Creating Analytic Points Rubrics in D2L – D2L Tutorial

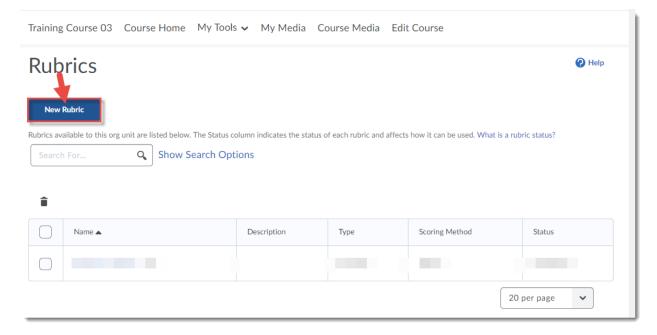
This tutorial is for faculty who have previous experience using the **Rubrics** tool in D2L. For further information, please contact desupport@camosun.ca for assistance.

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

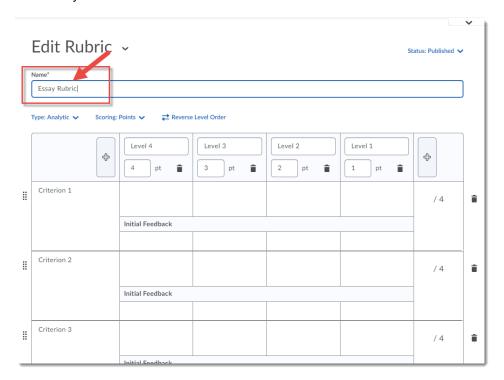
- 1. Go to the **Rubrics** tool in your course. If you don't see **Rubrics** on your **My Tools** drop-down menu, you will find it in the **Edit Course** area.
- 2. Click **New Rubric**. The Rubric creation area will open. If you see a note saying "Welcome to the new rubric creation experience!" click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



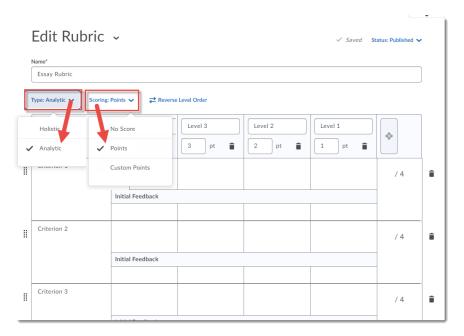


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3. Give your rubric a **Name**. Note that a rubric can be used for multiple assessments, so you don't have to name it after a specific assessment (for example, "Assignment 1 Rubric") unless that works for you.



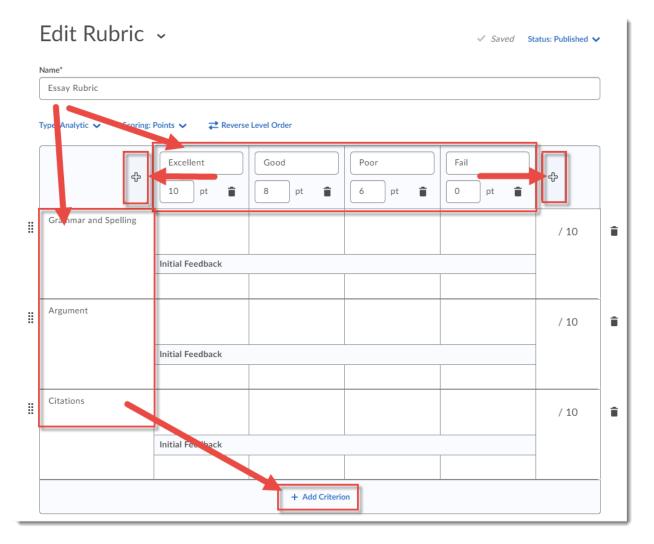
4. Select the **Type** of rubric you wish to create, and the **Scoring** you wish the rubric to have. For this tutorial, we are selecting **Analytic** and **Points.** Note that you can change these settings at any point – the rubric will adjust to the new Type or Scoring. This is handy if you would like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





