc.), and click the **Print** button.

   b) To **download a PDF copy** of the graded rubric onto your computer, select **Save as PDF** from the printer drop-down menu, adjust print settings as need (layout, paper size, etc.), and click the **Save** button. In the Save As window, navigate to the folder where you want to save a copy of the rubric and click **Save**.

8. When you are finished printing or downloading a copy of the graded rubric, click the **Close** button.