



## Creating Analytic Points Rubrics in D2L – D2L Tutorial

This tutorial is for faculty who have previous experience using the **Rubrics** tool in D2L. For further information, please contact [desupport@camosun.ca](mailto:desupport@camosun.ca) for assistance.

### Scenario

This tutorial will cover the steps involved with creating basic Analytic Points rubrics in D2L. **We recommend that before creating a D2L rubric, you have your rubric's criteria, levels, and feedback already figured out and written down in a word document or on paper.**

### Steps

1. Go to the **Rubrics** tool in your course. If you don't see **Rubrics** on your **My Tools** drop-down menu, you will find it in the **Edit Course** area.
2. Click **New Rubric**. The Rubric creation area will open. If you see a note saying "Welcome to the new rubric creation experience!" click **Leave it on**.

Training Course 03 Course Home My Tools My Media Course Media Edit Course

## Rubrics

[Help](#)

**New Rubric**

Rubrics available to this org unit are listed below. The Status column indicates the status of each rubric and affects how it can be used. [What is a rubric status?](#)

Search For... [Show Search Options](#)

<input type="checkbox"/>	Name ▲	Description	Type	Scoring Method	Status
<input type="checkbox"/>					

20 per page



- Give your rubric a **Name**. Note that a rubric can be used for multiple assessments, so you don't have to name it after a specific assessment (for example, "Assignment 1 Rubric") unless that works for you.

**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				
Criterion 2					/ 4
	Initial Feedback				
Criterion 3					/ 4
	Initial Feedback				

- Select the **Type** of rubric you wish to create, and the **Scoring** you wish the rubric to have. For this tutorial, we are selecting **Analytic** and **Points**. Note that you can change these settings at any point – the rubric will adjust to the new Type or Scoring. This is handy if you would like to see different options before committing to one particular type of rubric.

**Edit Rubric** ✓ Saved Status: Published

Name\*

Type: Analytic Scoring: Points [Reverse Level Order](#)

Holistic  
 Analytic  
 No Score  
 Points  
 Custom Points

	Level 3	Level 2	Level 1	
	3 pt	2 pt	1 pt	
Criterion 1				/ 4
	Initial Feedback			
Criterion 2				/ 4
	Initial Feedback			
Criterion 3				/ 4
	Initial Feedback			



- Fill in your **Criteria** and **Levels**. The **Criteria** (rows in the table) are WHAT you are grading, for example, “Grammar and Spelling”, “Argument”, etc. The **Levels** (columns in the table) are HOW you are grading them for points, for example, Excellent, Good, Poor – and the number of points attached to each. Note that you do not need to have a level for every numerical value. For example, if your criterion is for 10 points of the total, your levels could be “Excellent” = 10, “Good” = 8, “Poor” = 6, etc. When you grade the rubric, you can edit the points to give students something other than the absolute points value. You can add Criteria by clicking **+ Add Criterion**, or add Levels by clicking the **+** at the right or left of the Levels row.

## Edit Rubric ▼

✓ Saved    Status: Published ▼

Name\*

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

	Excellent	Good	Poor	Fail	
	<input type="text" value="10"/> pt	<input type="text" value="8"/> pt	<input type="text" value="6"/> pt	<input type="text" value="0"/> pt	
<span>⋮</span> Grammar and Spelling <input type="text" value=""/> / 10					
Initial Feedback					
<span>⋮</span> Argument <input type="text" value=""/> / 10					
Initial Feedback					
<span>⋮</span> Citations <input type="text" value=""/> / 10					
Initial Feedback					
<input type="button" value="+ Add Criterion"/>					



6. In the boxes under the **Levels**, add text describing, for example, what an “Excellent” level of criterion “Grammar and Spelling” looks like. Having all this outlined in a document before creating the D2L Rubric will make this process easier than figuring it out on the fly.

## Edit Rubric ▼

✓ Saved   Status: Published ▼

Name\*

Type: Analytic ▼   Scoring: Points ▼   [↔ Reverse Level Order](#)

	Excellent	Good	Poor	Fail	
	10 pt	8 pt	6 pt		
	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="font-weight: bold;">B</span>   <span style="font-style: italic;">I</span>   <span>☰</span>   <span>▶▶</span> </div>				
Grammar and Spelling	No grammatical errors or spelling mistakes.	One to three grammatical errors or spelling mistakes.	Four to ten grammatical errors or spelling mistakes.	More than ten grammatical errors or spelling mistakes.	/ 10
	Initial Feedback				
Argument					/ 10
	Initial Feedback				
Citations					/ 10
	Initial Feedback				
+ Add Criterion					



7. The **Initial Feedback** is what students will see in the graded rubric if that level has been selected for that criteria. This field is important because, although you can add feedback on the fly when grading a rubric, that criteria/level information field is not always read by screen readers for students with accessibility needs. Therefore, we recommend using this Initial Feedback field for repeating in some way, for example, the information that explains what Excellent looks like for Spelling.

