



## Grading Assignments Using Rubrics (New Experience) – D2L Tutorial

This tutorial is for faculty who have previous experience using the Assignments tool 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 the steps involved when you wish to use D2L Rubrics to grade assignments. We will walk through attaching a Rubric, grading using a Rubric, and showing you what students see as well. Make sure you have created your rubric(s) in the **Rubrics** tool first!

**NOTE:** the steps for attaching rubrics are shown in the old Assignment Creation Experience. For information on the new experience, see the tutorial entitled *Creating an Assignment in D2L in the New Assignment Creation Experience*.

### Steps for Attaching Rubrics to Assignments

1. Go to the **Assignments** tool in your course.
2. Click the down arrow next to the title of the Assignment you wish attach a Rubric to, and select **Edit Folder**.

	Folder	New Submissions	Completed	Evaluated	Feedback Published	
	No Category					
<input type="checkbox"/>	Assignment 1		2/4	4/4	3/4	
<input type="checkbox"/>	Assignment 2	View Submissions	3/4	3/4	3/4	
<input type="checkbox"/>	Assignment 3		0/4	0/4	0/4	Jun 13, 201
<input type="checkbox"/>	Text submission	3	2/4	0/4	0/4	
<input type="checkbox"/>	On-Paper Sub	1	1/4	0/4	0/4	
	Assignment					
<input type="checkbox"/>	Test Assignment	2	4/4	2/4	2/4	Aug 31, 20



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3. In the Edit Folder area, scroll down to the Evaluation and Feedback area, then click **Add Rubric** (NOTE: we advise creating your Rubrics in the Rubrics tool first, then attaching them to other tools).

**Evaluation and Feedback**

Score Out Of  
10

Grade Item  
Assignment 1 [New Grade Item]

Student View Preview  
10 / 10

Rubric  
**Add Rubric**  
No rubrics selected.  
[\[Create Rubric in New Window\]](#)

Default Scoring Rubric  
No default selected

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

**Select Rubric**

Search For... Show Search Options

	Name	Description	Type	Scoring Method
<input type="checkbox"/>	Discussions Rubric		Custom Points	Analytic
<input checked="" type="checkbox"/>	Essay Rubric		Points	Analytic
<input type="checkbox"/>	First Paragraph (Ideas and Details) Rubric		Text Only	Analytic
<input type="checkbox"/>	Non-Researched Argument Rubric		Text Only	Analytic
<input type="checkbox"/>	Research Essay Rubric		Text Only	Analytic
<input type="checkbox"/>	Rubric for		Points	Analytic

**Add Selected** Cancel



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5. Your Rubric will now appear under the **Add Rubric** button. Finish editing your Assignment, and then click **Save and Close**.

The screenshot shows the 'Evaluation and Feedback' form with several sections. A red box highlights the 'Add Rubric' button, and another red box highlights the 'Essay Rubric' item, which includes a pencil icon and a close 'X' icon. A red arrow points from the 'Essay Rubric' box down to the 'Save and Close' button at the bottom of the form. The 'Save and Close' button is also highlighted with a red box. Other visible elements include the 'Score Out Of' field set to 10, the 'Grade Item' dropdown set to 'Assignment 1', the 'Student View Preview' showing '10 / 10', the 'Default Scoring Rubric' dropdown set to 'No default selected', and the 'ePortfolio Artifacts' section with a checked checkbox for 'Allow users to add this folder to their ePortfolio'. The 'Annotation Tools' section also has a checked checkbox for 'Make annotation tools available for assessment'.

## Evaluation and Feedback

Score Out Of

10 ?

Grade Item

Assignment 1 [New Grade Item]

Student View Preview

10 / 10

Rubrics

Add Rubric

Essay Rubric ✎ ✕

[Create Rubric in New Window]

Default Scoring Rubric

No default selected ?

ePortfolio Artifacts

☒ Allow users to add this folder to their ePortfolio ?