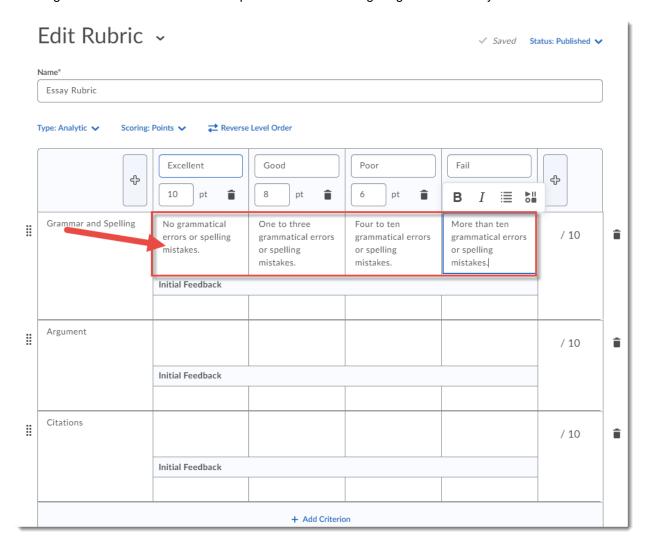
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5. Fill in your Criteria and Levels. The Criteria (rows in the table) are WHAT you are grading, for example, "Grammar and Spelling", "Argument", etc. The Levels (columns in the table) are HOW you are grading them for points, for example, Excellent, 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.

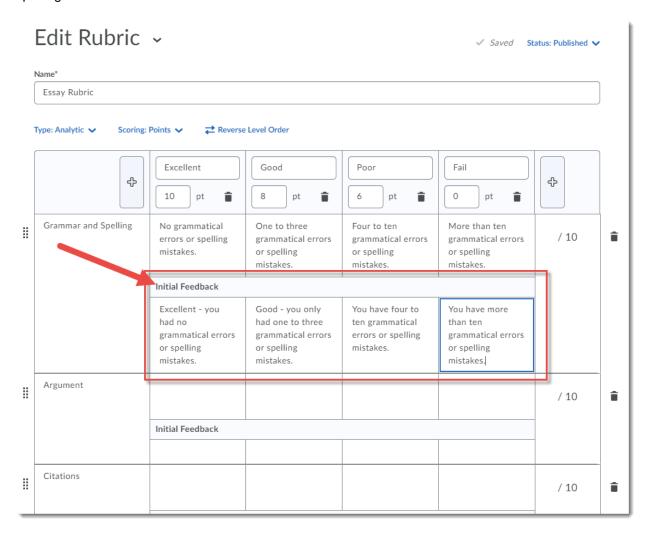


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6. In the boxes under the **Levels**, add text describing, for example, what an "Excellent" level of criterion "Grammar and Spelling" looks like. Having all this outlined in a document before creating the D2L Rubric will make this process easier than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

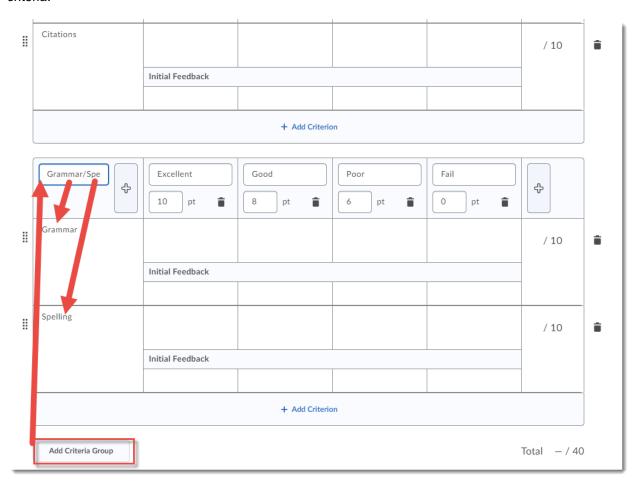


7. The **Initial Feedback** is what students will see in the graded rubric if that level has been selected for that criteria. This field is important because, although you can add feedback on the fly when grading a rubric, that criteria/level information field is not always read by screen readers for 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.



