Creating Holistic Percentage Rubrics in D2L – D2L Tutorial

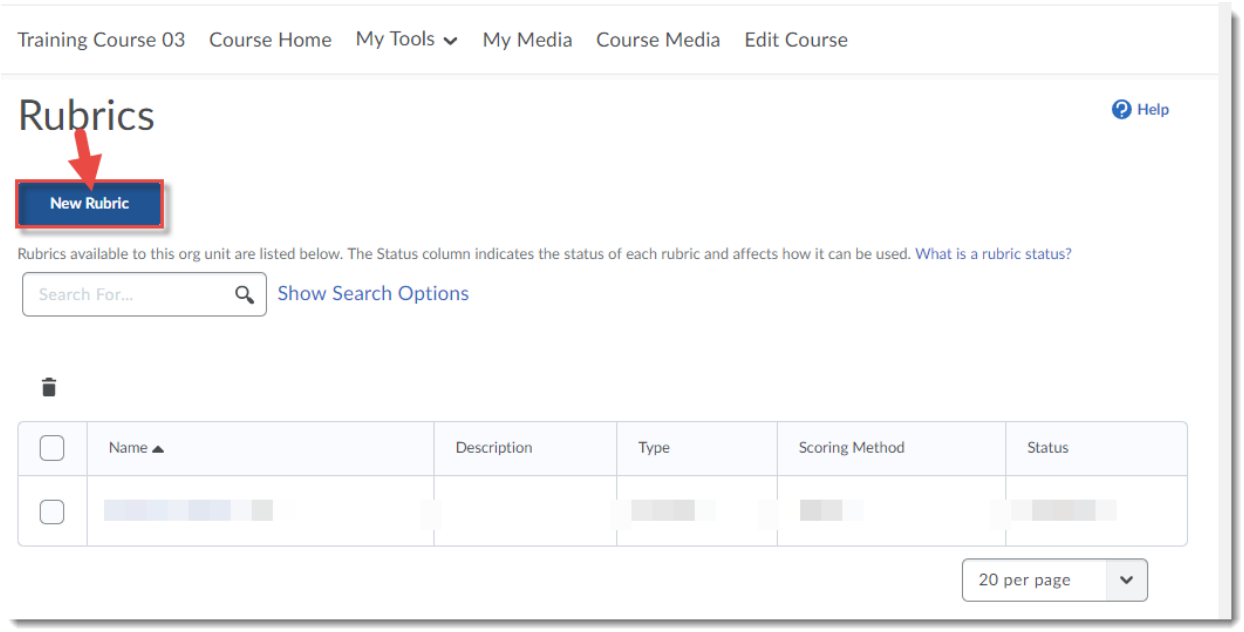
This tutorial is for faculty who have previous experience using the **Rubrics** tool in D2L. For further information, please contact desupport@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved with creating basic Holistic Percentage 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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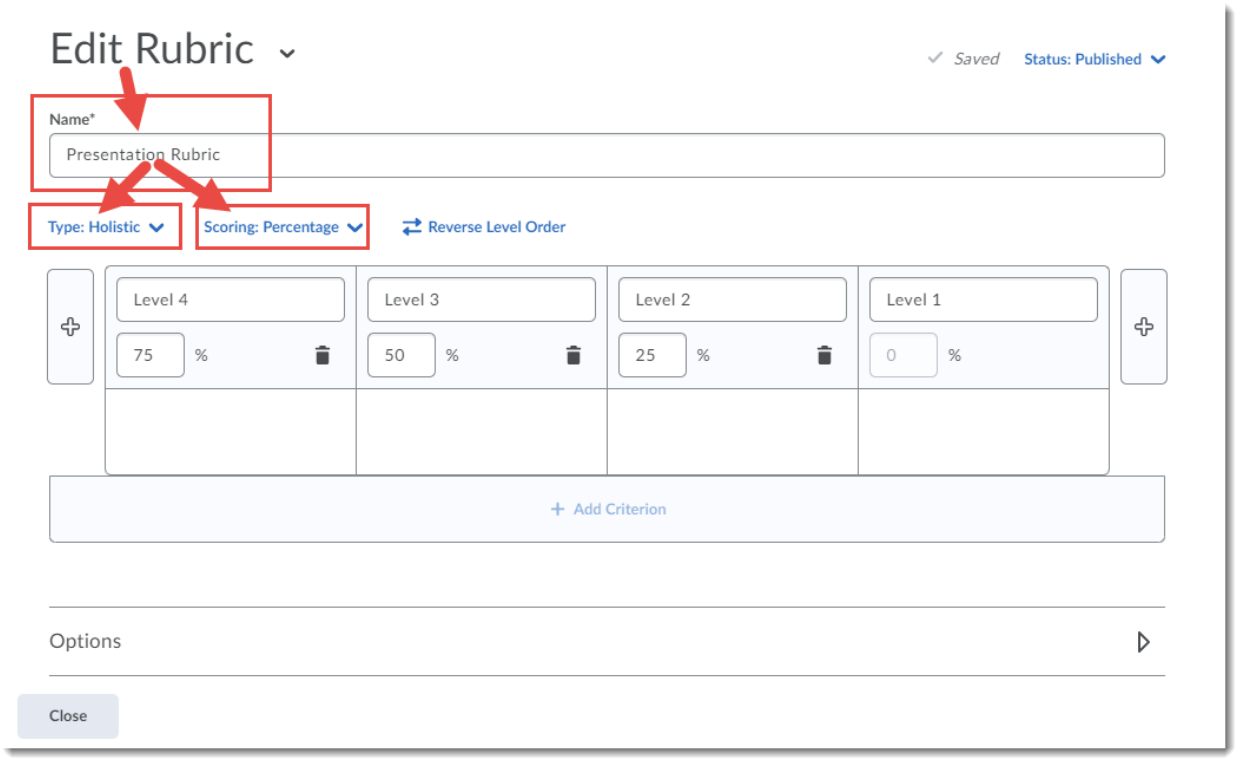
3. Give your rubric a **Name**. Note that a rubric can be used for multiple assessments, so you don't have to name it after a specific assessment (for example, "Assignment 1 Rubric") unless that works for you.

