



Creating Analytic Custom Points Rubrics in D2L – D2L Tutorial

This tutorial is for faculty who have previous experience using the **Rubrics** 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 with creating basic Analytic Custom Points rubrics in D2L. With a Custom Points Rubric, you can adjust the points value for each individual criterion level, unlike an Analytic Point Rubric where each criterion has to have the same points per level. **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. 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 **Custom 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: Draft ▼

Name*
Brochure Evaluation

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

Criteria Group	No Score	Good	Needs Work	Fail	
Criterion 1: Visual Elements There was clear evidence of understanding the visual elements.	5 pt	3 pt	0 pt	0 pt	/ 8
Initial Feedback					
You have shown a clear understanding of the visual elements for your brochure.	You have missed one or two explanations of the visual elements in your brochure.	You did not include clear explanations for your brochure's visual elements.	You did not include any explanations of the visual elements in your brochure.		
Criterion 2: Context There was clear evidence of understanding the context of the murals (social, political, historical, or physical)	5 pt	3 pt	1 pt	0 pt	/ 5
Initial Feedback					

+ Add Criterion



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- Fill in your **Criteria** and **Levels**. The **Criteria** (rows in the table) are WHAT you are grading, for example, “Visual Elements”, “Context”, etc. The **Levels** (columns in the table) are HOW you are grading them for points, for example, Excellent, Good, Poor. 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: Draft ▼

Name*
Brochure Evaluation

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

Criteria Group	Excellent	Good	Needs Work	Fail	
Criterion 1: Visual Elements There was clear evidence of understanding the visual elements. Initial Feedback You have shown a clear understanding of the visual elements for your brochure.	8 pt There was some evidence of understanding the visual elements.	5 pt There was little evidence of understanding the visual elements.	3 pt There was no evidence of understanding the visual elements. (No inclusion of the roles of line, color, shape, light, or composition for explaining the mural).	0 pt	/ 8
Criterion 2: Context There was clear evidence of understanding the context of the murals (social, political, historical, or physical)	5 pt There was some evidence of understanding the context of the murals (social, political, historical, or physical)	3 pt There was little evidence of understanding the context of the murals (social, political, historical, or physical)	1 pt There was no evidence of understanding the context of the murals (social, political, historical, or physical)	0 pt	/ 5

[+ Add Criterion](#)



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- In the boxes under the **Levels**, add text describing, for example, what an “Excellent” level of criterion “Visual Elements” or “Context looks like, along with each level’s points value. To add this text, just click into each box and begin typing. 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: Draft ▼

Name*
Brochure Evaluation

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

Criteria Gro... +	Excellent	Good	Needs Work	Fail	
Criterion 1: Visual Elements 8 pt There was clear evidence of understanding the visual elements.	5 pt There was some evidence of understanding the visual elements.	3 pt There was little evidence of understanding the visual elements.	0 pt There was no evidence of understanding the visual elements.(No inclusion of the roles of line, color, shape, light, or composition for explaining the mural).	/	8
Initial Feedback					
	You have shown a clear understanding of the visual elements for your brochure.	You have missed one or two explanations of the visual elements in your brochure.	You did not include clear explanations for your brochure's visual elements.	You did not include any explanations of the visual elements in your brochure.	
Criterion 2: Context 5 pt There was clear evidence of understanding the context of the murals (social, political, historical, or physical)	3 pt There was some evidence of understanding the context of the murals (social, political, historical, or physical)	1 pt There was little evidence of understanding the context of the murals (social, political, historical, or physical)	0 pt There was no evidence of understanding the context of the murals (social, political, historical, or physical)	/	5
Initial Feedback					
+ Add Criterion					



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6. 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 the criterion in question.