Annotation Tools

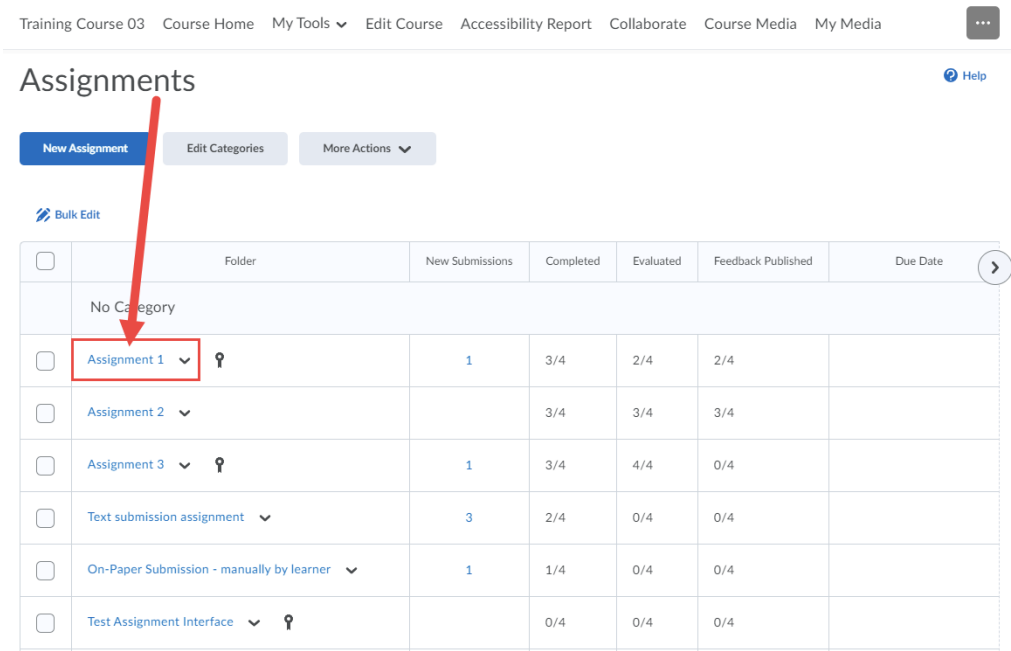
☒ Make annotation tools available for assessment

Save and Close Save and New Save Cancel



## Steps for Grading Assignments Using Attached Rubrics

1. Go to the **Assignments** tool in your course.
2. Click on the title of the Assignment you wish to see submissions for.



Training Course 03 Course Home My Tools ▾ Edit Course Accessibility Report Collaborate Course Media My Media