   Select the **Type** of rubric you wish to create, and the **Scoring** you wish the rubric to have. For this tutorial, we are selecting **Holistic** and **Percentage.** 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.

   NOTE: Because Holistic rubrics have only one criterion (but multiple Levels) you will NOT be able to click on the **Add Criterion** link once you have chosen Holistic rubric.



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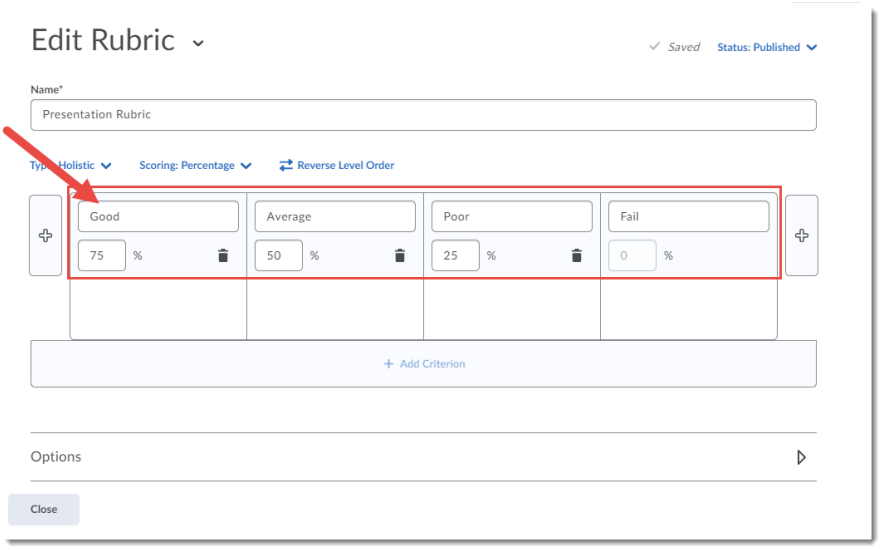
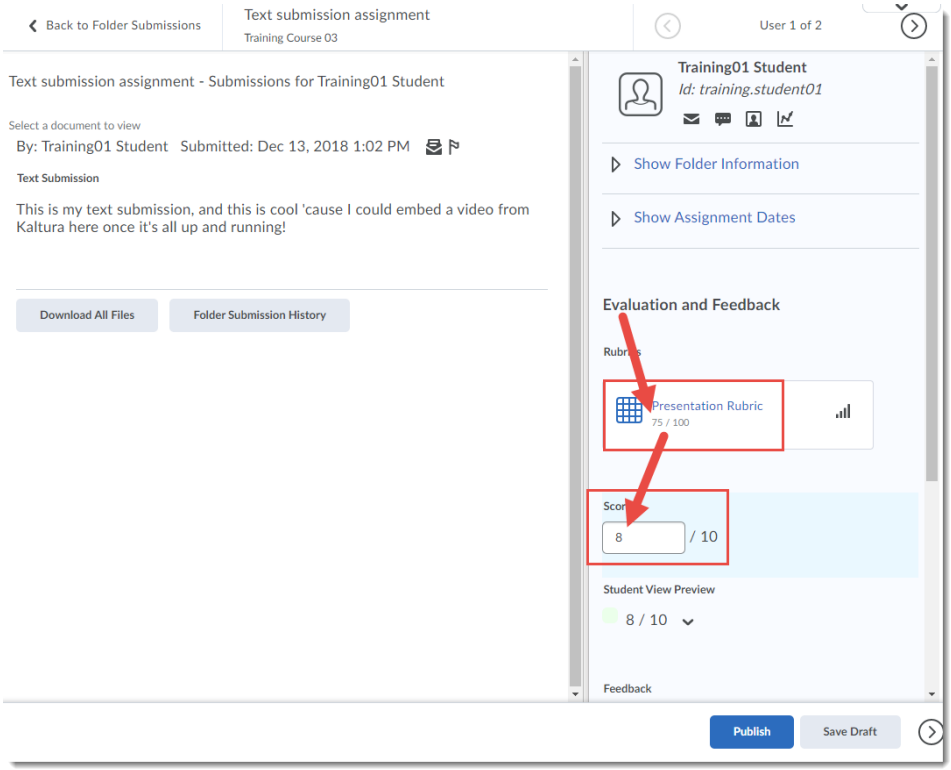
4. Fill in your **Levels (**Holistic rubrics do not have multiple Criteria**)**. The **Levels** (columns in the table) are HOW you are grading them for percentages, for example, Good, Average, Poor – and the percentage attached to each. One of the Levels in a Holistic Percentage rubric is given a value of 0%, which is not editable.