## Edit Rubric ▼

✓ Saved   Status: Published ▼

Name\*

Type: Analytic ▼   Scoring: Points ▼   [↔ Reverse Level Order](#)

	Excellent	Good	Poor	Fail	
	10 pt	8 pt	6 pt	0 pt	
Grammar and Spelling	No grammatical errors or spelling mistakes.	One to three grammatical errors or spelling mistakes.	Four to ten grammatical errors or spelling mistakes.	More than ten grammatical errors or spelling mistakes.	/ 10
Initial Feedback					
	Excellent - you had no grammatical errors or spelling mistakes.	Good - you only had one to three grammatical errors or spelling mistakes.	You have four to ten grammatical errors or spelling mistakes.	You have more than ten grammatical errors or spelling mistakes.	
Argument					/ 10
Initial Feedback					
Citations					/ 10



8. **Criteria Group** options – Criteria groups allow you to break a larger Criterion into smaller chunks for grading separately. For example, breaking up “Grammar and Spelling” into two separate criteria.

⋮	Citations					/ 10	🗑️
	Initial Feedback						
+ Add Criterion							
⋮	Grammar/Spe	+	Excellent	Good	Poor	Fail	🗑️
			10 pt	8 pt	6 pt	0 pt	
	Grammar						
Initial Feedback							
⋮	Spelling					/ 10	🗑️
	Initial Feedback						
+ Add Criterion							
Add Criteria Group							Total – / 40



9. The **Overall Score** gives a graded rubric an overall Level based on the overall score – adjust this area so it matches with the total possible score for all the Criteria levels together – for example, if you have three criteria, and the Level 1 total score for all three criteria together is between 27 and 30 (for example, in our rubric), put 27 in the Level 1 box, etc. The total scores will automatically be calculated in the rubric, and the overall score applied as per those totals.

	5 pt	4 pt	3 pt	0 pt	
Grammar					/ 5
	Initial Feedback				
Spelling					/ 5
	Initial Feedback				
+ Add Criterion					

Total – / 30

**Overall Score**

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

+	Excellent	Good	Poor	Fail	+
	27 or more	24 or more	3 or more	0 or more	



10. Click on **Options**. In this section, you can control the **Visibility**, **Description**, and **Advanced Availability** for your rubric.

**Visibility** settings determine whether the rubric and scores are visible to students.

**Description** is for your personal reference – students do not see it.

**Advanced Availability** determines if your rubrics can be connected to activities (Assignments, Grades, Discussions) in D2L. You must check off **Competencies** to allow your rubrics to be attached to activities.

Options ▼

**Rubric Visibility**

Rubric is visible to students

Rubric is hidden from students

Rubric is hidden from students until feedback is published

**Score Visibility**

Hide scores from students

**Description**

Add a description for your personal reference. It will not be shared with students

**Advanced Availability**

Allow new associations in

Competencies

ePortfolio

[What are associations?](#)

Close





11. As you add to the Rubric, your changes will be saved automatically. Click **Close** when finished.

**Edit Rubric** ✓ Saved Status: Published

Name\*  
Essay Rubric

Type: Analytic Scoring: Points Reverse Level Order

Criteria	Excellent	Good	Poor	Fail	
	10 pt	8 pt	6 pt	0 pt	
Argument					/ 10
	Initial Feedback				
Citations					/ 10
	Initial Feedback				
+ Add Criterion					

Close

## Things to Remember

You can change the status of your rubric. The default is **Published**, but if you would like to keep the rubric invisible to students (for example, if the Rubrics tool is on your navbar), set it as **Draft**. You can also set the status to **Archive**, for example if you want to keep an older version of a rubric you have updated. **Note that only a Published rubric can be attached to an activity, and a rubric that has been attached to an activity can NOT be deleted.**

**Edit Rubric** ✓ Saved Status: Published

Name\*  
Essay Rubric

Type: Analytic Scoring: Points Reverse Level Order

Criteria	Excellent	Good	Poor	Fail	
	10 pt	8 pt	6 pt	0 pt	
Argument					/ 10
	Initial Feedback				
Citations					/ 10
	Initial Feedback				

Status: Published

- ✓ Published
- Archived
- Draft



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