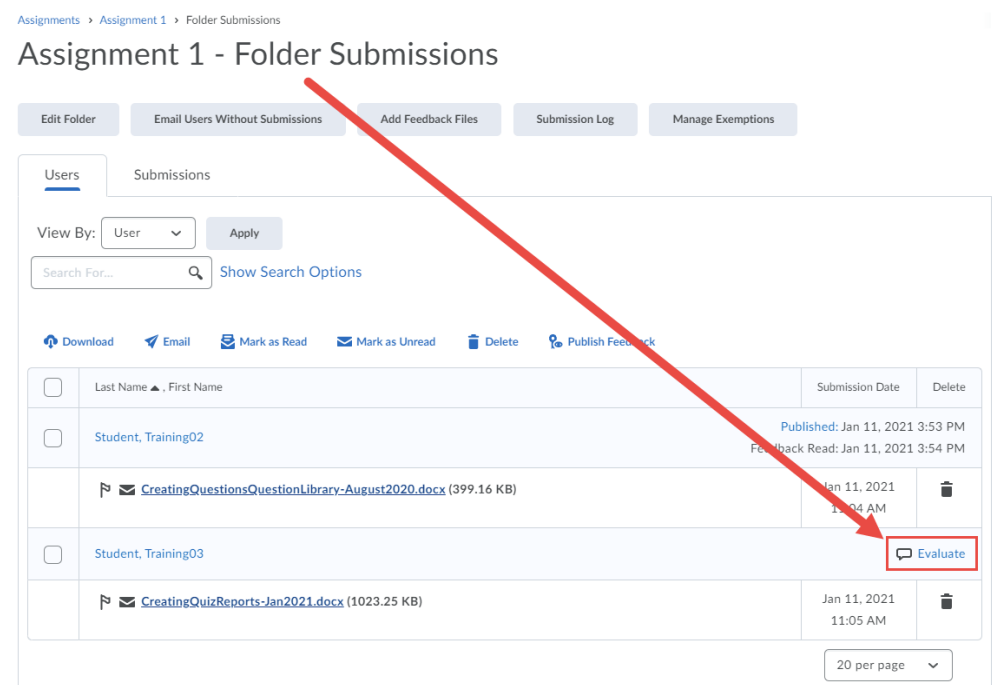
### Assignments

[New Assignment](#) [Edit Categories](#) [More Actions ▾](#)

[Bulk Edit](#)

<input type="checkbox"/>	Folder	New Submissions	Completed	Evaluated	Feedback Published	Due Date
	No Category					
<input type="checkbox"/>	Assignment 1 ▾ 🔑	1	3/4	2/4	2/4	
<input type="checkbox"/>	Assignment 2 ▾		3/4	3/4	3/4	
<input type="checkbox"/>	Assignment 3 ▾ 🔑	1	3/4	4/4	0/4	
<input type="checkbox"/>	Text submission assignment ▾	3	2/4	0/4	0/4	
<input type="checkbox"/>	On-Paper Submission - manually by learner ▾	1	1/4	0/4	0/4	
<input type="checkbox"/>	Test Assignment Interface ▾ 🔑		0/4	0/4	0/4	

3. Click the **Evaluate** link for the student you wish to assess.



Assignments > Assignment 1 > Folder Submissions

### Assignment 1 - Folder Submissions

[Edit Folder](#) [Email Users Without Submissions](#) [Add Feedback Files](#) [Submission Log](#) [Manage Exemptions](#)

[Users](#) [Submissions](#)

View By: [User ▾](#) [Apply](#)

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

[Download](#) [Email](#) [Mark as Read](#) [Mark as Unread](#) [Delete](#) [Publish Feedback](#)

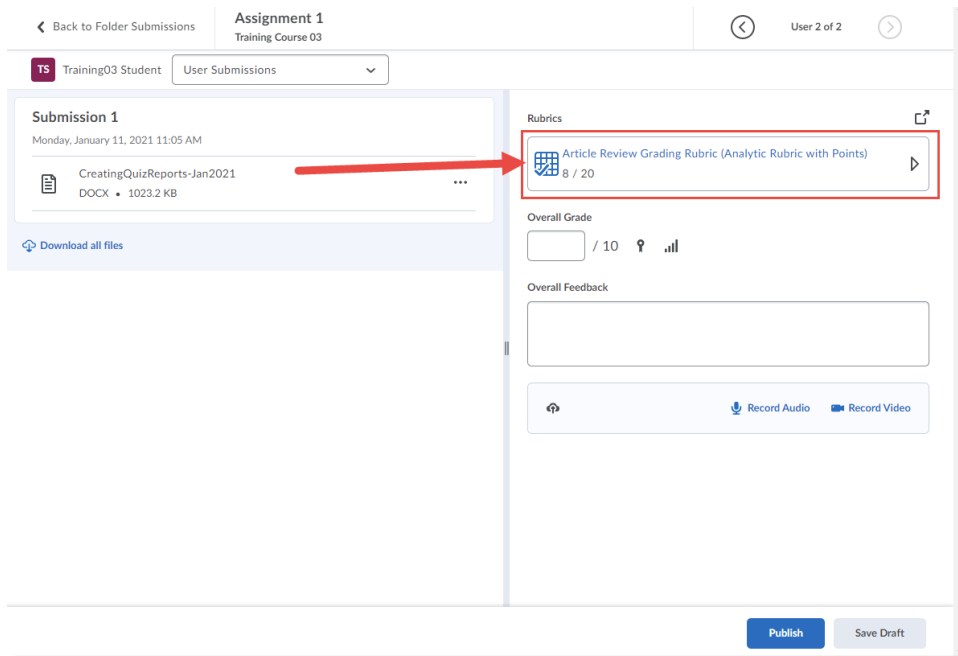
<input type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input type="checkbox"/>	Student, Training02	Published: Jan 11, 2021 3:53 PM Feedback Read: Jan 11, 2021 3:54 PM	
<input type="checkbox"/>	Student, Training03	Jan 11, 2021 11:04 AM	<a href="#">Evaluate</a>