Note that when you use a Holistic Percentage rubric for grading, you can NOT give percentages other than the ones you have chosen for the Level, meaning in this rubric, if you choose Good, the percentage given will be 75%, and you will not be able to adjust that up or down. Any adjustments you want to make will need to be made outside of the rubric (for example, in the Score box for an Assignment as seen here).



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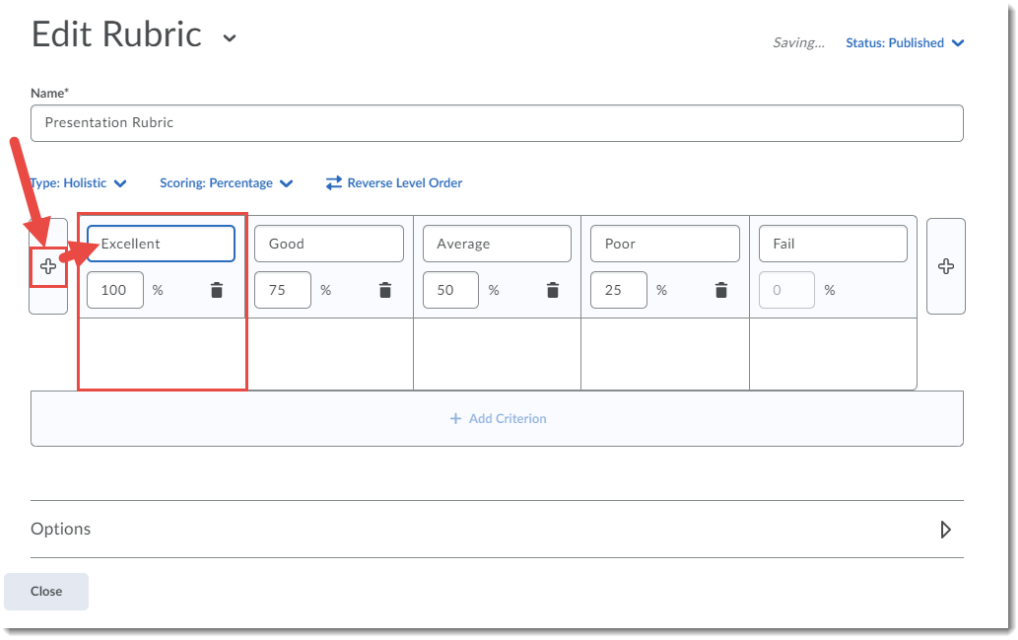
5. You can add additional Levels by clicking the + (Plus) sign to the left of the Levels row. Here we have added a fifth Level.



