



## Creating Holistic No Score (text only) 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 Holistic No Score rubrics in D2L. **We recommend that before creating a D2L rubric, you have your rubric's levels, and feedback already figured out and written down in a word document or on paper.** NOTE: **No Score** Rubrics do NOT send a score to the Grades tool.

### 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



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 **No Score**. 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.

**Edit Rubric** ✓ Saved Status: Draft ▼

Name: Presentation Feedback Rubric

Type: Holistic ▼ Scoring: No Score ▼ Reverse Level Order

| Excellent  | Satisfactory   | Needs Work  |
|--|--|---|
| <ul style="list-style-type: none"><li>identifies most important ill-defined aspects of problem as well as general ill-defined problem nature</li><li>keenly aware of personal perspective and biases and compensates effectively</li><li>also aware of relationship between present problem and context in which it is situated</li><li>uses goal, mission or other <u>ultimates</u> to structure problem space effectively systematically works through problem</li></ul> | <ul style="list-style-type: none"><li>aware of general "ill-defined" nature of the problem an</li><li>somewhat aware of personal perspective but not fully able to compensate for its effects</li><li>evidence of awareness of problem context found throughout solution process but some important connections and implications not recognized</li><li>works through problem systematically but may omit necessary reconsideration of assumptions</li></ul> | <ul style="list-style-type: none"><li>unaware of either general or specific characteristics that preclude routine solution procedures</li><li>apparently unaware of personal perspectives, biases or assumptions and their effects</li><li>apparently unaware of broader context In which problem occurs; assumes singular perspective</li><li>unable or unwilling to structure on the problem space within parameters provided</li></ul> |

+ Add Criterion

Options ▶

Close



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 example, Excellent, Satisfactory, Needs Work.

### Edit Rubric ▼

✓ Saved Status: Draft ▼

Name\*  
Presentation Feedback Rubric

Type: Holistic ▼ Scoring: No Score ▼ [↔ Reverse Level Order](#)

| + | Excellent  | Satisfactory   | Needs Work  | + |
|---|--|--|---|---|
|   | <ul style="list-style-type: none"><li>identifies most important ill-defined aspects of problem as well as general ill-defined problem nature</li><li>keenly aware of personal perspective and biases and compensates effectively</li><li>also aware of relationship between present problem and context in which it is situated</li><li>uses goal, mission or other <u>ultimates</u> to structure problem space effectively systematically works through problem</li></ul> | <ul style="list-style-type: none"><li>aware of general "ill-defined" nature of the problem an</li><li>somewhat aware of personal perspective but not fully able to compensate for its effects</li><li>evidence of awareness of problem context found throughout solution process but some important connections and implications not recognized</li><li>works through problem systematically but may omit necessary reconsideration of assumptions</li></ul> | <ul style="list-style-type: none"><li>unaware of either general or specific characteristics that preclude routine solution procedures</li><li>apparently unaware of personal perspectives, biases or assumptions and their effects</li><li>apparently unaware of broader context in which problem occurs; assumes singular perspective</li><li>unable or unwilling to structure on the problem space within parameters provided</li></ul> |   |

[+ Add Criterion](#)

Options ▶

Close



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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 fourth Level.

**Edit Rubric** ✓ Saved Status: Draft

Name\*  
Presentation Feedback Rubric

Type: Holistic Scoring: No Score Reverse Level Order

| + | Exemplary | Excellent  | Satisfactory  | Needs Work   | + |
|---|-----------|--|---|--|---|
|   |           | <ul style="list-style-type: none"> <li>identifies most important ill-defined aspects of problem as well as general ill-defined problem nature</li> <li>keenly aware of personal perspective and biases and compensates effectively</li> <li>also aware of relationship between present problem and context in which it is situated</li> <li>uses goal, mission or other ultimates to structure problem space effectively systematically works through problem</li> </ul> | <ul style="list-style-type: none"> <li>aware of general "ill-defined" nature of the problem an</li> <li>somewhat aware of personal perspective but not fully able to compensate for its effects</li> <li>evidence of awareness of problem context found throughout solution process but some important connections and implications not recognized</li> <li>works through problem systematically but may omit necessary reconsideration of assumptions</li> </ul> | <ul style="list-style-type: none"> <li>unaware of either general or specific characteristics that preclude routine solution procedures</li> <li>apparently unaware of personal perspectives, biases or assumptions and their effects</li> <li>apparently unaware of broader context In which problem occurs; assumes singular perspective</li> <li>unable or unwilling to structure on the problem space within parameters provided</li> </ul> |   |

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: Draft

Name\*  
Presentation Feedback Rubric

Type: Holistic Scoring: No Score Reverse Level Order

| + | Exemplary | Excellent  | Satisfactory  | Needs Work   | + |
|---|-----------|--|---|--|---|
|   |           | <ul style="list-style-type: none"> <li>identifies most important ill-defined aspects of problem as well as general ill-defined problem nature</li> <li>keenly aware of personal perspective and biases and compensates effectively</li> <li>also aware of relationship between present problem and context in which it is situated</li> <li>uses goal, mission or other ultimates to structure problem space effectively systematically works through problem</li> </ul> | <ul style="list-style-type: none"> <li>aware of general "ill-defined" nature of the problem an</li> <li>somewhat aware of personal perspective but not fully able to compensate for its effects</li> <li>evidence of awareness of problem context found throughout solution process but some important connections and implications not recognized</li> <li>works through problem systematically but may omit necessary reconsideration of assumptions</li> </ul> | <ul style="list-style-type: none"> <li>unaware of either general or specific characteristics that preclude routine solution procedures</li> <li>apparently unaware of personal perspectives, biases or assumptions and their effects</li> <li>apparently unaware of broader context In which problem occurs; assumes singular perspective</li> <li>unable or unwilling to structure on the problem space within parameters provided</li> </ul> |   |



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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.

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



8. 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' indicator and a 'Status: Draft' dropdown menu. The main area contains a table with four columns: Exemplary, Excellent, Satisfactory, and Needs Work. Each column has a trash icon and a list of criteria. At the bottom left, there is a 'Close' button. A red arrow points from the 'Close' button to the 'Saved' indicator.

## 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.**

The screenshot shows the 'Edit Rubric' interface. At the top right, there is a 'Saved' indicator and a 'Status: Published' dropdown menu. A dropdown menu is open, showing three options: 'Published' (checked), 'Archived', and 'Draft'. A red arrow points from the 'Status: Published' dropdown to the 'Published' option in the dropdown menu. The main area contains a table with four columns: Exemplary, Excellent, Satisfactory, and Needs Work. Each column has a trash icon and a list of criteria.



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