20 per page ▾

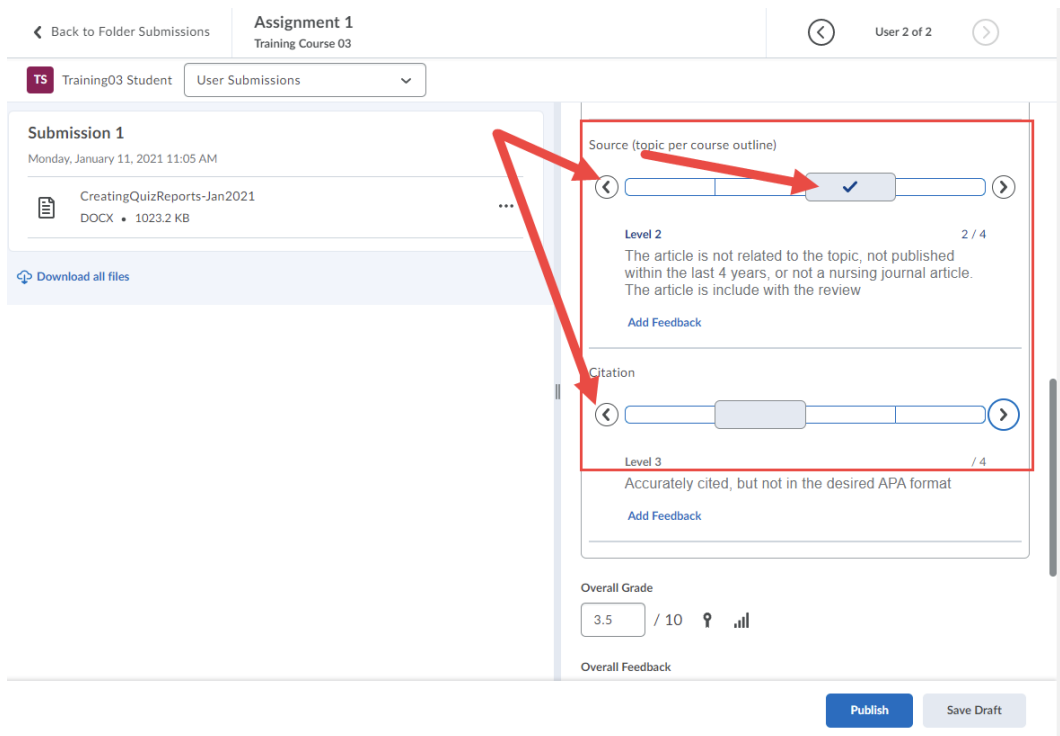


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4. Click the Rubric link in the right-hand panel.



5. In order to see all the information you may have in the Rubric, including the option to use the **Overall Grade** function in the rubric, you will need to grade using the full-screen version. See Steps 6-XX for information. To grade in the panel, use the sliders to see the **Level** information for each **Criterion**, and click on the highlighted box for the level you wish to choose



6. If you need to use the Rubric's pop-up version, first click the full-screen icon at the top right of the rubric.

The screenshot shows the Canvas LMS interface. On the left, under 'Submission 1', there is a file named 'CreatingQuizReports-Jan2021.DOCX' (1023.2 KB) and a 'Download all files' link. On the right, the 'Rubrics' panel is open, showing the 'Article Review Grading Rubric (Analytic Rubric with Points)'. A red arrow points to the full-screen icon in the top right corner of the rubric panel. The rubric shows a 'Total Score' of 7 / 20. The 'Criteria' section includes 'Amount of Information' (Level 1: One or more topics were not addressed, 1 / 4) and 'Quality of Information' (Level 2: Information clearly relates to the main topic. No details and/or examples are given, 2 / 4). At the bottom of the rubric panel are 'Publish' and 'Save Draft' buttons.