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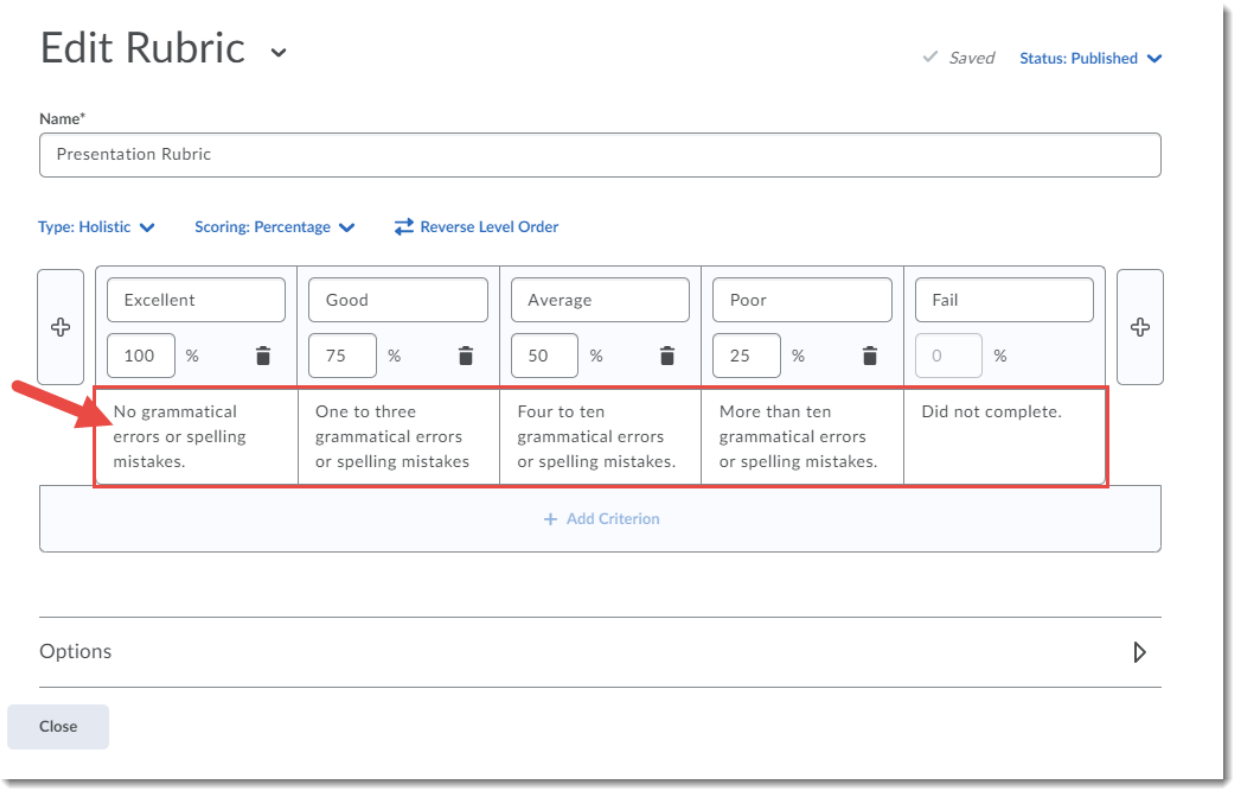
6. In the boxes under the **Levels**, add text describing, for example, what an “Excellent” level of criterion “Grammar and Spelling” looks like. Having all this outlined in a document before creating the D2L Rubric will make this process easier than figuring it out on the fly.