Edit Rubric ▼

✓ Saved / Status: Draft ▼

Name*

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

Criteria Gro... +	Excellent 🗑️	Good 🗑️	Needs Work 🗑️	Fail 🗑️	+
Criterion 1: Visual Elements ⋮	<input type="text" value="8"/> pt There was clear evidence of understanding the visual elements.	<input type="text" value="5"/> pt There was some evidence of understanding the visual elements.	<input type="text" value="3"/> pt There was little evidence of understanding the visual elements.	<input type="text" value="0"/> pt There was no evidence of understanding the visual elements.(No inclusion of the roles of line, color, shape, light, or composition for explaining the mural).	/ <input type="text" value="8"/> 🗑️
Initial Feedback					
	You have shown a clear understanding of the visual elements for your brochure.	You have missed one or two explanations of the visual elements in your brochure.	You did not include clear explanations for your brochure's visual elements.	You did not include any explanations of the visual elements in your brochure.	
Criterion 2: Context ⋮	<input type="text" value="5"/> pt There was clear evidence of understanding the context of the murals (social, political, historical, or physical)	<input type="text" value="3"/> pt There was some evidence of understanding the context of the murals (social, political, historical, or physical)	<input type="text" value="1"/> pt There was little evidence of understanding the context of the murals (social, political, historical, or physical)	<input type="text" value="0"/> pt There was no evidence of understanding the context of the murals (social, political, historical, or physical)	/ <input type="text" value="5"/> 🗑️
Initial Feedback					
<input type="text"/>					
+ Add Criterion					



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

Initial Feedback				
+ Add Criterion				
Brochure Design	Excellent	Good	Needs Work	
Criterion 1: Overall Design Theme 7 pt The layout of most pages is clear and easy to follow, and follows a consistent design theme. Headers and fonts contribute to the overall understanding and flow of the information, and help to move the eye from main topics to supporting details.	3 pt The layout of most pages are simple enough to follow the information. Titles and fonts are usually appropriately used. Most pages follow the same or similar design.	0 pt The layout is cluttered or confusing, or the layout is so simple that the benefits of the brochure are lost (i.e. it looks more like a term paper than a brochure) Or pages have a different look and feel and it is not clear that they form part of an organized set to accomplish a goal.	/ 7	
Initial Feedback				
Criterion 2: Colours, Background and Text 4 pt Colors, backgrounds and text are clear and easy to read together. They work together to create a pleasant viewing experience.	2 pt Colors, backgrounds and text are clear and easy to read together but could have been used more effectively.	0 pt Colors, backgrounds and text are not used effectively. If present the contrast is inappropriate or the background is too busy, which makes the text hard to read	/ 4	
Initial Feedback				
+ Add Criterion				
+ Add Criteria Group				Total - / 43



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8. 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.

	understanding and flow of the information, and help to move the eye from main topics to supporting details.	pages follow the same or similar design.	like a term paper than a brochure) Or pages have a different look and feel and it is not clear that they form part of an organized set to accomplish a goal.	
	Initial Feedback			
⋮	Criterion 2: Colours, Background and Text	4 pt Colors, backgrounds and text are clear and easy to read together. They work together to create a pleasant viewing experience.	2 pt Colors, backgrounds and text are clear and easy to read together but could have been used more effectively.	0 pt Colors, backgrounds and text are not used effectively. If present the contrast is inappropriate or the background is too busy, which makes the text hard to read
	Initial Feedback			/ 4
+ Add Criterion				

Total — / 43

Overall Score

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

+	Excellent	Good	Needs Work	Fail	+
	40 or more	30 or more	15 or more	0 or more	



9. 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



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

The screenshot shows the 'Edit Rubric' interface. At the top right, there is a 'Saved' status indicator and a 'Status: Draft' dropdown menu. A red arrow points from the 'Saved' indicator to the 'Close' button at the bottom left. The main area contains a table with two criteria: 'Visual Elements' and 'Context'. Each criterion has four performance levels: Excellent, Good, Needs Work, and Fail, with associated point values and descriptions. A 'Close' button is located at the bottom left of the interface.

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.**

This screenshot shows the 'Edit Rubric' interface with the status dropdown menu open. A red arrow points from the 'Status: Published' dropdown to the 'Published' option in the menu. The menu also shows 'Archived' and 'Draft' options. The rubric table is visible in the background, showing the same criteria and performance levels as in the previous screenshot.



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