7. Click the cells for the feedback you wish to leave (checkmarks will appear indicating you have selected those cells), click **Add Feedback** for any criteria you wish to add custom feedback for, then click **Close**.

The screenshot shows the rubric grid with feedback cells selected. Red arrows point to the 'Add Feedback' button, the 'Close' button, and the selected cells. The rubric grid has 4 rows and 5 columns. The first column contains 'Add Feedback' links. The second and third columns contain criteria descriptions. The fourth and fifth columns contain feedback cells with checkmarks. The 'Total' score is 7 / 20. The 'Overall Score' section shows four levels: Level 4 (11 points minimum), Level 3 (8 points minimum), Level 2 (5 points minimum), and Level 1 (0 points minimum). A red arrow points to the 'Close' button at the bottom right.

	answered concisely	answered concisely			
Quality of Information	Information clearly relates to the main topic. It includes supporting details and/or examples for all 3 questions	Information clearly relates to the main topic. It includes supporting details and/or examples for 1 or 2 questions	Information clearly relates to the main topic. No details and/or examples are given	Information has little or nothing to do with the main topic	2 / 4
Accuracy of Facts	All supportive facts are reported accurately and appropriately cited or paraphrased.	Almost all supportive facts are reported accurately and appropriately cited or paraphrased.	Most supportive facts are reported accurately and appropriately cited or paraphrased.	No facts are reported or most are inaccurately reported or not appropriately cited or paraphrased.	2 / 4
Source (topic per course outline)	The nursing article is clearly related to the topic and published within the last 4 years. The article is included with the review.	The nursing article is somewhat related to the topic and published within the last 4 years. The article is included with the review	The article is not related to the topic, not published within the last 4 years, or not a nursing journal article. The article is included with the review	The article not included or not within time frame outlines as per the directions	2 / 4
Citation	Accurately cited in the desired APA format	Accurately cited, but not in the desired APA format	Incorrectly cited	No citation as per directions	/ 4
Total					7 / 20

**Overall Score**

Level 4  
11 points minimum

Level 3  
8 points minimum

Level 2  
5 points minimum

Level 1  
0 points minimum

Close



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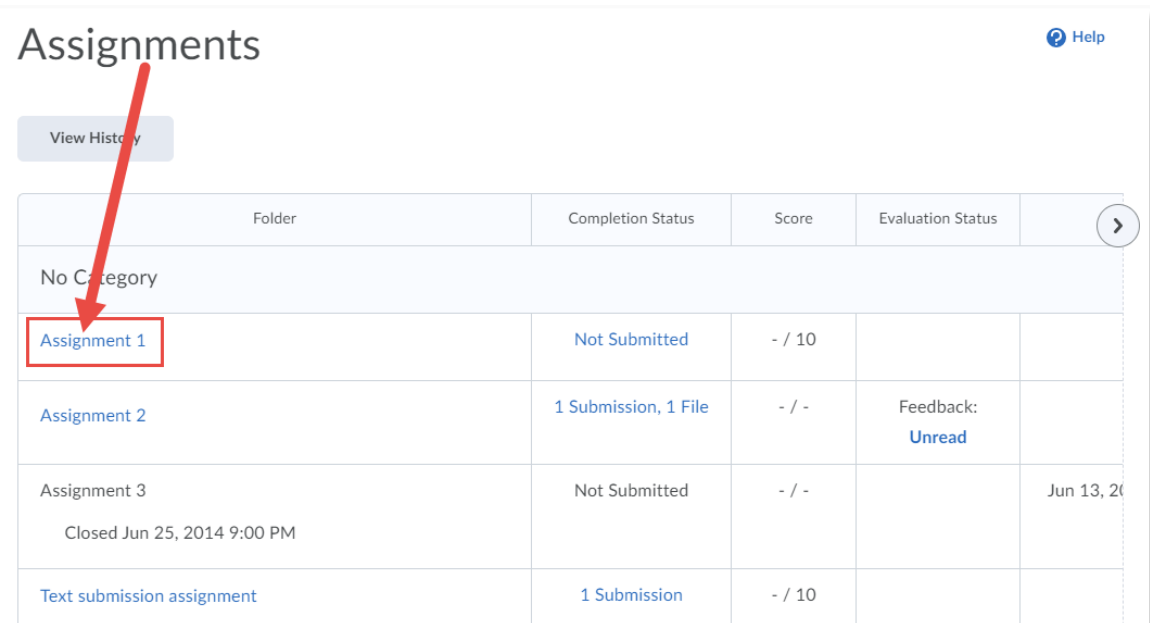
8. For Points rubrics, the rubric will then automatically generate a grade for the Assignment. Click **Publish** or **Save Draft**, and move on to the next student's assignment.