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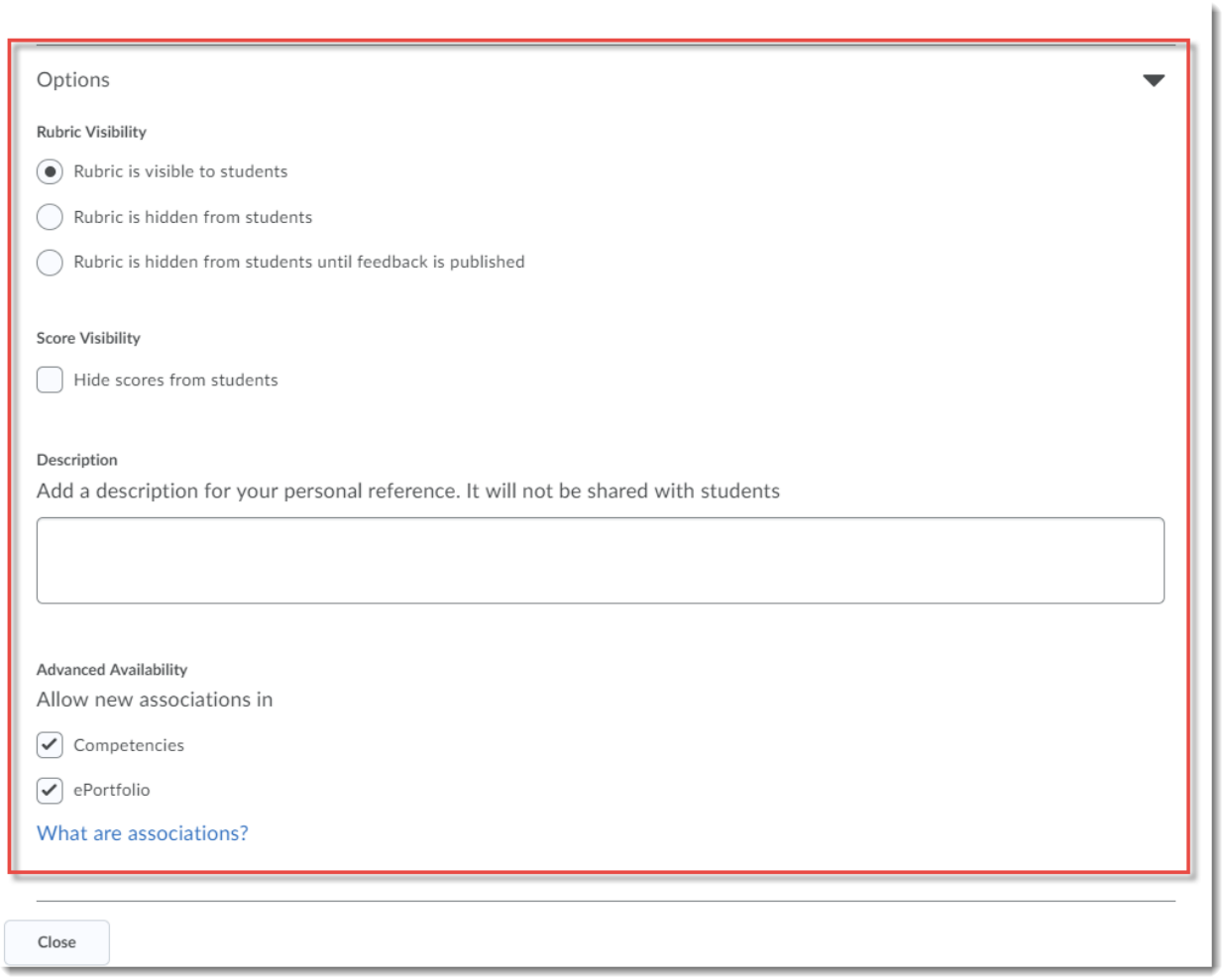
7. Click on **Options**. In this section, you can control the **Visibility**, **Description**, and **Advanced Availability** for your rubric.