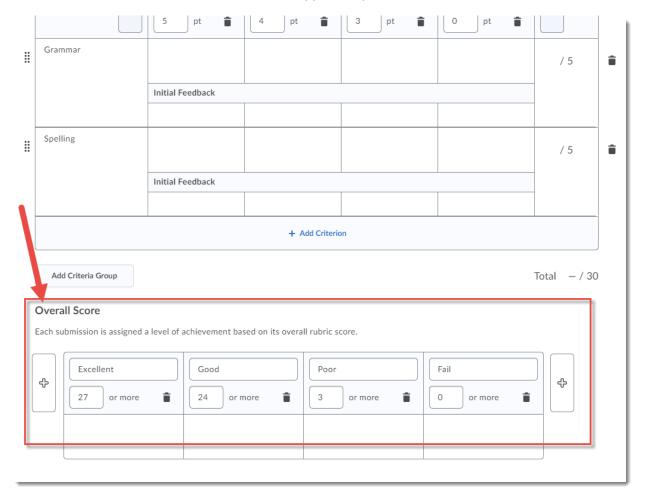
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8. **Criteria Group** options – Criteria groups allow you to break a larger Criterion into smaller chunks for grading separately. For example, breaking up "Grammar and Spelling" into two separate criteria.



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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.



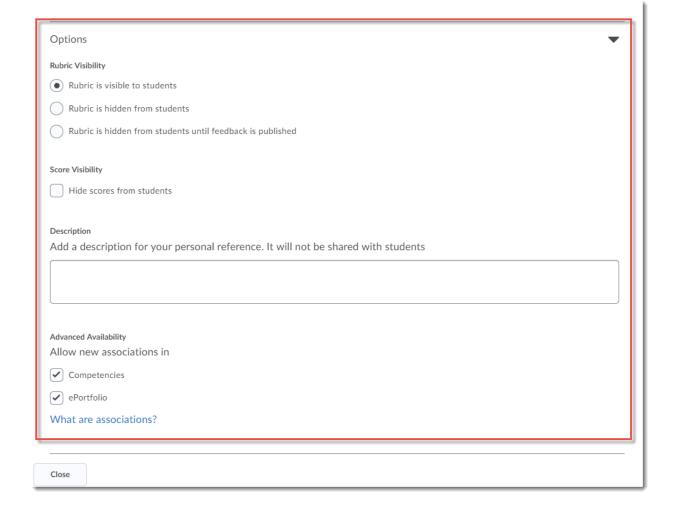
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10. Click on **Options**. In this section, you can control the **Visibility**, **Description**, and **Advanced Availability** for your rubric.

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

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

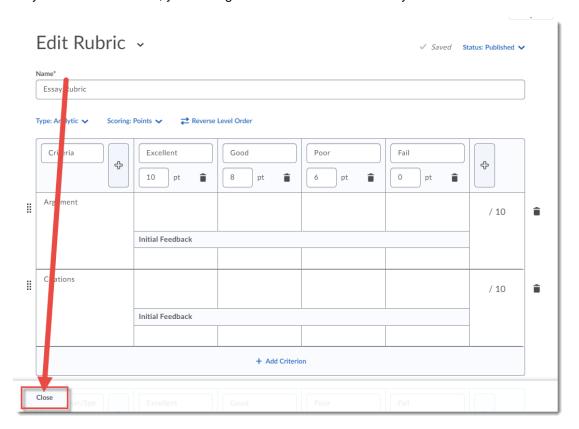
Advanced Availability determines if your rubrics can be connected to activities (Assignments, Grades, Discussions) in D2L. You must check off **Competencies** to allow your rubrics to be attached to activities.





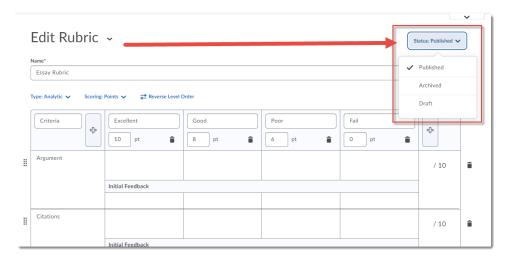
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11. As you add to the Rubric, your changes will be saved automatically. Click Close when finished.



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.



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