The screenshot displays the Canvas LMS interface for 'Assignment 1' in 'Training Course 03'. The user is 'User 2 of 2'. The submission is for 'Training03 Student' and is titled 'Submission 1', dated 'Monday, January 11, 2021 11:05 AM'. The submission is a DOCX file named 'CreatingQuizReports-Jan2021' with a size of 1023.2 KB. A 'Download all files' link is present. The rubric section shows 'Article Review Grading Rubric (Analytic Rubric with Points)' with a score of 7 / 20. The 'Overall Grade' is displayed as 3.5 / 10, with a red arrow pointing to it. Below the grade is an 'Overall Feedback' text area and buttons for 'Record Audio' and 'Record Video'. At the bottom right, the 'Publish' and 'Save Draft' buttons are highlighted with a red box and a red arrow pointing to them.



## What Students See when Viewing Rubrics in Assignments before Grading

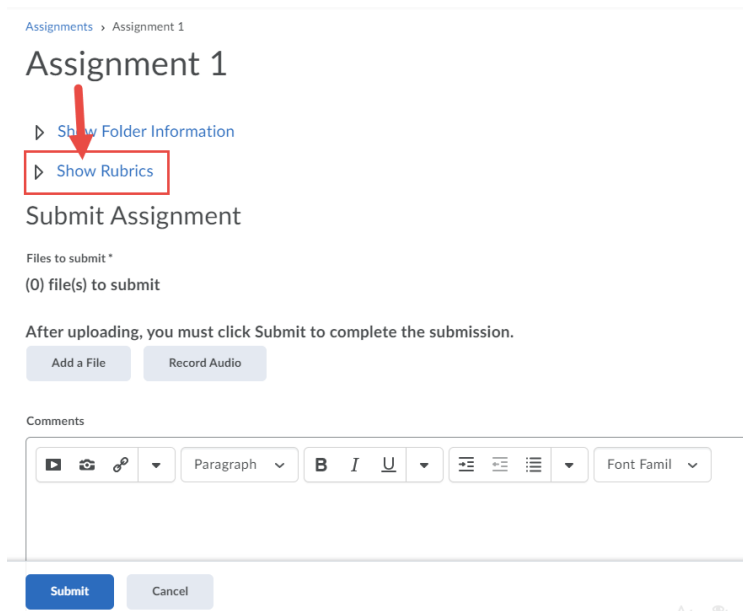
1. Go to the **Assignments** tool in your course.
2. Click on the title of the Assignment.



The screenshot shows the 'Assignments' tool interface. At the top, there is a 'View History' button. Below it is a table with columns: Folder, Completion Status, Score, Evaluation Status, and a right arrow button. The table lists four assignments:

Folder	Completion Status	Score	Evaluation Status	
No Category				
<a href="#">Assignment 1</a>	Not Submitted	- / 10		
<a href="#">Assignment 2</a>	1 Submission, 1 File	- / -	Feedback: <a href="#">Unread</a>	
Assignment 3 Closed Jun 25, 2014 9:00 PM	Not Submitted	- / -		Jun 13, 2014
<a href="#">Text submission assignment</a>	1 Submission	- / 10		

3. Click **Show Rubrics** to open the Rubric.



The screenshot shows the 'Assignment 1' submission page. At the top, there is a breadcrumb 'Assignments > Assignment 1'. Below it is the title 'Assignment 1'. There are two links: 'Show Folder Information' and 'Show Rubrics'. The 'Show Rubrics' link is highlighted with a red box and a red arrow. Below the links is the 'Submit Assignment' section, which includes a 'Files to submit' area with '(0) file(s) to submit' and a note: 'After uploading, you must click Submit to complete the submission.' There are two buttons: 'Add a File' and 'Record Audio'. Below this is a 'Comments' section with a rich text editor toolbar. At the bottom, there are 'Submit' and 'Cancel' buttons.