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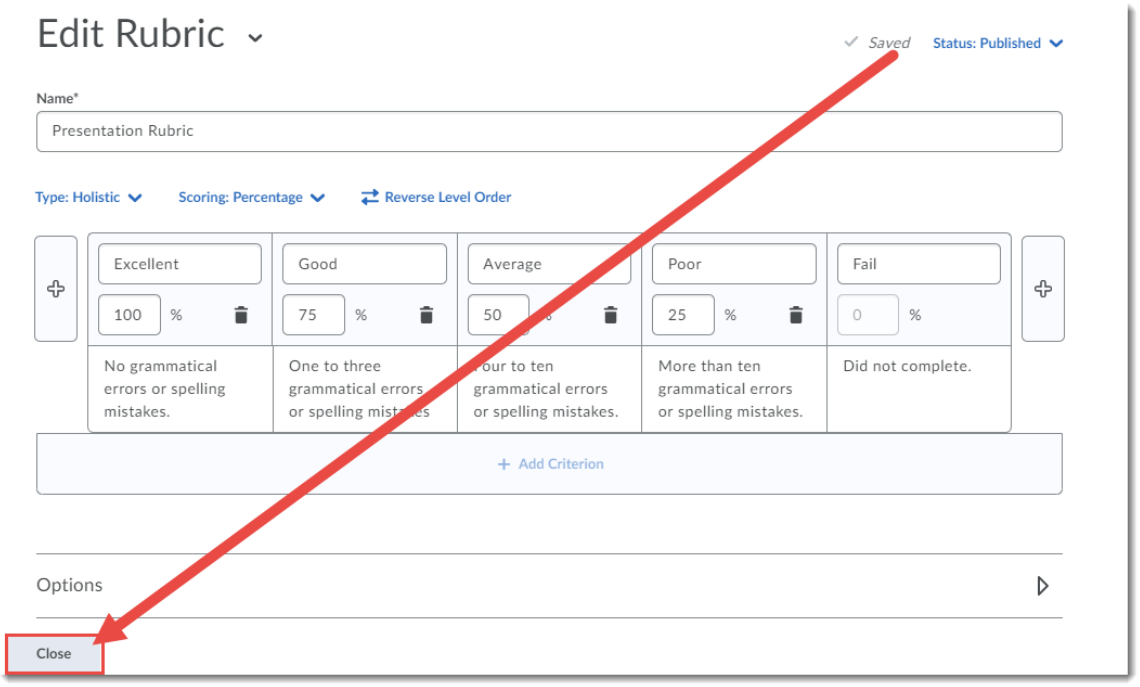
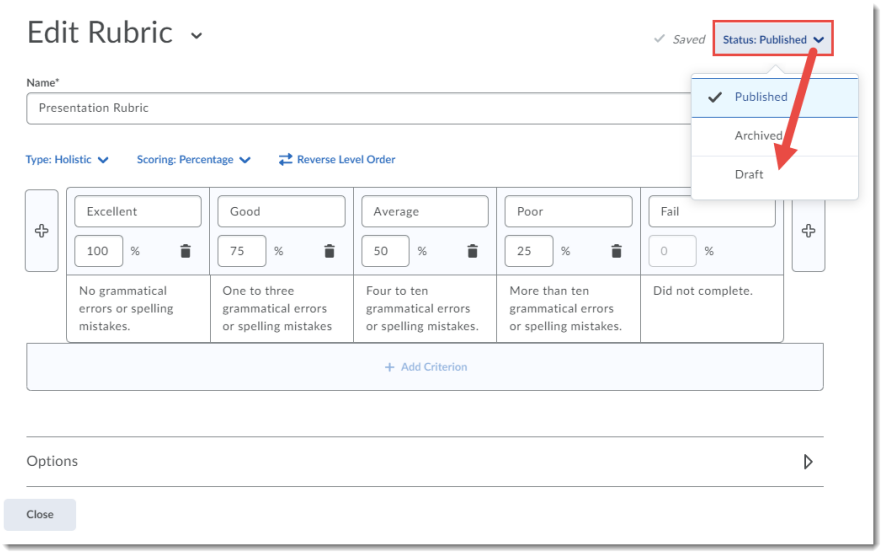
8. As you add to the Rubric, your changes will be saved automatically. Click **Close** when finished.



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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