4. The Rubric will then appear for students to review.

[Assignments](#) > [Assignment 1](#)

## Assignment 1

► [Show Folder Information](#)

▼ [Hide Rubrics](#)

Rubric Name: Research Essay Rubric

Criteria	A (80-100)	B (70-79)	C (60-69)	D (50-59)	F (0-49)
Content	Clear, arguable thesis. Accurate, logical, detailed, and insightful discussion of the topic.	Clear, arguable thesis. Substantial analysis of the topic supported with relevant examples.	Thesis is sound but may be vague or not argumentative enough. Adequate analysis of the topic supported with some relevant examples.	Essay has a controlling thesis, but it may be unclear or more informative than argumentative. Limited but accurate discussion of the topic. Assertions may not be well supported. Errors in understanding or terminology.	Thesis is inarguable, unclear or missing. Little or inaccurate analysis of the topic. Significant errors in understanding or terminology. Assertions illogical or unsupported.
Organization	Logical and coherent sequence. Well developed paragraphs and	Logical and coherent sequence, but not ideal. Effective paragraphs	Logical sequence with some gaps in ordering or coherence. Some weaknesses in	Significant deficiencies in organization and coherence.	Pervasive deficiencies in organization and coherence.
<div>Submit Cancel</div>					



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## What Students See when Viewing Rubrics in Assignments after Grading

1. Go to the **Assignments** tool in your course.
2. Click link under Feedback in the Evaluation Status column (here the link is **Unread**).

Training Course 03 Course Home My Tools ▾ Collaborate Course Media My Media

### Assignments

[View History](#)

Folder	Completion Status	Score	Evaluation Status	
No Category				
<a href="#">Assignment 1</a>	1 Submission, 1 File	7.5 / 10	Feedback: <a href="#">Unread</a>	
<a href="#">Assignment 2</a>	1 Submission, 1 File	- / -	Feedback: <a href="#">Unread</a>	
<a href="#">Assignment 3</a>	6 Submissions, 6 Files	- / 10		

3. The Rubric will open and students can review their feedback, then click **Done**.

Assignments > View Feedback

### Feedback for Assignment 1

[Add to ePortfolio](#)

Rubric Name: Article Review Grading Rubric (Analytic Rubric with Points)

Criteria	Level 4 4 points	Level 3 3 points	Level 2 2 points	Level 1 1 point	Criterion Score
Amount of Information	All topics are addressed which included a summary and all 3 questions answered concisely ✓	All topics are addressed which included a summary and 2 questions answered concisely	All topics are addressed which included a summary and 1 question answered	One or more topics were not addressed	4 / 4
Quality of Information	Information clearly relates to the main topic. It includes supporting details and/or examples for all 3 questions	Information clearly relates to the main topic. It includes supporting details and/or examples for 1 or 2 questions ✓	Information clearly relates to the main topic. No details and/or examples are given	Information has little or nothing to do with the main topic	3 / 4
Accuracy of Facts	All supportive facts are reported accurately and appropriately cited or paraphrased ✓	Almost all supportive facts are reported accurately and appropriately cited or paraphrased ✓	Most supportive facts are reported accurately and appropriately cited or paraphrased	No facts are reported or most are inaccurately reported or not appropriately cited or paraphrased	3 / 4

[Done](#)

## Things to Remember

Only **Points** and **Percentages** rubrics will adjust the score in an Assignment. Text only rubrics will only generate text-based feedback, and you will have to add a score manually in the Submissions area if the Assignment has a grade.



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